

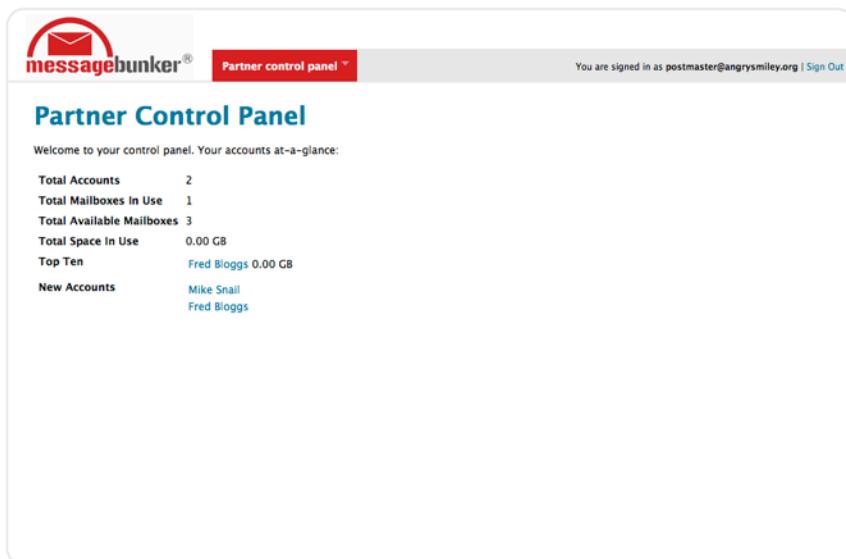


A quick guide to your MessageBunker Partner Control Panel

This document is designed to give a quick overview of the Control Panel, along with some of the features and tools it contains. For specific service set up instructions please refer to the relevant documents available on the Partner Portal.

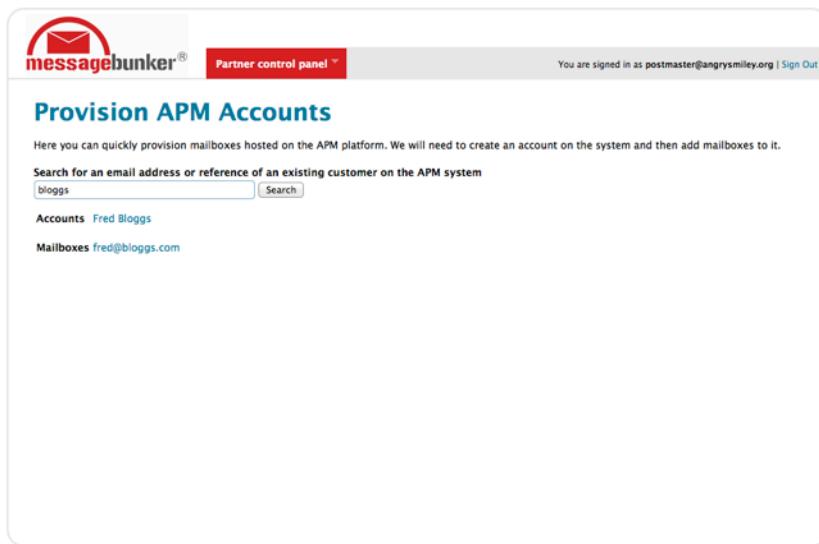
partner.verygoodemail.com

When logging in you will be greeted with the screen below which gives a brief summary of your account:



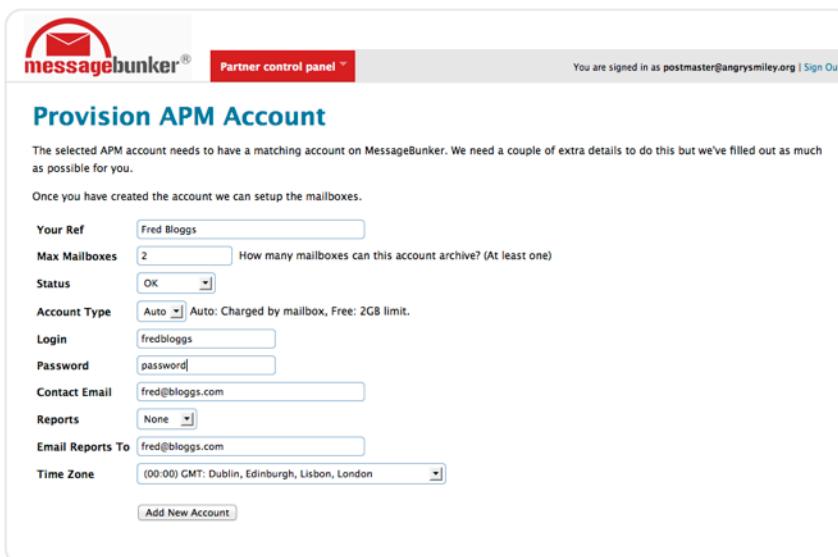
Partner Control Panel - Fast Provision APM Accounts

