



ADMIN GUIDE – DOMAIN ADMINISTRATION

VERSION 21

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1. Introduction

XGenPlus is the most advanced mail server and web mail client which provides fast, secure and reliable emailing solution along with unified mailing service. It's a total email management and relationship solution that has been designed especially to cater to the needs of any organization, be it an ISP, Hosting Companies, Larger Enterprise, SMB, BPO, Colleges, Schools or Government offices. XGen Plus makes email communication agile for all users.

And to bring in the same experience for server and domain administrators, XGenPlus has got a secured & powerful yet easy UI interfaced administrator panel.

This document outlines the detailed functionality of XGenPlus Domain Admin panel.

2. Why XGenPlus Admin Panel?

What is so special in Admin panel in XGenPlus? How is it different from other email products' admin functionalities? What does it hold unique for administrators? And how does it ease the admin's job?

Above questions have been answered through the list of advantages mentioned below. XGenPlus admin can:

- Manage Server Admin, Domain Admin, Billing Admin, User Level and Owner Level Controls along with easy management of multiple domains and users through single Web Based admin panel
- Easily control space quota, SMS & fax quota, IP address range and other features for each domain
- Set Login limits, Authentication & Password policies for users on domain level
- Easily add bulk users to domains by using 'Bulk Add' option, thus, getting freedom from manual work involved in adding each user one by one
- Send automated Alert/Warning/notice messages without admin's intervention, thereby, reducing admin's manual work
- Easily manage domain as well individual settings from admin panel
- Easily get audit details for each user through admin panel

3. XGenPlus Domain Administration – Functional Description

Administration section of XGenPlus is the most important part of the system. Through this, system administrator can control the whole application.

Administrator can perform following tasks using Administration Section-

- **Manage Domain-level Settings**: Settings normally required to be applied on all users organisation—wide.
 - Domain Overview
 - Set Domain Access, Status, IP Range, Enable Assignment Module, Enable Data Security
 - Set SMTP, POP, IMAP, CHAT, Anti-Virus services for Domain
 - Set Mailbox size, number of Incoming & Outgoing emails, maximum attachment size for users
 - Set Global & Admin Address books availability to users, Bcc of incoming & outgoing emails, Dis-allow attachment types for users
 - Set Expiry Date for domain

- Bulk Add Users
 - Bulk Add Users
 - Auto-add users
- Add Resources to the domain
- Create & Manage Mailing lists
 - Create New Mailing Lists
 - Manage existing Mailing Lists
 - Add/Edit/Delete Subscribers from Mailing Lists
 - Add/Edit/Delete Moderators from Mailing Lists
- Generate System Alerts (Alerts/Notices/Welcome Messages/Footer)
 - Set Automated System Alerts for space, SMS, Fax quota
 - Set Automated Welcome Message for new users
 - Set Automated Notices for space, SMS, Fax quota
 - Set Footer message for emails
- Set Domain Policies
 - Set Login details for users
 - Set Password Policies for users
- Manage Groups
 - Add/Edit/Delete Groups
 - Add users to groups
 - Delete users from Groups
 - Move/copy users from one group to another
 - Send Personalized emails to whole Group
- Generate Alerts through Shout Box
 - Send News/Information to all users at one go
- **Manage User-level Settings:** Settings normally required to be applied on individual users.
 - Create New User
 - Create New Users
 - Set SMTP, POP, IMAP, CHAT, Anti-Virus services for users
 - Set Mailbox size, number of Incoming & Outgoing emails, maximum attachment size for users
 - Set Global & Admin Address books availability to users, Bcc of incoming & outgoing emails, Dis-allow attachment types for users
 - View & Manage users

A user with domain administrative rights can see '**Admin**' link on the top right side of the main window. There is an Admin button in the left side of the tool bar (Below figure).



Fig. 1 Admin Link visible to Domain Administrator

Note: If a user is not a domain administrator, then Admin button will not appear on his/her window.

Domain Admin can click on the 'Admin' link to go to admin panel and carry out admin tasks.

3.1 Domain Overview

Domain Administrator will be able to see all the domains assigned to him/her in the left menu bar. Clicking on the domain will show the Domain details as shown in the screenshot below:

Domain Overview Page

Domain is created by Server Administrator but Domain Administrator can view his domain settings through this Domain overview page. Fields disabled in this page can be edited only by Server Admin and not by Domain Admin.

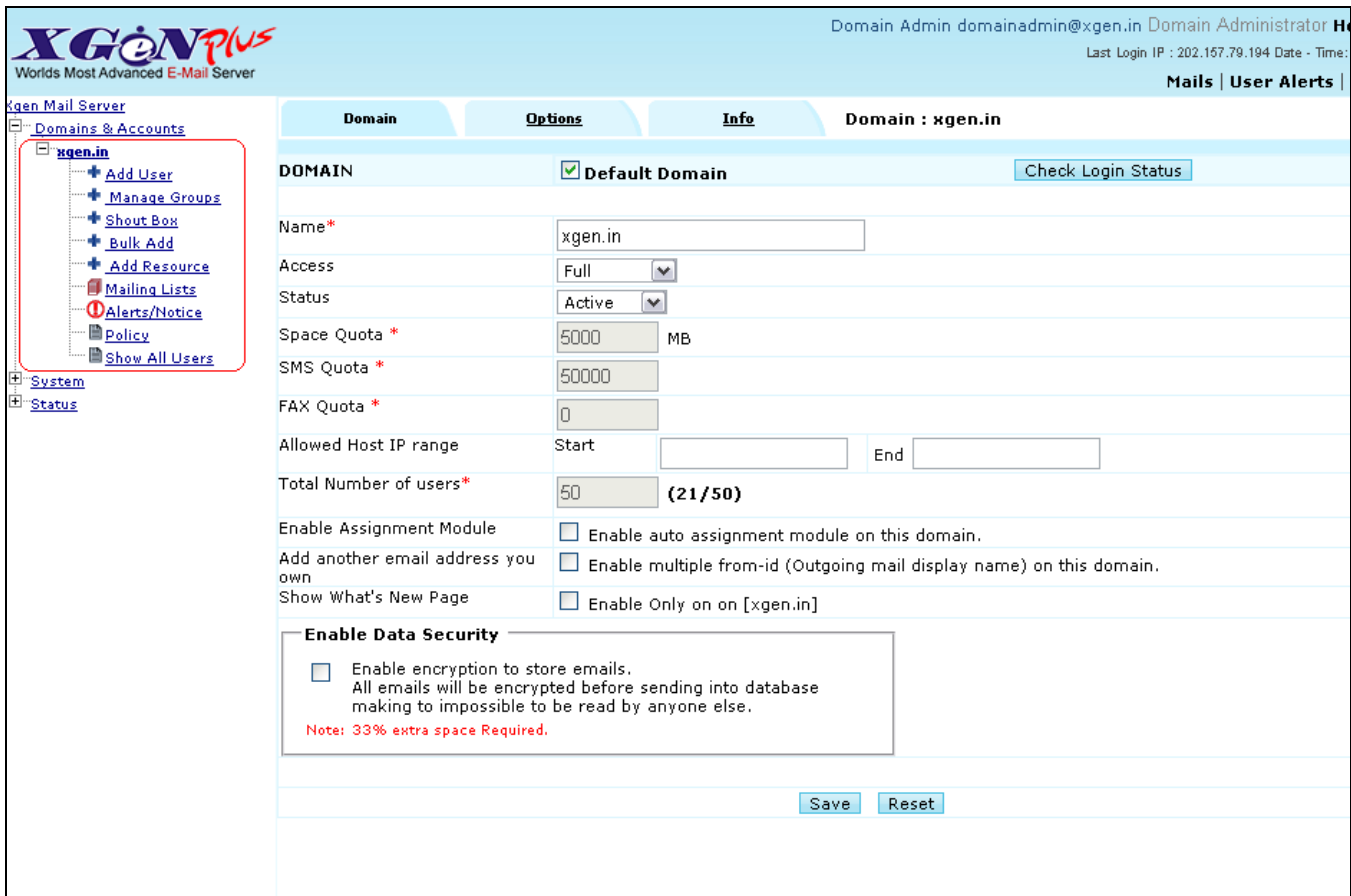


Fig. 2 Domain Overview – Domain

The fields on Domain Overview page have been described in the table given below:

