

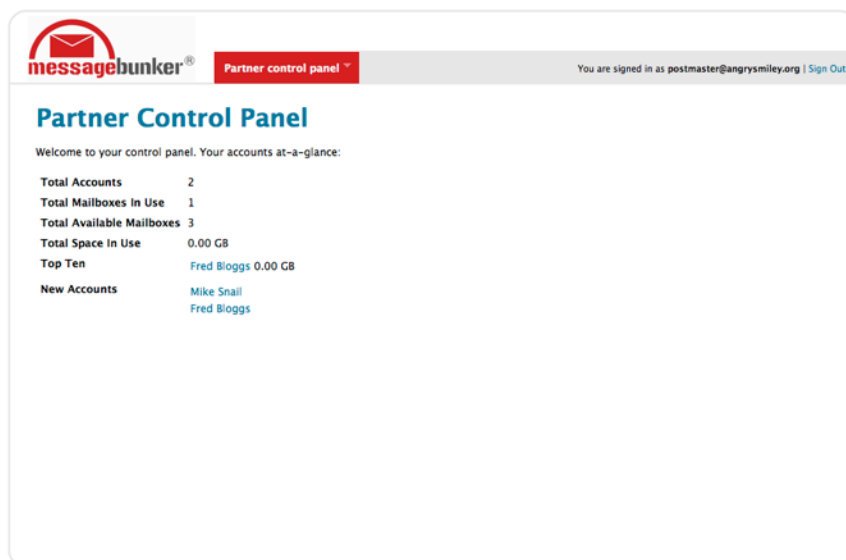


### A quick guide to your MessageBunker Partner Control Panel

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.

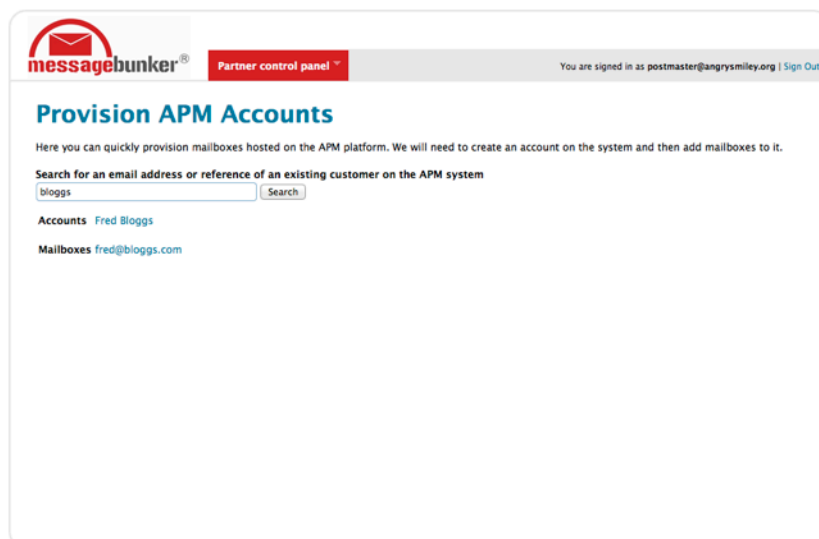
[partner.verygoodemail.com](http://partner.verygoodemail.com)

