



## General

This document describes the process for creating a new Zimbra account using your Partner Control Panel.

## Forwarding Procedure - Zimbra

Incoming email is first filtered for SPAM and Viruses before being forwarded onto an endpoint Zimbra server. This is now configured automatically when new Zimbra accounts are set up.

## Set-up Procedure

Log into the Control Panel as a VISP, or Administrator.

Click “Accounts” > “Add” and select the “Zimbra” tab - the following screen will appear:

The screenshot shows the 'Add New Account' form in the Partner Control Panel. The form is titled 'Add New Account' and includes a sub-header 'Choose account type:'. Three tabs are visible: 'IMAP/POP3 account', 'SMTP Forwarding Gateway account', and 'Zimbra account'. The 'Zimbra account' tab is selected. The form contains the following fields and options:

- Domain Name:
- Primary Mailbox:  (to be domain administrator in Zimbra)
- Mailbox users first & last names:
- Password:
- Confirm Password:
- Destination Server: zimbra003.verygoodemail.com
- Max mailboxes:
- Your Reference:
- Anti-Spam Setting:  (Disabled)
- Anti-Virus Setting:
- Queued Mail Lifespan:  Days
- ☒ Jump to account settings after creation
-

**Domain:** Enter the domain in this field.

**Primary Mailbox:** The username of the Primary User (Just the part before the @ sign).

**Mailbox users first & last names:** The users first and last name.

**Password:** User password.

**Destination Server:** *Non-changeable.*

**Max Mailboxes:** Number of seats.

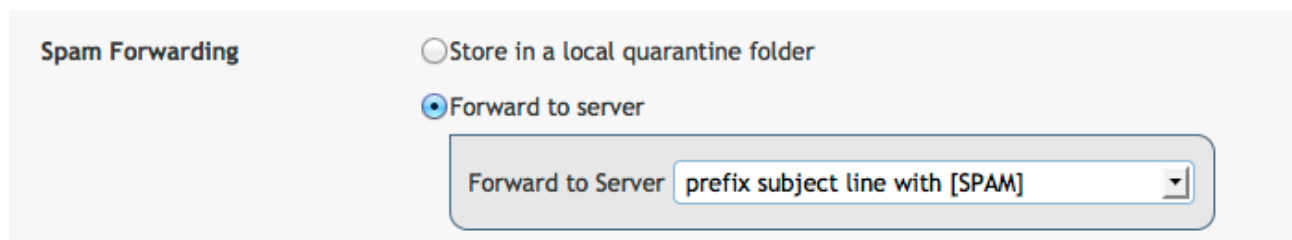
**Your Reference:** Your internal reference for this user.

**Anti-Spam/Anti-Virus:** We recommend using 'Extreme' for Anti-Spam and 'On' for Anti-Virus.

**Queued Mail Lifespan:** The number of days the email will stay in Inbox.

*If Anti-Spam is enabled and set to quarantine on server, then the following will also appear:*

**Spam Lifespan:** The number of days the email will stay in the Spam folder.



**Spam Forwarding:** Options here are:

- Store in local quarantine folder
- Forward to Server

Keep the “Jump to account settings after creation” selected.

Then click “Add”.

### Setting up aliases

From the account Menu select “Alias” > “Add”.

Enter \* in the text box and select the domain from the drop down list, then set **user@domain** as destination and click “Add” and “Close”.

*If you intend to forward multiple domains under the same account then, as well as adding the other domain under “Domains”, you will have to repeat the aliasing steps above and point the destination to the primary mailbox (**user@domain**). Please notify us if you want to use multiple domains, as we need to map these accordingly on the Zimbra server.*

### Enabling Spam Digest

We can provide daily spam reports via email. In order to take advantage of the Spam Digest feature you need to quarantine the mail on our filtering platform rather than forward on to the Zimbra server.

Before your users can access the settings, you need to enable it in your Partner account. It's easy:

- Log in to the \*new\* Control Panel (<http://vwm.apm-internet.net/admin>)
- Click on ‘Spam Digest’ in the top bar
- Tell us the full URL you use for Webmail, and email address you would like the Spam Digest to originate from

Once these fields are completed your users will see the Spam Digest option in their Control Panel under the ‘Protection’ tab. They are free to receive a digest weekly, daily or not at all.

Note: Users will need to have set Spam Forwarding to ‘Store in local quarantine folder’ if they wish to receive a Digest.

The Digest emails themselves are HTML formatted and completely devoid of branding in a nice, clean layout.

### MX Records

Don't forget the customer must now change their MX records to route email to our servers. For example:

**Pref = 10, a.mx.verygoodemail.com**  
**Pref = 20, b.mx.verygoodemail.com**

That's it, you're set up and ready to go.