

Cerberus Mail - Admin Guide

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Before you start

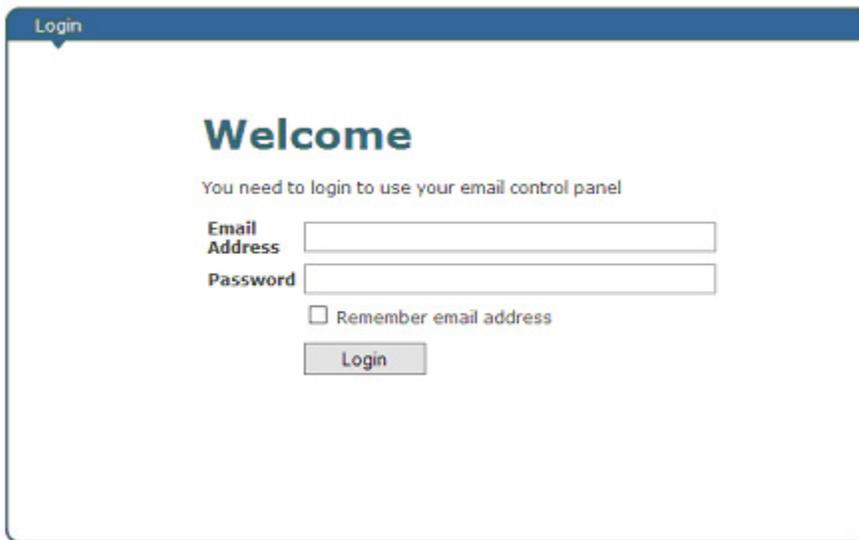
This guide assumes that:

- You have your *Username*, e.g. '*postmaster@example.com*'; and *Password*, e.g. Pass28Word, to hand.
- You have access to a functioning web browser, connected to the internet.
- Note that some configuration of settings refers to the [Cerberus Mail User Guide](#). This can be downloaded from the Support section of the Cerberus Networks website.

Accessing your Cerberus Mail Admin Control Panel

Open up your favourite web browser, and go to: <http://webmail.cerberusmail.co.uk/admin>

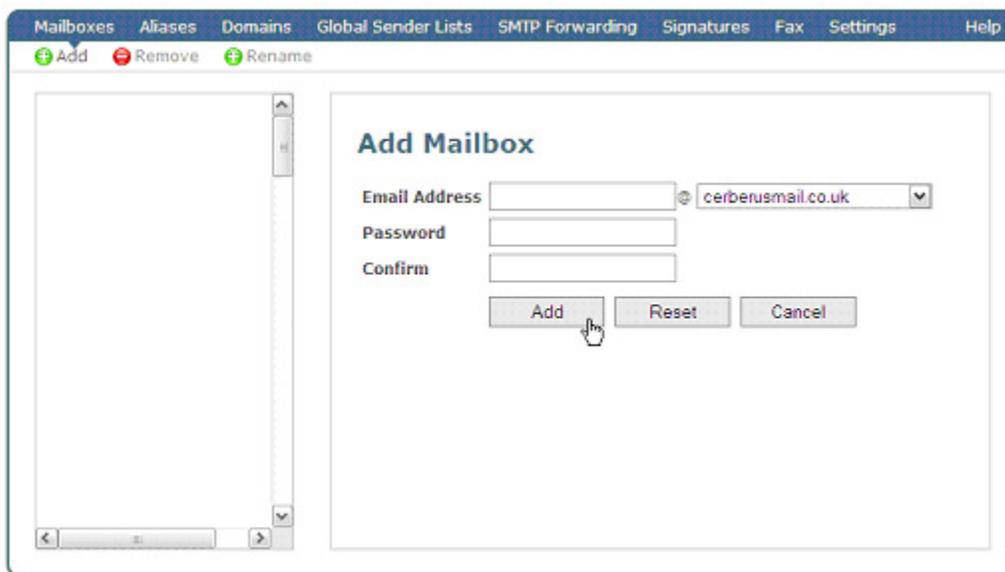
- You will be presented with the following page:



The screenshot shows a login page with a blue header containing the word "Login". Below the header, the word "Welcome" is displayed in a large, bold, blue font. Underneath, a message reads "You need to login to use your email control panel". The form includes two input fields: "Email Address" and "Password". Below the "Password" field is a checkbox labeled "Remember email address". At the bottom of the form is a "Login" button.

- Type in your username and password, and click Login.