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

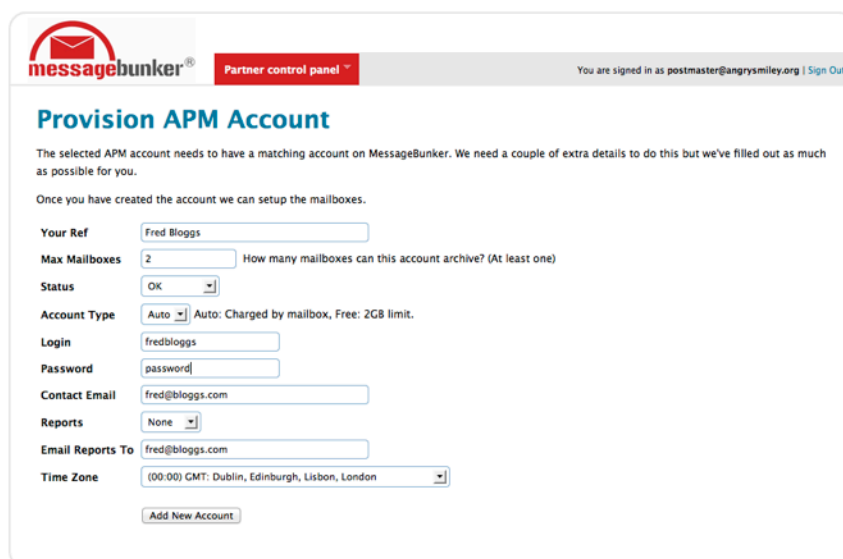
This feature allows you to provision any mailboxes that exist on the APM platform. *If you are setting up an account that will be used with Zimbra or our Gateway service please use the instructions in the next section.*



The screenshot shows the 'Provision APM Accounts' page in the MessageBunker Partner Control Panel. The page has a header with the MessageBunker logo, a 'Partner control panel' dropdown, and a user status bar indicating the user is signed in as 'postmaster@angrysmiley.org' with a 'Sign Out' link. The main heading is 'Provision APM Accounts'. Below it, a message states: 'Here you can quickly provision mailboxes hosted on the APM platform. We will need to create an account on the system and then add mailboxes to it.' A search section follows with the text 'Search for an email address or reference of an existing customer on the APM system', a text input field containing 'bloggs', and a 'Search' button. Below the search section, there are two links: 'Accounts Fred Bloggs' and 'Mailboxes fred@bloggs.com'.

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:



The screenshot shows the 'Provision APM Account' page in the MessageBunker Partner Control Panel. The page has the same header as the previous screenshot. The main heading is 'Provision APM Account'. Below it, a message states: 'The selected APM account needs to have a matching account on MessageBunker. We need a couple of extra details to do this but we've filled out as much as possible for you.' Another message follows: 'Once you have created the account we can setup the mailboxes.' The form contains several fields: 'Your Ref' (Fred Bloggs), 'Max Mailboxes' (2) with a note 'How many mailboxes can this account archive? (At least one)', 'Status' (OK), 'Account Type' (Auto) with a note 'Auto: Charged by mailbox, Free: 2GB limit.', 'Login' (fredbloggs), 'Password' (password), 'Contact Email' (fred@bloggs.com), 'Reports' (None), 'Email Reports To' (fred@bloggs.com), and 'Time Zone' ((00:00) GMT: Dublin, Edinburgh, Lisbon, London). There is an 'Add New Account' button at the bottom.

**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.

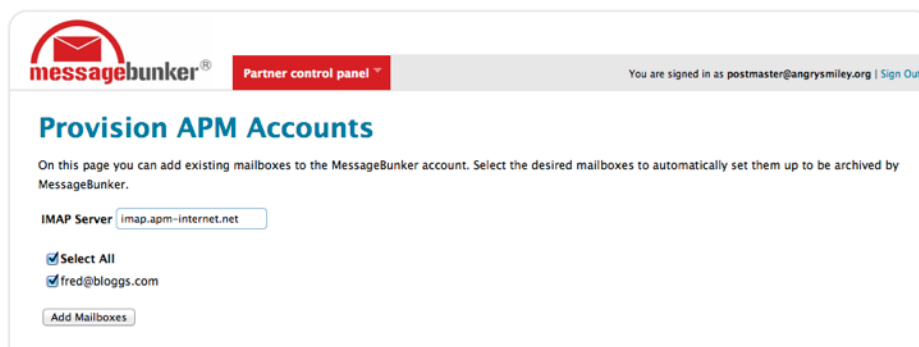
**Email reports to:** The email address that will receive these reports.