Domain Overview - Field Details

Field Name	Field Type	Description/Action
Default Domain	Checkbox	If this is checked, then SMTP process will deliver all emails, received as 'userid@ipaddress' and without any domain name, to the default domain
Check Login Status	Button	Click on this button to see the status of domain (whether active or inactive), domain expiry, user Quota & Space Quota
Name	Textbox	Shows your domain name created by Server Admin. This is a <u>read-only field for Domain Administrator</u>
Access	Dropdown	Full -> If <u>full</u> is selected, then the users of domain will be able to send as well as receive emails in their mailbox
		Restricted -> If <u>restricted</u> is selected, then the users of this domain can only view the mails in their mailbox, they will not be allowed to send the emails
Status	Dropdown	Active -> 'Active' status enables all services for domain and users will be able to login to their accounts
		Deactive -> 'Deactive' status disables user's login and SMTP service will stop receiving emails
Space Quota	Textbox	This field shows space allocated to domain as a whole. This is set by Server Administrator and is a <u>Read-Only field for Domain Administrator</u> . Domain admin can allocate/distribute this much space to all users created on this domain Note: This allocation does not physically block space on storage and its logical allocation
SMS Quota	Textbox	This field shows number of SMSs allowed for the whole domain. This is set by Server Administrator and is a <u>Read-Only field for Domain Administrator</u> . Domain admin can allocate these many SMSs to all users created on this domain Note: Domain admin must ensure that SMS gateway is integrated with the server. Contact Server Admin for details
FAX Quota	Textbox	This field shows number of fax allowed for the whole domain. This is set by Server Administrator and is a <u>Read-Only field for Domain Administrator</u> . Domain admin can allocate these many FAX to all users created on this domain Note: Fax Server must be installed and configured before allocation of these services. Contact Server Admin for details
Allowed Host IP Range	Textbox	This field allows you to set the host of IP ranges for your domain. Once set, users of this domain can login ONLY from allowed IP ranges. Note: This IP range is in IP v4 and server admin can enable it for IP v6 as well.
Total Number of users	Textbox	This field shows number of users allowed for the whole domain. This is set by Server Administrator and is a <u>Read-Only field for Domain Administrator</u> . Domain admin can create these many users on this domain

Field Name	Field Type	Description/Action
Enable Assignment Module	Checkbox	If this is checked, all users of the domain will be able to access <u>Patent Pending</u> 'AIR' (Automated Inward Routing) module through their mailbox. For more details about AIR, please visit www.xgen.in Note: Excellent module for managing Customer Care, Support and BPO
Enable Data Security	Checkbox	If this is checked, all received & sent emails for this domain will be encrypted before being stored into database, thus, making it impossible to be read by anyone else Note: This encryption takes away 33% of the space allocated for each email. E.g. Assume that normally you are allowed to send 10MB mail. But after encryption, you will be able to send only 6.7 MB mail. Rest 3.3 MB space will be taken for encryption. <u>Highly Recommended for Security Agencies, Banks, Govt. Organisations</u>
Save	Button	Saves the settings
Reload	Button	Re-Loads existing settings

Domain -> Options

Through Options page, Domain Administrator can set the following settings:

- **Force the settings for already created users**
- **Services for domain** –set services of the domain such as POP/IMAP/SMTP
- **Set default limits for domain** – set mailbox, incoming/outgoing mail size for users
- **Set default values for domain users** – set Address book, attachment types, mails Bcc settings for all users
- **Corporate Branding** – re-brand login page with own company's logo & website
- **Expiry details & Notifications** – set expiry related notifications for domain

Domain
Options
Info
Domain : xgen.in

DOMAIN

Name :

Force the Settings given below for already created users

SERVICES FOR DOMAIN NAME

<input checked="" type="checkbox"/> SMTP -IN	<input checked="" type="checkbox"/> POP	<input checked="" type="checkbox"/> HTTP
<input checked="" type="checkbox"/> SMTP-OUT	<input checked="" type="checkbox"/> IMAP	<input type="checkbox"/> ANTI-VIRUS
<input checked="" type="checkbox"/> CHAT		

SET DEFAULT LIMITS	DOMAIN	USER
Mailbox Size (MB)	<input type="text" value="5000"/> (1186/5000)	<input type="text" value="100"/>
No. of Incoming Mails per Day	<input type="text" value="0"/> (0/0)	<input type="text" value="0"/>
No. of Outgoing Mails per Day	<input type="text" value="0"/> (0/0)	<input type="text" value="0"/>
Total data MB per Day	<input type="text" value="0"/> (0/0)	<input type="text" value="0"/>
Max Attachment Size	<input type="text" value="10"/>	<input type="text" value="10"/>

NOTE:- 0 Means Unlimited

DEFAULT VALUE FOR USER

Show Global Address Book

Show Admin Address Book

Allow sending mails only to Global and Admin Address Book.

Allow Advance Forwarding (Force this to all user)

Dis allowed attachment file type (Ex JPG, PNG)

NOTE:- Administrator will get the Email if user try's to send the restricted attachment

Receive BCC of all Incoming mail to E-mail address Save Copy YES

Send BCC of all Outgoing mail to E-mail address

NOTE:- Above two values will be set on each user but will not be activated.

Section 1

Section 2

Section 3

Section 4

Fig. 3 Domain Overview – Options (continued)

The screenshot shows the 'Other Settings' configuration page. It is divided into two main sections:

- Section 5 (DOMAIN BRANDING):** Includes fields for Title* (1), Host Name (2), Upload logo (3), Information Page URL (4), Organization name* (5), and Organization Address* (6). A preview of the domain branding is shown on the right, with numbered callouts 1 through 6 corresponding to the form fields.
- Section 6 (EXPIRATION):** Includes 'Expires on' (28/5/2020), 'Check for Validation of user's expiry date' (checked), 'Notify before expiration (Days)' (7), 'Notify before Quota Exceed' (80%), and 'NOTIFY UPDATED SETTINGS OF SERVER AT' (postmaster@xgen.in).

Buttons for 'Save' and 'Reset' are located at the bottom of the form.

Fig. 4 Domain Overview – Options

Section-wise field description of 'Options' page is given below:

Section 1 → Domain

This section allows Domain Admin to force the changed settings for all existing users.

Field Name	Field Type	Description/Action
Force the Settings given below for already created users	Checkbox	If you change any settings in 'Options' page and want the changed settings to reflect for existing users as well, then check this checkbox. If you don't check this checkbox, changed settings will take place only for new users created after changing the settings and not for the existing users.

Section 2 → Services for Domain Name

This section allows Domain Admin to set the services of the domain such as POP/IMAP/SMTP.

