



Adding a new MailCore account (IMAP/POP3).

From the main menu in your existing control panel select “Accounts” - “Add”. The following screen should appear:

Email Address: Enter the email address of the primary user.

Password/Confirm Password: The account password - this should either be a password of your choice, or generated automatically by pressing the “Password generator” button. The following window should appear:

In here you can set several options with regard to the password generation. Pressing the “Generate Password” button will open a dialogue inside the existing window:



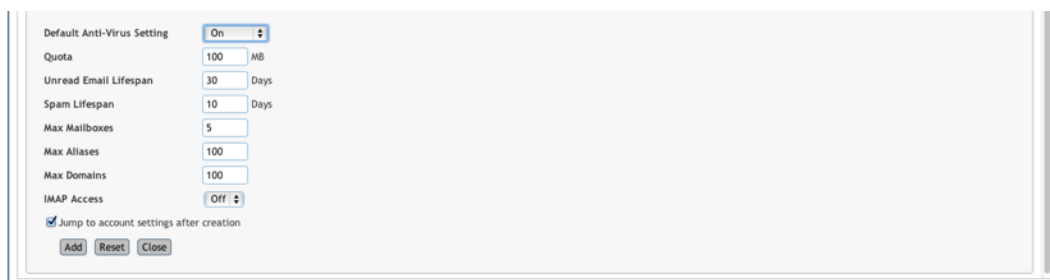
The image shows a 'Secure Password Generator' dialog box. At the top, it displays the generated password 'RSkGAJcR' with a 'Copy to form' button. Below this is a 'Phonetic Pronunciation' section showing 'ROMEO - SIERRA - kilo - GOLF - ALPHA - Juliet - charlie - ROMEO'. A yellow instruction box states: 'To generate a password, choose from the options below and then click the "Generate Password" button.' The options include: 'Password Length' set to 8 (range 4-64); 'Include Letters' (checked, e.g. abcdef); 'Include Numbers' (checked, e.g. a9Bc7d); 'Include Mixed Case' (checked, e.g. AbCdEf); 'Include Punctuation' (unchecked, e.g. a!b*c_d); 'No similar characters' (checked, e.g. l, 1, o, 0, I); and 'Show Phonetics' (checked, e.g. Alpha - Bravo - Charlie). At the bottom are 'Generate Password' and 'Reset' buttons. A small note at the very bottom explains that including numbers and punctuation creates a more secure password.

Double check your option and click on “Copy to form” which will populate the “Password” box in the main window and close this pop-up.

The next following five account defaults are also replicated to any subsequent mailbox created. You can change these options afterwards, however they will not apply to any existing account only new ones created after the change.

Default Anti-Spam Settings: This slider decides the Anti-Spam level - ranging from 1 to 5 where 1 is the lowest level of protection. Level 5 is Level 4 + IP reputation.

We recommend using at least level 4 and whitelisting to filter out spam.



The image shows an account settings dialog box. It contains several settings: 'Default Anti-Virus Setting' set to 'On'; 'Quota' set to '100 MB'; 'Unread Email Lifespan' set to '30 Days'; 'Spam Lifespan' set to '10 Days'; 'Max Mailboxes' set to '5'; 'Max Aliases' set to '100'; 'Max Domains' set to '100'; and 'IMAP Access' set to 'Off'. At the bottom, there is a checkbox for 'Jump to account settings after creation' which is checked, and three buttons: 'Add', 'Reset', and 'Close'.

Default Anti-Virus Settings: Defines whether this account will have anti-virus enabled by default.

Quota: The Quota in MB. Please note that this applies to the whole account - i.e. divided across all mailboxes.

Email Lifespan: The duration that any emails will stay in the inbox before being purged.

Spam Lifespan: The duration that any spam emails will stay in the inbox before being purged.

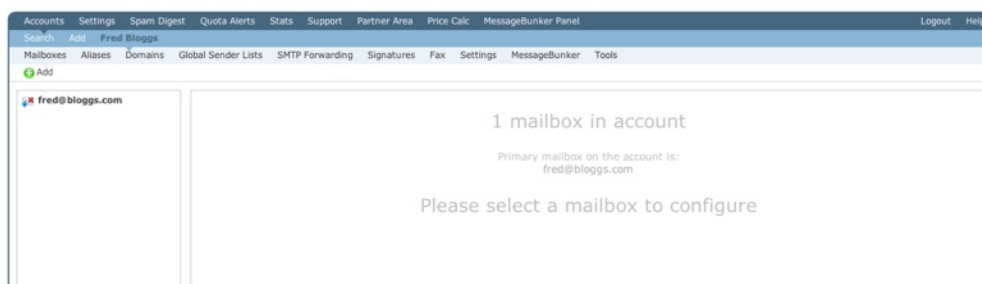
Max Mailboxes: The maximum number of mailboxes this account can create.

Max Aliases: The maximum number of aliases this account can create.

Max Domains: The maximum number of domains this account can add.

IMAP Access: Sets IMAP access for the account. We recommend having this enabled (default Off).

Jump to account settings after creation: If ticked will take you to the screen below after the “Add” button is selected:



Please see “Using The Control Panel (Account Administrator)” on how to use the account mailbox wide features.