**Time Zone:** Your timezone, defaults to GMT.

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

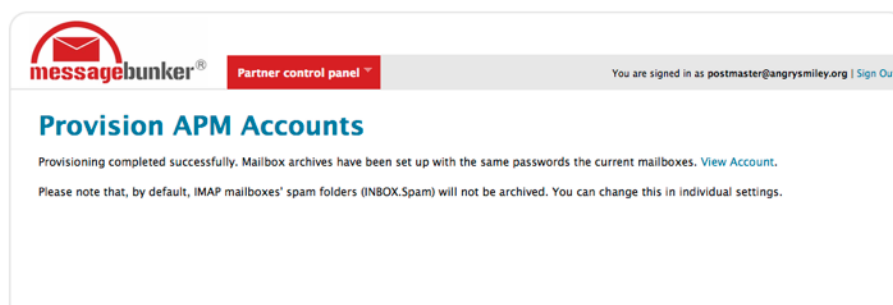
The next section (below) will allow you to either select all mailboxes, or individual mailboxes under that particular account.

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



The screenshot shows the MessageBunker Partner Control Panel interface. At the top, there is a header with the MessageBunker logo, a 'Partner control panel' dropdown menu, and a user status bar indicating the user is signed in as 'postmaster@angrismiley.org' with a 'Sign Out' link. The main section is titled 'Provision APM Accounts' and contains instructions: 'On this page you can add existing mailboxes to the MessageBunker account. Select the desired mailboxes to automatically set them up to be archived by MessageBunker.' Below this, there is a form with an 'IMAP Server' field containing 'imap.apm-internet.net'. There are two checkboxes: 'Select All' and 'fred@bloggs.com', both of which are checked. At the bottom of the form is an 'Add Mailboxes' button.

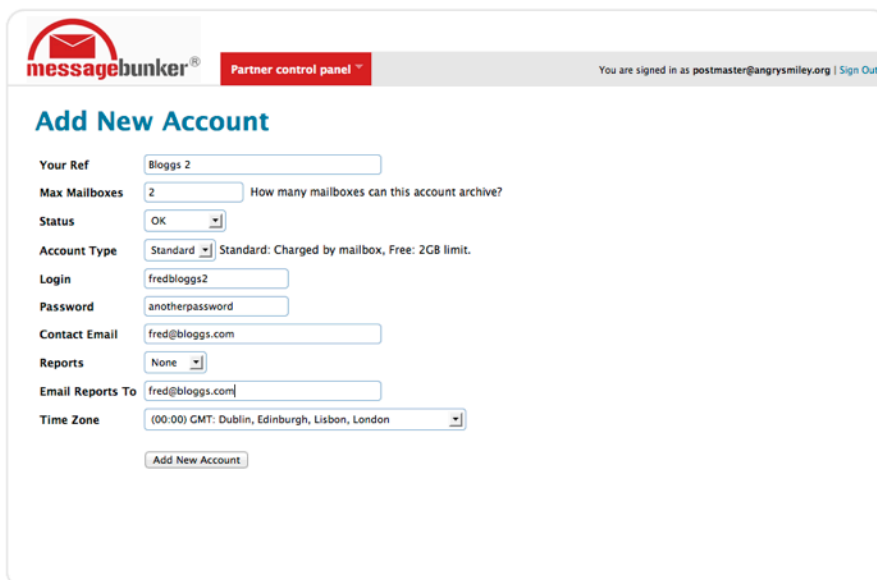
Click on “Add Mailboxes” to finalise the setup - the following screen will appear:



The screenshot shows the MessageBunker Partner Control Panel interface after successful provisioning. The header is the same as the previous screenshot. The main section is titled 'Provision APM Accounts' and contains a success message: 'Provisioning completed successfully. Mailbox archives have been set up with the same passwords the current mailboxes. [View Account.](#)' Below this, there is a note: 'Please note that, by default, IMAP mailboxes' spam folders (INBOX.Spam) will not be archived. You can change this in individual settings.'

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 - Add New Account



The screenshot shows the 'Add New Account' form in the MessageBunker Partner Control Panel. The form is titled 'Add New Account' and includes the following fields and options:

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

At the bottom of the form is a button labeled 'Add New Account'.

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.

**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.

### View/Edit Account

[Impersonate This Account](#)

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

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.

### 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.

**Cancelled** - Will Cancel the account.

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