Field Name	Field Type	Description/Action
SMTP-IN	Checkbox	SMTP-IN service enables the server to receive emails for this domain. *
SMTP-OUT	Checkbox	SMTP-OUT service enables the server to deliver (receive from domain users and send) emails from this domain. *
CHAT	Checkbox	Enables CHAT service for domain users. *
POP	Checkbox	Enables POP service for domain and its users. *

Field Name	Field Type	Description/Action
IMAP	Checkbox	Enables IMAP service for domain and its users. *
HTTP	Checkbox	Enables HTTP service for domain and its users. *
ANTI-VIRUS	Checkbox	Enables ANTI-VIRUS checking on email traffic for this domain.*

Note: * Domain Admin can enable/disable these above settings for individual users from user’s settings page.

Section 3 → Set Default Limits

This section allows Domain Admin to set the mailbox, incoming/outgoing mail size for users.

Field Name	Value	Domain (Non-editable)	User
Mailbox Size	Numbers	Domain size in MB	Mailbox Space allocated to each user in domain
Number of Incoming Mails per Day	Numbers	Sets the number of incoming mails allowed for domain	Sets the number of incoming mails allowed for each user
Number of Outing Mails per Day	Numbers	Sets the number of outgoing mails allowed for domain	Sets the number of outgoing mails allowed for each user
Total data MB per Day	Numbers	Sets the amount of data transfer (in MB) allowed for domain	Sets the amount of data transfer (in MB) allowed for each user
Max Attachment Size	Numbers	Sets the maximum attachment size allowed for domain	Sets the maximum attachment size allowed for each user

Note:

- 1) Domain default limits are set by Server Administrator. Domain Administrator can not change the default limits for domain.
- 2) 0 refers to unlimited.

Section 4 → Default Value for User

This section allows Domain Admin to set Address book, attachment types, mails Bcc settings for all users.

Field Name	Field Type	Description/Action
Show Global Address Book	Checkbox	If selected, user will be able to see full Domain Address Book while typing email address in ‘To’ field of COMPOSE
Show Admin Address Book	Checkbox	If selected, user will be able to see the contacts added in Admin’s address book as well
Allow sending mails only to Global and Admin Address Book	Checkbox	If checked, users will be able to send the emails only to people in Global and Admin address books and not to any external email Ids
Allow Advance Forwarding	Checkbox	If checked, users will be able to access ‘Advanced Forwarding’ module through ‘Filters’ page in their mailbox

Field Name	Field Type	Description/Action
Force this to all user	Checkbox	If checked, 'Advanced Forwarding' will be automatically enabled for all domain users
Dis-allowed attachment file type	Textbox	Enter the attachment types you want to dis-allow for all users. E.g. jpg, exe etc. In this case, user will not be able to send emails with '.jpg' and '.exe' attachments
Receive BCC of all Incoming mail to E-mail address	Field	Incoming mails of all users will be bcc'd to the email Id entered in this field
Save Copy in Recipient Account	Drop Down	If YES is selected, then a copy of incoming emails will be stored in actual recipient's Inbox If NO is selected, then no incoming emails will be stored in actual recipient's Inbox and the mails will be directly sent to BCC email ID
Send BCC of all Outgoing mail to E-mail address	Field	Outgoing mails of all users will be forwarded and stored in the email Id entered in this field. No copy of BCC'd email is stored in sender's account
Note: Bcc of incoming & outgoing emails can be set by Domain Administrator but can be activated only by Billing Administrator.		

Section 5 → Other Settings → Domain Branding

This section allows Domain Admin to re-brand the login page with client's company's logo & website, thus, allowing full customization of login screen. Thus, corporates can use XGenPlus email service through their company's own website as well.

Field Name	Field Type	Description/Action
Title	Textbox	Enter the title of the login screen website
Host Name	Textbox	Enter the address i.e. url of the website which you want to be set as the login screen for your organization/office. E.g. http://www.mail.organization.com
Upload Logo	Textbox	Upload the logo of your organization to the website. You can upload the logo by clicking on 'Upload' button
Information Page URL	Textbox	Enter the information page/website url which you want to be displayed on login screen
Organization Name	Textbox	Enter the name of your organization to be shown on login page
Organization Address	Textbox	Enter the address of your organization to be shown on login page

Use-case scenario: A company can use branding option to create its own login page using company's logo, website and address, thus, fully customizing Login Page according to its need.

Section 6 → Other Settings → Expiration

The section contains the checkboxes to notify the domain users about their mail accounts expiry information.

Field Name	Field Type	Description/Action
Expires on	Date	Sets the expiry date of the domain. It is set by Server administrator and is non-editable by Domain Admin.
Apply to all Users	Checkbox	If checked, the accounts of all users will also expire on the domain expiry date
Check for Validation of user's expiry date	Checkbox	If this is checked, then user's expiry date will also be validated along with domain expiry date
Notify before expiration (Days)	Checkbox	If this option is enabled, then Domain Admin will be able to enter the number of days before which every user will be notified before user account's expiry. E.g. if Domain Admin enters 7 days in the textbox, then all users will be notified via email 7 days before their account's expiry date
Notify before Quota Exceed	Checkbox	Enabling this option enables the textbox for Quota value. Domain Admin can enter the quota value where he wants the users to be notified. All users of the domain will be notified via email as soon as their mailbox account space quota fills up to the value entered in this textbox. E.g. if quota value is 80%, then all users will be notified as soon as they consume 80% of their mailbox space quota.
Notify Updated Settings of server at	Checkbox and Field	If any changes are made in the domain, an email notification listing the changes will be sent to the email Id set in this field

Once done, Domain admin can click on 'Save' to save the changed settings for domain or click on 'Reset' to load the default settings in the page.

Field Name	Field Type	Description/Action
Save	Button	Saves the changed settings for domain
Reset	Button	Loads the default settings in the page

Domain → Logs

'Logs' tab allows Domain Admin to review complete settings for domain on one single page. Domain Admin can not change any settings from this page.

Domain	Options	Info	Domain : xgen.in
INFORMATION			
Name	xgen.in		
Access	Full		
Status	Active		
<input checked="" type="checkbox"/> SMTP -IN	<input checked="" type="checkbox"/> POP	<input checked="" type="checkbox"/> HTTP	
<input checked="" type="checkbox"/> SMTP-OUT	<input checked="" type="checkbox"/> IMAP	<input type="checkbox"/> ANTI-VIRUS	
<input checked="" type="checkbox"/> CHAT			
Space Quota	5000 MB		
SMS Quota	5		
FAX allowed	No		
SMTP Server	Use Inbuilt SMTP		
Allowed Host IP range			
Total Number of users	50		
Title	xgen.in		
Mailbox Size (MB)	5000		
Total data MB/Day	Unlimited		
No. of Incoming Mails per day	Unlimited		
No. of Outgoing Mails per day	Unlimited		
Dis allowed attachment file type			
Show Global Address to all Users	YES		
Show Admin Address Book to all Users	NO		
Allow send mails only to Global and Admin addressbook address	NO		
Recieve BCC of all Incoming mail to E-mail address			
Send BCC of all mail to E-mail address			
Host Name			
Organisation name	xgen.in		
Organisation Address	xgen.in		
Upload logo			
Information Page URL			
Expiry Date	28/05/2020		
Notify before expiration (Days)	7		
Notify Server Details at			
RESERVE EMAIL ID'S			
Email	SPACE	EXPIRY DATE	TYPE
postmaster@xgen.in	5 MB	28/05/2020	Administrator

Fig. 5 Domain Settings - Info

3.2 Create New Users

Domain Admin can click on 'Add User' link on Domain sub-menu in the left menu bar to add new user to the domain. Domain Admin can also set the rights & permissions for newly created user.