Mailboxes

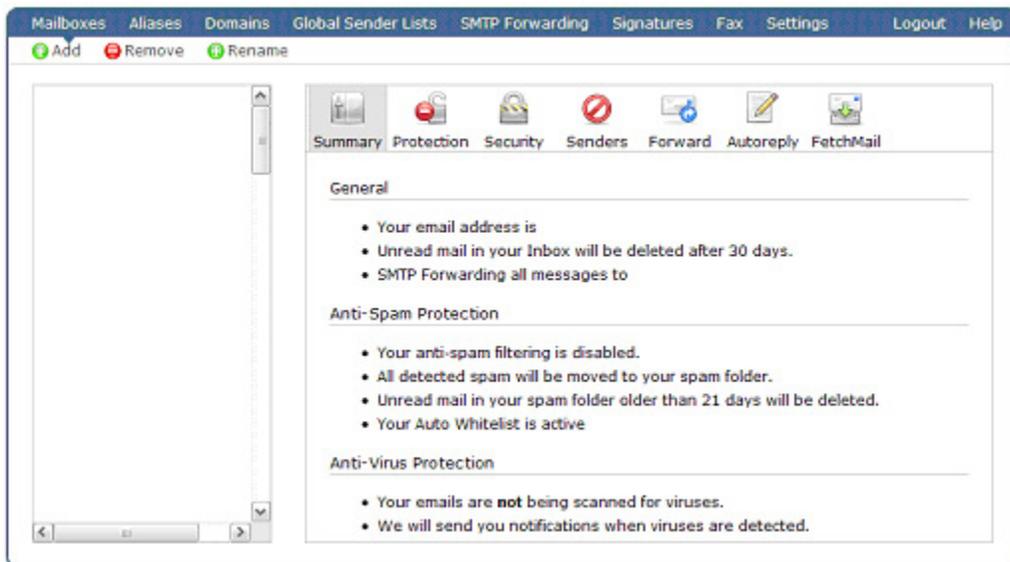


The screenshot shows the "Mailboxes" tab in the admin control panel. The top navigation bar includes "Mailboxes", "Aliases", "Domains", "Global Sender Lists", "SMTP Forwarding", "Signatures", "Fax", "Settings", and "Help". Below the navigation bar are three buttons: "Add" (with a plus icon), "Remove" (with a minus icon), and "Rename" (with a plus icon). The main content area is titled "Add Mailbox" and contains three input fields: "Email Address", "Password", and "Confirm". The "Email Address" field has a dropdown menu showing "cerberusmail.co.uk". Below the input fields are three buttons: "Add", "Reset", and "Cancel". A mouse cursor is pointing at the "Add" button.

- This tab presents a list of mailboxes belonging to your account, and allows you to add, remove, modify and view mailboxes.
- A mailbox identifies mail to a particular user or group and has settings for that user/group.

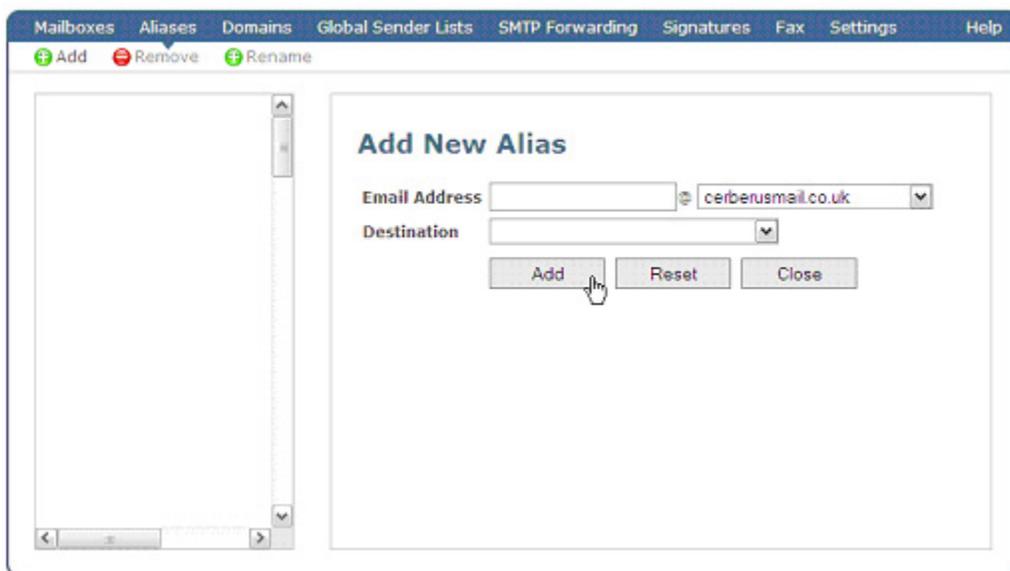
- Click a mailbox in the left side-list to view or modify its settings.
- *Add* and *Remove* on the *Context Menu* can be used to add and remove mailboxes from the account.
- When adding a new mailbox, the only settings you need are the email address for the new mailbox, and the password that you will be assigning to it.