This feature allows you to provision any mailboxes that exist on the APM platform. *If you are setting up an account that will be used with Zimbra or our Gateway service please use the instructions in the next section.*



The search features allows you to quickly locate an account and select it accordingly by either click on “Accounts” or “Mailboxes” in the displayed result

The following screen will appear:



Partner Control Panel: MessageBunker

Your Ref: The reference for the account. In this particular instance copied from the email account under the APM system.

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

Status: Options here are “OK” and “Suspended” the later will create the account in a “suspended” state.

Account Type: Decides the type of account this will be. Default is Auto, which has no storage limit. Free accounts have a storage limit of 2GB per mailbox: when this limit is reached the mailbox will no longer archive. When that happens the mailbox will either have to be deleted or the account upgraded to an unlimited account.

Login & Password: The username and password for this account.

Contact Email: The administrative contact for this account.

Reports: The interval reports will be sent - options here are:

None: (disables the feature)

Daily: Sends out a report in the early morning (GMT/BST)

Weekly: Sends out a report once a week.

Email reports to: The email address that will receive these reports.

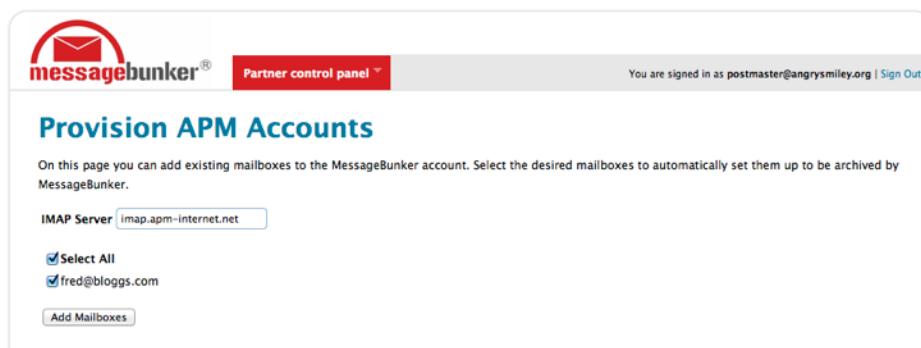
Time Zone: Your timezone, defaults to GMT.

When you are happy with the above values click on “Add New Account”.

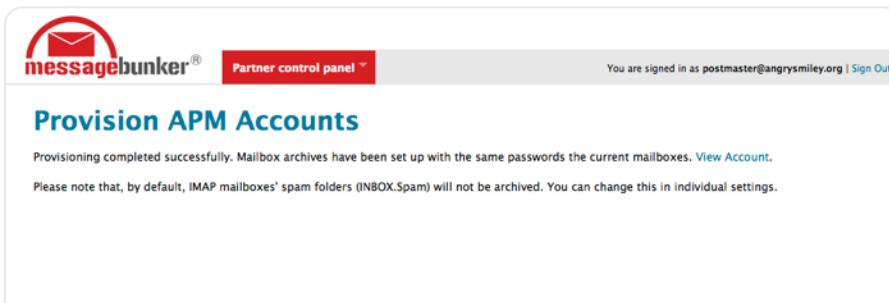
Partner Control Panel: MessageBunker

The next section (below) will allow you to either select all mailboxes, or individual mailboxes under that particular account.

IMAP Server: Is by default populated with **imap.apm-internet.net**



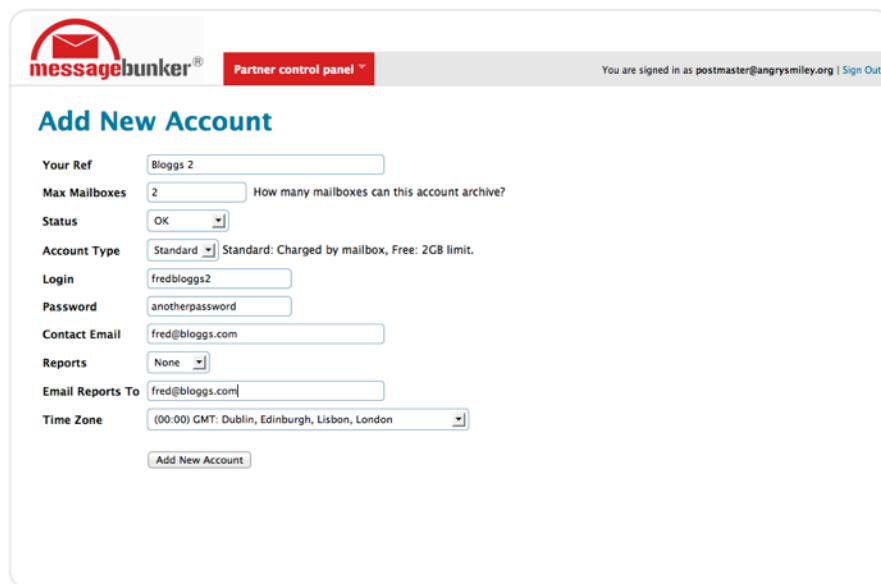
Click on “Add Mailboxes” to finalise the setup - the following screen will appear:



At this stage the account has been provisioned. You have the option to either go back to the main page using the menu, or select “View Account” which would allow you to do last minute changes.

Partner Control Panel: MessageBunker

Partner Control Panel - Add New Account



The screenshot shows the 'Add New Account' page of the MessageBunker Partner Control Panel. The page has a header with the MessageBunker logo and 'Partner control panel'. It displays a form with the following fields:

- Your Ref: Bloggs 2
- Max Mailboxes: 2 (How many mailboxes can this account archive?)
- Status: OK
- Account Type: Standard (Standard: Charged by mailbox, Free: 2GB limit.)
- Login: fredbloggs2
- Password: anotherpassword
- Contact Email: fred@bloggs.com
- Reports: None
- Email Reports To: fred@bloggs.com
- Time Zone: (00:00) GMT: Dublin, Edinburgh, Lisbon, London

At the bottom is a 'Add New Account' button.

Where...

Your Ref = The reference for the account. In this particular instance copied from the email account under the APM system.

Max Mailboxes = The maximum amount of mailboxes this account can create.

Status = Options here are “OK” and “Suspended” the later will create the account in a “suspended” state.

Account Type = Default is Auto which has no storage limit. Free has a storage limit of 2GB per mailbox; when this limit is reached the mailbox will no longer archive. When that happens the mailbox will either have to be deleted, or the account upgraded to an unlimited account.

Login & Password = The username and password for this account.

Contact Email = The administrative contact for this account.

Partner Control Panel: MessageBunker

Reports = The interval reports will be sent. Options here are:

None: (disables the feature)

Daily: Sends out a report in the early morning (GMT/BST)

Weekly: Sends out a report once a week.

Email reports to = The email address that will receive these reports.

Time Zone = Your timezone - defaults to GMT.

When you are happy with the above values click on “Add New Account”.

Existing Account Operations

Accessing an existing account:

Go to “Partner - Your Accounts”, a listing similar to the one below should appear:

Back | Next

Ref	Contact Email	Max	Mailboxes	Type	Quota (GB)	Size
Bloggs 2	fred@bloggs.com	2	0	Auto	0	0 GB
Fred Bloggs	fred@bloggs.com	2	1	Auto	0	0.00 GB

Choose the account you want to access from the list in order to access its current settings.

Partner Control Panel: MessageBunker

View/Edit Account

[Impersonate This Account](#)

The View/Edit Account screen is very similar to the account setup screen so we will not cover all aspects of it in this section, just the differences/and certain operations.

Your Reference	Bloggs 2
Max Mailboxes	2 <small>How many mailboxes can this account archive?</small>
Status	OK <small>Hint: To effectively delete an account, choose 'Cancelled'</small>
Account Type	Standard <small>Standard: Charged by mailbox, Free: 2GB limit.</small>
Login	fredbloggs2
Login Status	OK
Password	<input type="password"/> <small>Only enter if changing password</small>
Contact Email	fred@bloggs.com <small>Email</small>
Reports	None
Email Reports To	fred@bloggs.com
Time Zone	(00:00) GMT: Dublin, Edinburgh, Lisbon, London

Logging in as the account

The “[Impersonate This Account](#)” link logs you in to MessageBunker as that user.

Changing account type

There are two options here:

Standard - Unlimited Storage Quota per mailbox.

Free - 2GB limit per Mailbox - when this limit is reached the mailbox will no longer backup new data.

You can change account type at any time. However if you change from Standard to Free then you will have to delete/recreate the Mailbox if over 2GB in size.

Changing account login status

By default the accounts login status under “Status” is “OK”. This can be changed at any time.

The options are:

OK - Account enabled.

Suspended - Account Suspended and no backups will be taken by MessageBunker.

Blocked - Login Suspended, but without disabling the backups which will run in the background.

Partner Control Panel: MessageBunker

Cancelled - Will Cancel the account.

Please note that It might take 2-3min before the account disappears from the lists of accounts if cancelled.

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