Domain admin can create three types of users in his/her domain:

1. **Billing Administrator** – Having permissions to set BCC for incoming and outgoing emails for domain users.

2. **Domain Administrator** – Having all permissions to change allowed domain settings, create and modify new & existing users, create mailing lists, Alerts & Notices for domain.
3. **General User** – Having permission to access his/her own mailbox account and change allowed settings. General User does not have any permission to change other users' or domain settings.

Note: Please note that the 'Domain Administrator' cannot create a 'Server Administrator'.

Add User → User

Domain Admin can create new user for domain by entering User details in 'User' tab as shown below:

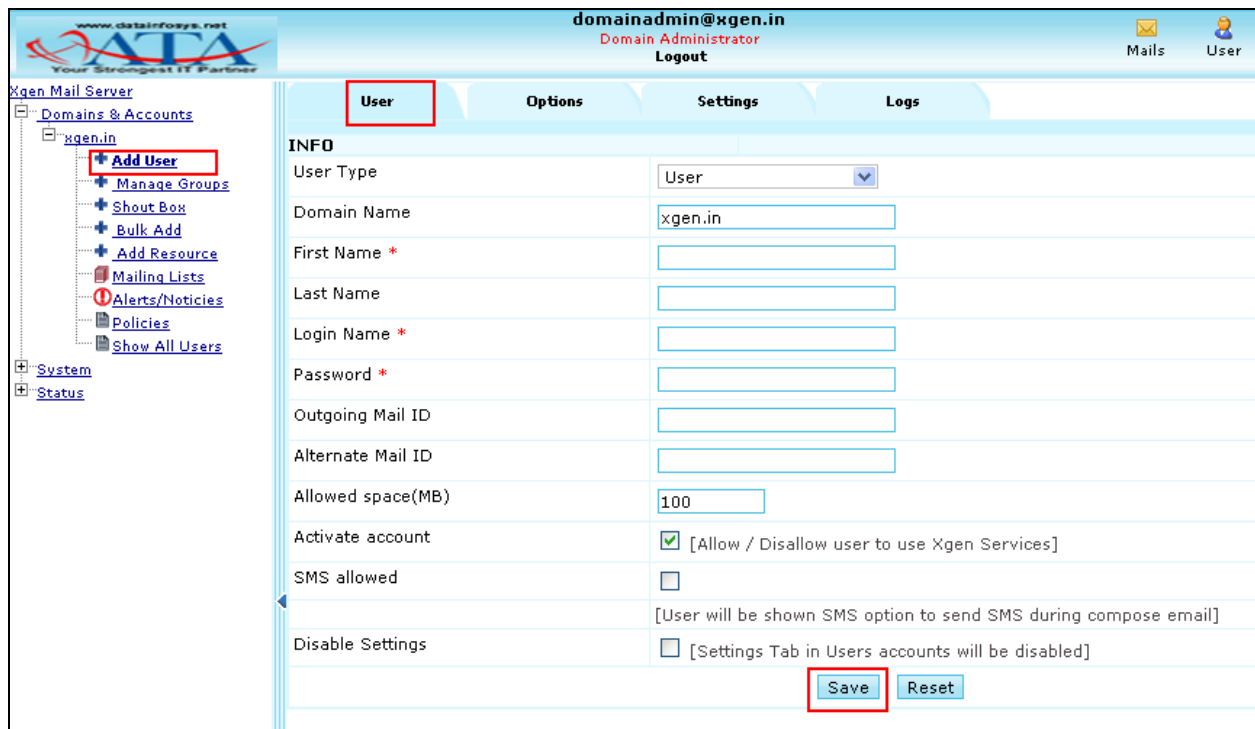




Fig. 6 Add New User

Description of all fields has been given below in Page Content Section.

Add User → User

Object Name	Object Type	Required	Description/Action
User Type	Billing Administrator	Y	If selected, user will be given Billing Admin rights
	Domain Administrator		If selected, user will be given Domain Admin rights
	User		If selected, user will be given General user rights
Domain Name	Field	Y	Enter Domain in which user is to be created
First Name	Field	Y	Enter User's First Name
Last Name	Field	N	Enter User's Last Name

Object Name	Object Type	Required	Description/Action
Login Name	Field	Y	Enter User's Login Name i.e. the name which user will use to login to his/her mailbox account
Password	Textbox	Y	Enter Login Password for user
Outgoing Mail Id	Textbox	N	Outgoing mail Id will be automatically displayed immediately after filling in login name & domain name. Outgoing email Id is the complete domain email Id for user E.g. user@domain.com
Alternate Mail ID	Textbox	N	Enter alternate email Id of the user 
Allowed Space	Textbox	N	Enter space allocation for user's mailbox account
Activate Account	Checkbox	N	If checked, user will become active and will be able to login to his/her mailbox account using username and password
SMS Allowed	Checkbox	N	If checked, user will be allowed to send SMS through his/her mailbox
Disable Settings	Checkbox	N	If checked, 'Settings' tab in user's mailbox will not be visible, restricting user to modify his/her settings
Save	Button		Creates new user account with selected settings
Reset	Button		Clear all filled values

-  Alternate Email Id is used for password recovery and hence, it is good to set alternate email Id for each user. User can also set alternate email Id from User settings after logging in to his/her mailbox account

Add User → Options

Through Options page, Domain Administrator can set the following settings for added user:

- **Services for User** – enable HTTP/SMTP/POP/IMAP services for the user
- **Default values for user** – set Address book, attachment types, mails Bcc settings, IP range for user
- **Set limits for user** – set the number of incoming & outgoing emails, data transfer limit, number of personal folders, contacts etc. for user
- **Expiry details & Notifications** – set the expiry date and expiry notification time for the user

Fig. 7 Add User - Options

The fields on the Options page have been described section-wise in the tables given below.

Section 1 → Services for User

This section allows Domain Admin to enable HTTP/SMTP/POP/IMAP/CHAT/ANTIVIRUS services for user.


Field Name	Field Type	Description/Action
SMTP-IN	Checkbox	SMTP-IN service enables the server to receive emails for this domain
SMTP-OUT	Checkbox	SMTP-OUT service enables the server to deliver (receive from domain users and send) emails from this domain
CHAT	Checkbox	Enables CHAT service for domain users
POP	Checkbox	Enables POP service for domain and its users

Field Name	Field Type	Description/Action
IMAP	Checkbox	Enables IMAP service for domain and its users
HTTP	Checkbox	Enables HTTP service for domain and its users
ANTI-VIRUS	Checkbox	Enables ANTI-VIRUS checking on email traffic for this domain

Use Case scenario: Users can access their mailbox accounts through webmail or configure with Outlook/Thunderbird or other desktop clients using POP/IMAP settings.

Section 2 → Default values for user

This section allows Domain Admin to set Address book, attachment types, mails Bcc settings, IP range settings for user.