Mailboxes – Configuring Individual User Settings



- If you click on a mailbox from the mailbox list, you can set all the individual settings for that user's mailbox.
- These settings include such items as:
 - Passwords
 - Anti-Spam and Anti-Virus
 - Out of office Autoreply
 - Forwarding
- For a full explanation of how to change these settings, which are an exact copy of the Control Panel view that an individual user can see when logged onto their own webmail, please see the [Cerberus Mail User Guide](#).

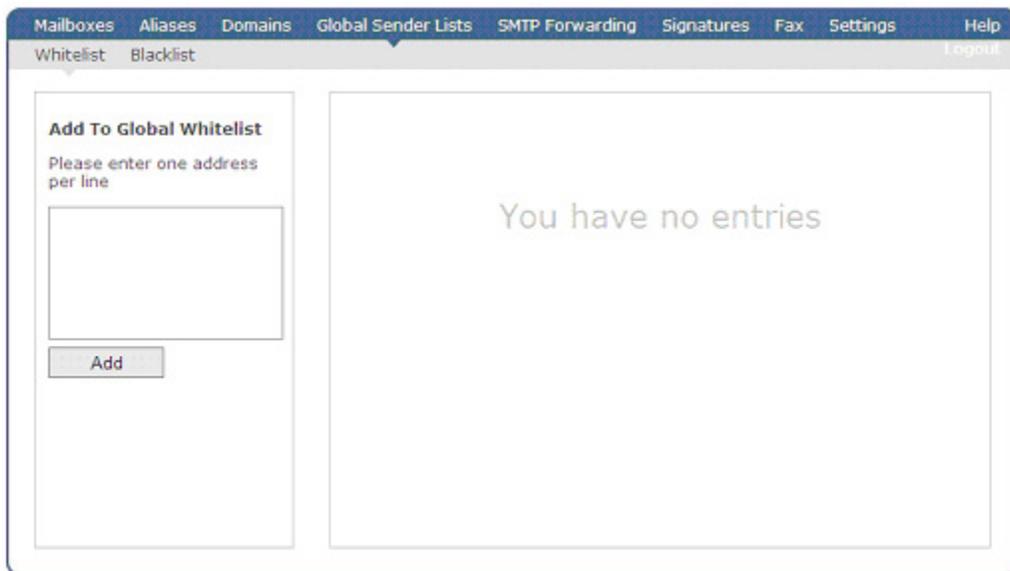
Aliases



- An alias is an alternative name for an existing mailbox.
- For example, say you have a member of staff called Mr Random Person, and you have set him up with a mailbox – '*random.person@domain.com*'. Unfortunately, because his clients call him Dom, they always end up sending mail to '*dom.person@domain.com*' – and as this mailbox doesn't exist, their mails get returned. You can add a new alias for Mr Random Person's mailbox to circumvent this problem.