Field Name	Field Type	Description/Action
NULL Account	Checkbox	If this checkbox is checked, then the user account will be created as a NULL account. 
Show Global Address Book	Checkbox	Global Address book refers to all accounts created on the domain i.e. List of all employees of the organisation. If selected, user will have option to see list of email accounts created on the domain automatically. Note: User must enable this option through his default settings to see Global Address book while Composing/Replying/Forwarding emails
Show Admin Address Book	Checkbox	Admin Address book refers to address book created on domain administrator's account. If selected, user will have option to see list of email accounts created on domain admin account automatically. Note: User must enable this in his default settings to see Global Address book while Compose/Reply/Fwd emails.
Allow sending mails only to Global and Admin Address Book	Checkbox	If checked, user will be able to send the emails only to people in Global and Admin address books and not to any external email Ids
Allow Advance Forwarding	Checkbox	If checked, user will be able to access 'Advanced Forwarding' module through 'Filters' page in his/her mailbox and set auto-forward rules to forward specific emails to specific email Id. E.g. If email is received from domain 'gov.in', forward it to egov@domain.com
Allowed Host IP Range	Textbox	Set the host of IP ranges for user. Once set, user will be able to login into mail account only from allowed IP ranges only
Receive BCC of all Incoming mail to E-mail address	Textbox	Incoming mails of user will be bcc'd to the email Id you enter in this field. Please see Note at the end of table

Field Name	Field Type	Description/Action
Save Copy	Drop Down	If YES is selected, then the incoming email will be saved in recipient's mailbox as well If NO is selected, then the incoming email will not be saved in actual recipient's mailbox but will be just bcc'd to the email address entered in the above textbox
Send BCC of all Outgoing mail to E-mail address	Textbox	Outgoing mails of user will be bcc'd to the email Id you enter in this field. Please see Note at the end of table
Dis-allowed attachment file type	Textbox	Enter the attachment types you want to dis-allow for user. E.g. if you enter jpg, exe etc in the textbox, then whenever user sends email with these attachments, a copy of email will be sent to the email Id entered in the next field
If user sends mail with dis-allowed attachment type, send Bcc of mail to	Checkbox	If user tries to send the email with dis-allowed attachment, then that email will be bcc'd to the email Id you enter in this field

Note: Receive & Send Bcc of all emails to email-address will be done only if Billing Administrator has allowed this feature. Server Administrator & Domain Administrator can set the Bcc email Id for the user.

- ❗ **Null Account** is one which does not store any incoming emails in the mailbox. Also, mails sent from null account will be sent out to the recipients but will not be stored in the Sent folder of Sender's account. Thus, a Null Account will never have any incoming emails in the Inbox or sent emails in the Sent Box. This account can be used to create no-reply@domain.com email Ids to send out some information but not receive anything in return.

Section 3 → Set limits for user

This section allows Domain Admin to set the number of incoming & outgoing emails, data transfer limit, number of personal folders, contacts etc. for user.

Field Name	Field Type	Description/Action
Number of Incoming Mails per Day	Textbox	Enter the number of incoming mails per day you want to allow for user
Number of Outgoing Mails per Day	Textbox	Enter the number of outgoing mails per day you want to allow for user
Total data MB per Day	Textbox	Enter the amount of data transfer (in MB) you want to allow for user
Number of personal folders	Textbox	Enter the number of personal folders you want to allow for user. User will be able to create only this many personal folders in his/her mailbox account
Number of contacts in Address Book	Textbox	Enter the number of contacts you want to allow for user. User can have only this many contacts in his/her Address Book
Rules to be allowed	Textbox	Enter the maximum number of rules you want to allow for user

Section 4 → Expiry & Notification

This section allows Domain Admin to set the expiry date and expiry notification time for the user.

Field Name	Field Type	Description/Action
Expires on	Date	Enter the expiry date for user's email account
Deactivate if inactive for (Days)	Textbox	If user does not login to his account for number of days entered in this field, then user's account will be de-activated

Once done, Domain admin can click on 'Update' to save user settings in database or click on 'Cancel' to discard the changes.

Field Name	Field Type	Description/Action
Update	Button	Updates the settings in the database
Cancel	Button	Cancels all the settings and does not save anything in the database

Add User → Settings

This section allows Domain Admin to do the following:

- **View User Statistics** → View User details as set by Domain Admin
- **View User Details** → View User settings as set by Domain Admin in 'Options' tab
- **User Settings** → View & Modify User Settings available to user through his/her mailbox account
- **Filter Statistics** → Blocked Addresses – View emails addresses blocked by the user
- **Filter Statistics** → Rules – View rules created by user in his/her mailbox account

User	Options	Settings	Logs	User : test@xgen.in
USER STATISTICS		User Settings filter statistics		
Email Address		test@xgen.in		
USER DETAILS (Activated)				
Email Address		test@xgen.in		
User Type		User		
<input checked="" type="checkbox"/> SMTP-IN	<input checked="" type="checkbox"/> POP	<input checked="" type="checkbox"/> HTTP		
<input checked="" type="checkbox"/> SMTP-OUT	<input checked="" type="checkbox"/> IMAP	<input type="checkbox"/> ANTI-VIRUS		
<input checked="" type="checkbox"/> CHAT				
Total Space Allowed	1 MB			
Total Space Used	0.00 MB			
Total SMS Allowed	0			
Total SMS Used	0			
Register Date	03 Aug, 2011			
No. of Incoming Mails	Unlimited			
No. of Outgoing Mails	Unlimited			
Number of Folders	Unlimited			
No. of Contacts in Address Book	Unlimited			
Mailbox Size (MB)	1			
Total data MB/Day	Unlimited			
Expiry Date	28 May, 2020			
Dis Allowed Attachment File Type				
Allowed Host IP Range				
Show Global Addresses (email address of all users of this domain)	YES			
Show Admin Address Book (Admin email address)	NO			
Allow sending mails only to Global and Admin addressbook addresses	NO			
Receive Bcc of All Incoming Mails to Email Address				
Send Bcc of All Outgoing Mails to Email Address				
Incoming / Outgoing Mails Bcc Applicable	NO			
USER SETTINGS		User Statistics filter statistics		
SETTINGS Configure IMAP / POP		Save Reset Expand All		
<ul style="list-style-type: none"> ▶ Personal Details ▶ Change Password ▶ Default Settings ▶ Security ▶ Addresses ▶ Antispam ▶ Encryption ▶ Enable POP/IMAP ▶ Signature ▶ Vacation Mail 				
FILTER STATISTICS		User Statistics User Settings		
BLOCK ADDRESS				
No Addresses are blocked				
RULES				
ACTION				
No Rules found				

Fig. 8 Add User – Settings (continued)

Add User → Logs

'Logs' tab allows Domain Admin to get following details for user:

- **Incoming Mails** – View logs for incoming mails for user
- **Outgoing Mails** – View logs for outgoing mails for user
- **Folder details** – View folder details of the user
- **Last 10 Login IP** – View last 10 Login IPs for the user
- **Audit Details** – View audit details for the user. Audit details shows the list of activities taken on user's account from admin panel as well as from user's mailbox

User		Options		Settings		Logs		User : test@xgen.in	
MAIL TRANSACTIONS		Latest	10	log from last 1 yr.		Outgoing Mails Folder Details IP Details Audit Details			
▶ Incoming mail <input type="checkbox"/>									
No	From	Subject		Size (KB)	Date/Time	Last Action performed			
1	webmaster	welcome mail		1	03 Aug,2011 15:06	NewMail[inbox]			
▶ Outgoing mails <input type="checkbox"/>									
No	To	Subject		Size (KB)	Date/Time	Last Action Performed			
Sorry No Record Found									
▶ Folders Details <input type="checkbox"/>									
S.No.	Folder Name		Number of Mails		Space Used(MB)				
1	Inbox		1		1(KB)				
2	Sent		0		0(KB)				
3	Draft		0		0(KB)				
4	Trash		0		0(KB)				
5	Secure		0		0(KB)				
6	Storage		0		0(KB)				
	Total		1		1.0(KB)				
▶ Last 10 Login IP <input type="checkbox"/>									
▶ Audit Details <input type="checkbox"/>									
No	Date	Administrator	Admin Email		Description	IP	Details		
1	03-08-2011	Domain	domainadmin@xgen.in		User Created	202.157.79.194	Show		

Fig. 9 Add User – Logs

3.3 Manage Groups

Click on 'Manage Groups' link in domain sub-menu on the left menu bar. This will take you to the page where you can manage the groups for the domain and add/remove users from different groups.

Domain Admin can perform following tasks from 'Manage Groups' page:

- Create New Groups
- Modify existing groups
- Assign/remove users from different groups

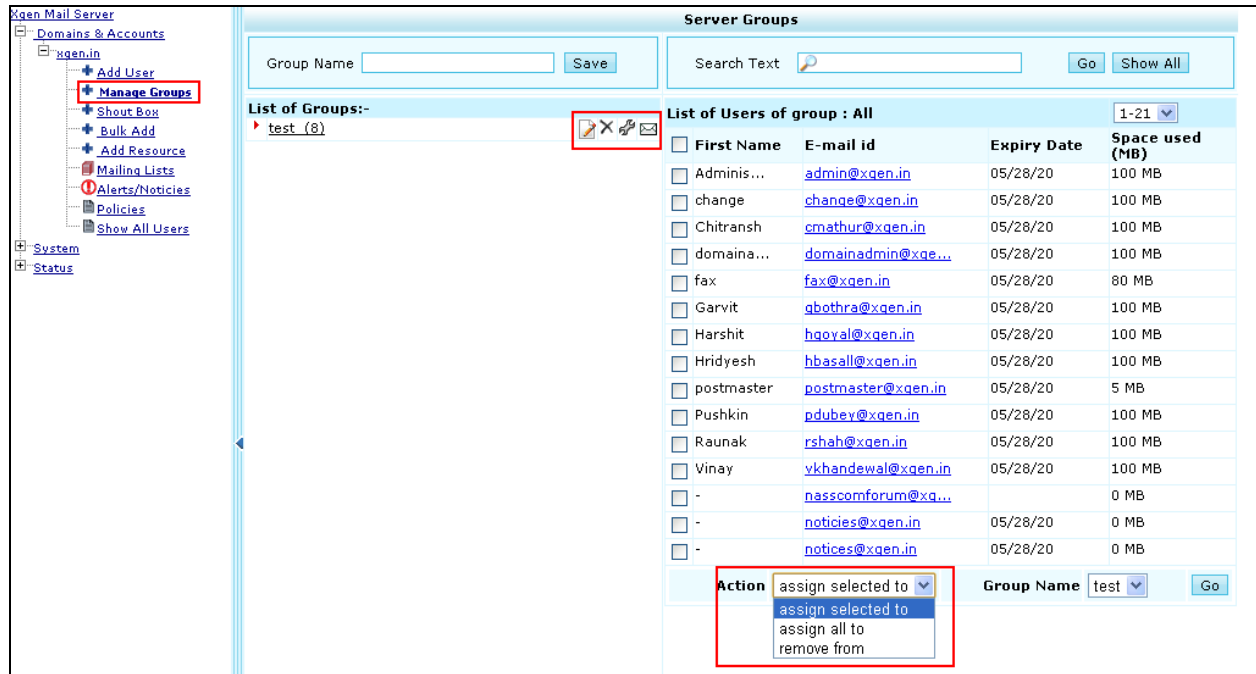


Fig. 10 Manage Groups

Manage groups → Create New Groups

Domain Admin can enter the name of new Group in the 'Group Name' textbox on the left corner of the page and click on 'Save'. Once done, the group will be successfully created and will be shown in the list of groups.

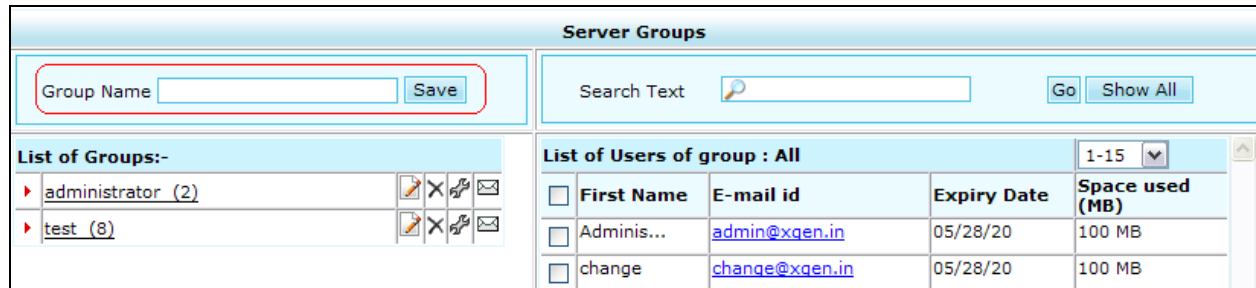


Fig. 11 Manage Groups - Create New Groups

Manage Groups → List of Groups

- **View Members:**

Domain Admin can click on the group name to see the members of the group. E.g. in the screenshot shown below, clicking on 'administrator' group shows the members of this group in the list displayed on the right side of page. Also the number of members present in the group is shown in front of the Group name in brackets ().

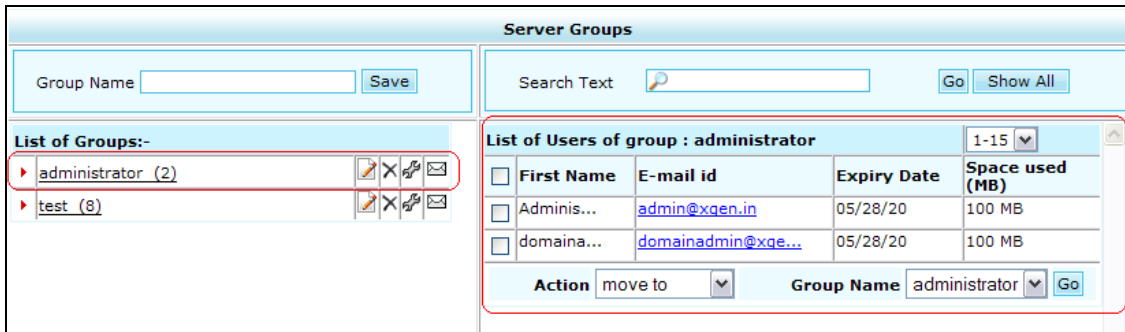


Fig. 12 Manage Groups – List of Groups

Edit Group Name:

Domain Admin can click on 'Edit' icon shown in front of the group name to edit the group name. As soon as the Domain Admin clicks on edit, Group Name is displayed in the above textbox. Admin can change the group name in the textbox and click on Save.

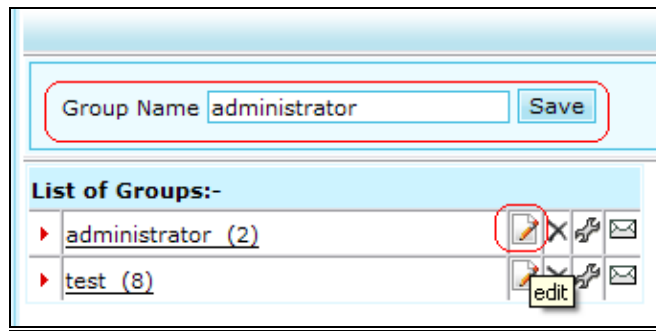


Fig. 13 Manage Groups – Edit Group Name

Delete Group:

Domain Admin can click on 'Delete' icon shown in front of the group name to delete the Group. Once the admin clicks on 'delete' icon, he/she will be shown a confirmation box asking for confirmation to delete the group. After getting the confirmation, members of the group will be removed from the group and the group will be deleted. Please note that the members of the deleted group will still be there in Contacts and are not deleted along with the group.