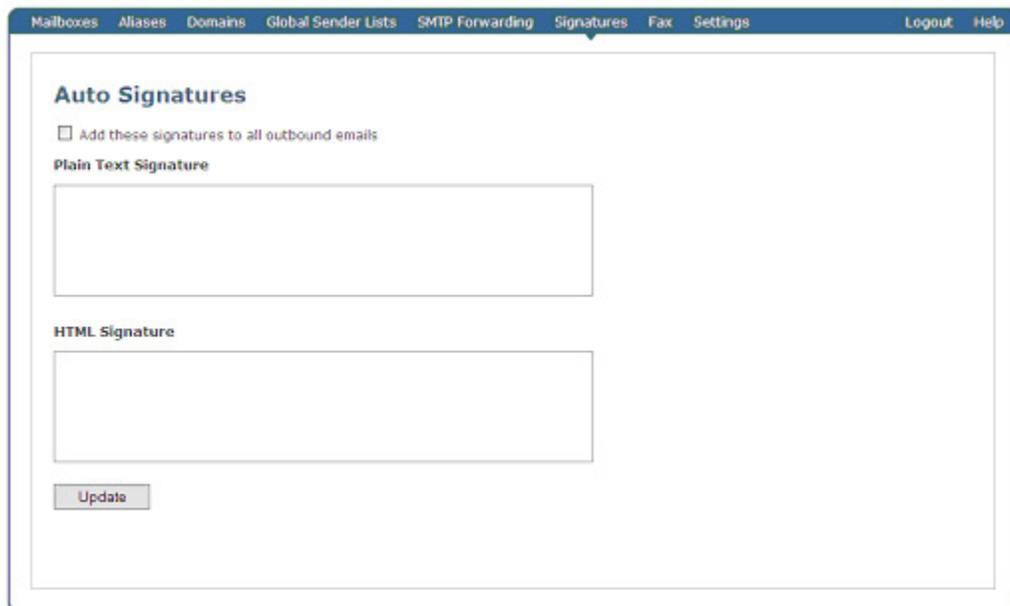
- Note, if you are using SMTP forwarding on your account, mail that is routed to a particular mailbox keeps its "To" address intact. E.g. if an alias exists for 'info@domain.com' that points to 'john@domain.com', then when the receiving mail server gets the mail, it is still addressed to 'info@domain.com', not 'john@domain.com' so the receiving mail server needs to be set up so that it knows how to route mail for 'info@domain.com'. The usage of an alias in this situation means that the filtering and other settings for 'info@domain.com' will be identical to 'john@domain.com'.
- Click on *Add* on the *Context Menu* to add a new alias – 'dom.person@domain.com'. Set the *Destination* to the existing *Mailbox* – 'random.person@domain.com' – and from this point on, all mail sent to dom.person will automatically be placed in the random.person *Mailbox*.
- Aliases are also useful if you want to have generic email addresses (e.g. sales@) but don't want another mailbox to check – simply add the alias (sales@, in this example) multiple times, pointing to a different *Destination* for each person.
- Mailboxes can have any number of aliases pointing to them.

Global Sender Lists



- To improve your experience when using email, *Global Sender Lists* provide a way to *Whitelist* and *Blacklist* email addresses and domains across an entire account.
- Mail sent from an email address or domain in the *Whitelist* bypasses our anti-spam scanners and will always be delivered regardless of content.
- Mail sent from an email address or domain in the *Blacklist* is never delivered, regardless of content.
- Please note: settings in an individual mailbox will override any settings in the *Global Sender Lists*.

Signatures



- If you would like to enforce a signature for all outbound emails (assuming you are using our SMTP server), enter the content here.
- If you leave the HTML section blank, we'll generate it automatically from the Plain Text.
- You can use the checkbox to quickly enable or disable the signatures without losing the content.

Settings

| | |
|--|---------------------|
| Account Settings | |
| Your Reference | |
| Current Quota Usage | 0 KBytes |
| Account Quota | 4000 MB |
| Maximum Mailboxes For This Account | 100 |
| Maximum Domains For This Account | 3 |
| Maximum Aliases For This Account | 200 |
| Default Spam Setting For New Mailboxes | None |
| Default Virus Settings For New Mailboxes | Disabled |
| Default Max Unread Mail Age | 30 Days |
| Default Max Spam Age | 21 Days |
| IMAP Access | Enabled |
| Created On | 2008-07-18 12:50:21 |
| Last Modified | 2008-08-15 04:33:16 |
| <input type="button" value="Update"/> | |

- In this section, you can review and change your account settings.
- *Current Quota Usage* – how much of your quota is currently being used. It is not generated in real time, as this would decrease performance, but is updated periodically.
- *Account Quota* – the quota size for the whole account.
- *Maximum Mailboxes* – the maximum number of mailboxes that can be created in your account.
- *Maximum Domains* – the maximum number of domains that can be associated with your account.
- *Maximum Aliases* – the maximum number of aliases that can be created in your account.
- *Default Spam Setting For New Mailboxes* – the default value for anti-spam when a new mailbox is created. For further details of what this settings means, please refer to the [Cerberus Mail User Guide](#), which explains how the anti-spam system works.
- *Default Virus Settings For New Mailboxes* – the default value for antivirus when a new mailbox is created. For further details of what this settings means, please refer to the [Cerberus Mail User Guide](#), which explains how the antivirus system works.
- *Default Max Unread Mail Age* – how many days an unread mail item will remain in a user's inbox before being automatically deleted.
- *Default Max Spam Age* – how many days a suspected spam item will remain in a user's spam folder before being automatically deleted.
- *IMAP Access* – ticking this box will enable IMAP access to your email, if you have purchased this option.