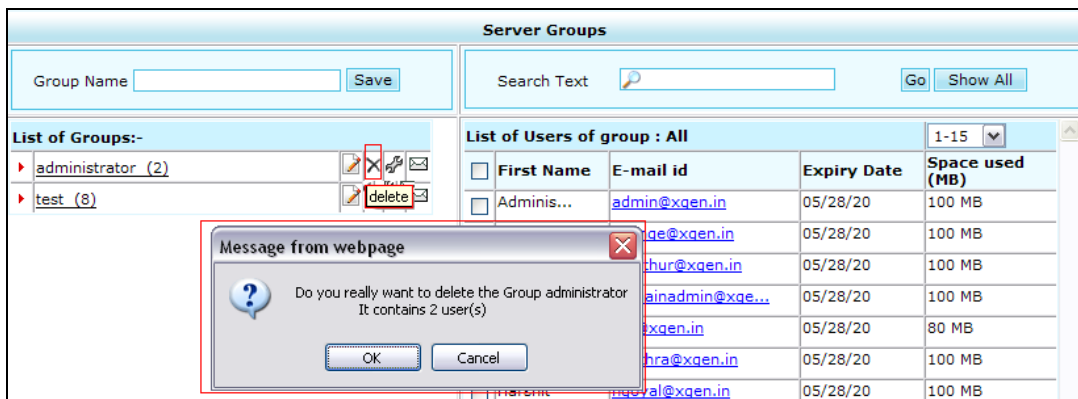


Fig. 14 Manage Groups – Delete Group

Group Settings:

Domain Admin can click on 'Settings' icon (🔧) shown in front of the group name to edit the group settings. Once the admin clicks on 'settings' icon, he/she will be taken to the settings page for the group.

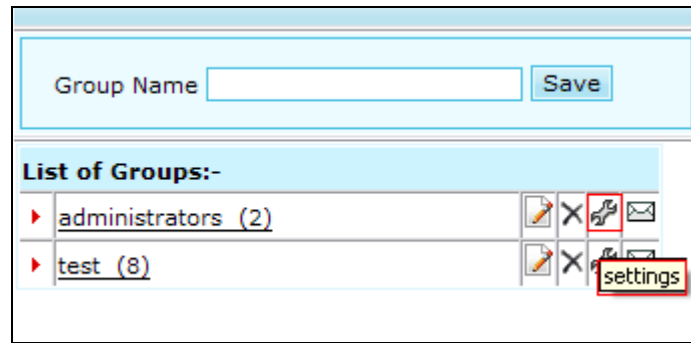


Fig. 15 Manage Groups – Group Settings

Settings page is exactly similar to the 'User Options' page described on page 13.

SETTINGS FOR GROUP : administrators	
Domain	xgen.in
GROUP	administrators
SERVICES FOR GROUP	
<input type="checkbox"/> SMTP -IN	<input type="checkbox"/> POP
<input type="checkbox"/> SMTP-OUT	<input type="checkbox"/> IMAP
<input type="checkbox"/> HTTP	<input type="checkbox"/> ANTI-VIRUS
DEFAULT VALUE FOR GROUP	
<input type="checkbox"/>	NULL account (Do not store any message)
<input type="checkbox"/>	Show Global Address Book
<input type="checkbox"/>	Show Admin Address Book
<input type="checkbox"/>	Allow sending mails only to Global and Admin AddressBook address.
Allowed Host IP range	Start <input type="text"/> End <input type="text"/>
Recieve BCC of all Incoming mail to E-mail address	<input type="text"/>
Send BCC of all Outgoing mail to E-mail address	<input type="text"/>
Dis-allowed attachment file type	<input type="text"/> (Ex jpg, png)
<input type="checkbox"/>	If user sends mail with Dis-allowed attachment type, send BCC of mail to <input type="text"/>
SET LIMITS FOR GROUP	
No. of Incoming Mails per Day	<input type="text" value="0"/>
No. of Outgoing Mails per Day	<input type="text" value="0"/>
Total data MB per Day	<input type="text" value="0"/>
Number of Personal Folders	<input type="text" value="0"/>
No. of Contacts in Address Book	<input type="text" value="0"/>

Fig. 16 Manage Groups – Group Settings

Note: Please refer to page 13 (Add User → Options) for details on Group settings page.

- **Send Mail:**

Domain Admin can click on 'Mail' icon (✉) shown in front of the group name to send a mail to the whole group.

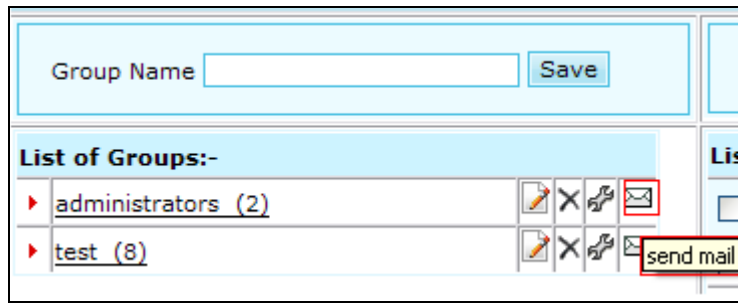


Fig. 17 Manage Groups – Send email

Once the admin clicks on 'Send Mail' icon, a new COMPOSE window opens with 'To' field already populated with Group address. Domain Admin can easily compose group mail in this window and send the mail to the group once done.

Please note that the Group mail will be sent as a **Personalized Group Mail** to all users i.e. all users of the group will receive the email as if addressed to them and will not be able to see other email addresses to which the mail has been sent. This helps grab user's attention and also avoid unwanted group-mail replies in user's mailbox.

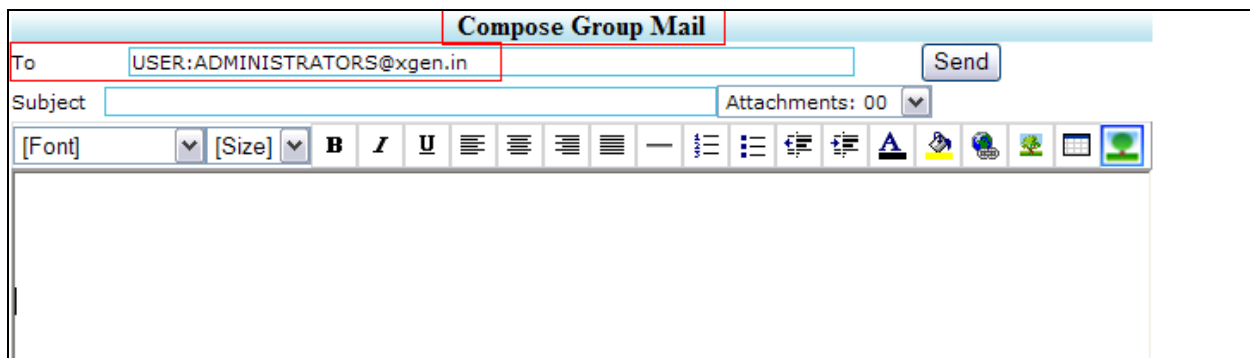


Fig. 18 Group Mail – Send Personalized Group Mails

Manage Groups → Users

The panel on the right side of 'Manage Groups' page shows all the users listed in the domain. E.g. the screenshot below shows all the users of domain 'xgen.in' listed on the right panel of the page.

Domain Admin can carry out following tasks to manage the users:

- Search for user
- Move Users to groups
 - a) Move selected users to a selected group
 - b) Move ALL users to a selected group
 - c) Move users from one Group to another
 - d) Copy users from one Group to another
- Remove users from Groups

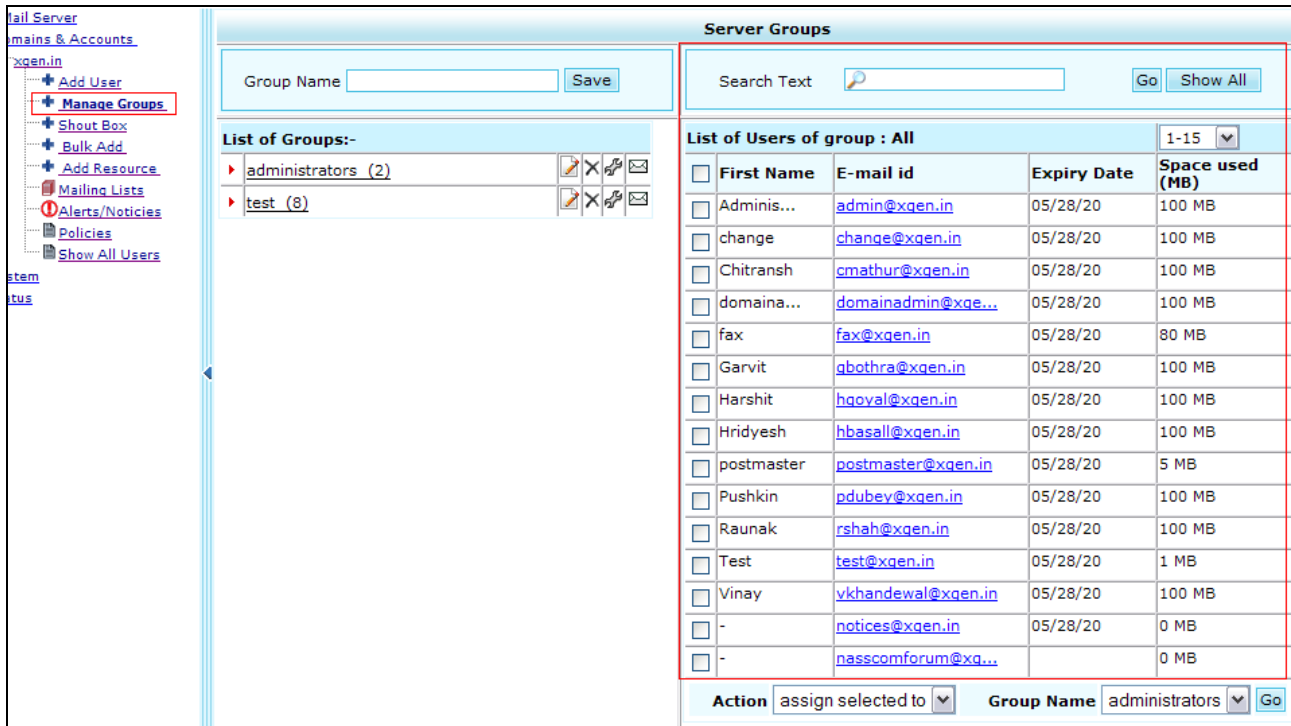


Fig. 19 Manage Groups - Users

- **Search for User:**

Domain Admin can search for any user by entering his/her name in the 'Search text' textbox and then clicking on 'Go' button.

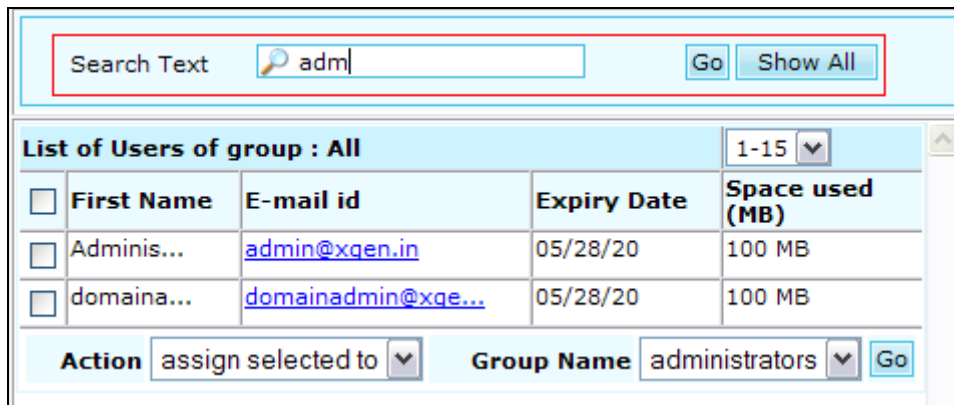


Fig. 20 Manage Groups – Users - Search Users

Clicking on 'Show All' button will clear the search result and show the list of all users as shown in the screenshot below.

Search Text

List of Users of group : All 1-15 ▾

<input type="checkbox"/>	First Name	E-mail id	Expiry Date	Space used (MB)
<input type="checkbox"/>	Adminis...	admin@xgen.in	05/28/20	100 MB
<input type="checkbox"/>	change	change@xgen.in	05/28/20	100 MB
<input type="checkbox"/>	Chitransh	cmathur@xgen.in	05/28/20	100 MB
<input type="checkbox"/>	domaina...	domainadmin@xge...	05/28/20	100 MB
<input type="checkbox"/>	fax	fax@xgen.in	05/28/20	80 MB
<input type="checkbox"/>	Garvit	gbothra@xgen.in	05/28/20	100 MB
<input type="checkbox"/>	Harshit	hqoval@xgen.in	05/28/20	100 MB
<input type="checkbox"/>	Hridyesh	hbasall@xgen.in	05/28/20	100 MB
<input type="checkbox"/>	postmaster	postmaster@xgen.in	05/28/20	5 MB
<input type="checkbox"/>	Pushkin	pdubey@xgen.in	05/28/20	100 MB
<input type="checkbox"/>	Raunak	rshah@xgen.in	05/28/20	100 MB
<input type="checkbox"/>	Test	test@xgen.in	05/28/20	1 MB
<input type="checkbox"/>	Vinay	ykhandewal@xgen.in	05/28/20	100 MB
<input type="checkbox"/>	-	notices@xgen.in	05/28/20	0 MB
<input type="checkbox"/>	-	nasscomforum@xq...		0 MB

Action assign selected to ▾ **Group Name** administrators ▾

Fig. 21 Manage Groups - Users – Show All Users

- **Move Users to Groups:**

Domain Admin can select the users and move them to different groups. Domain Admin can also move **all** users to one group at one go. Step-by Step instructions for different scenarios for moving users to different groups are given below:

- a) **Move selected users to a selected group:**

Domain Admin needs to carry out the following steps to move selected users to a group:

- Select the users by clicking on checkbox in front of user's name
- Go to 'Action' dropdown, select the action 'assign selected to'
- Go to 'Group Name' dropdown and select the Group you want to move the users to
- Click on 'Go' button once done

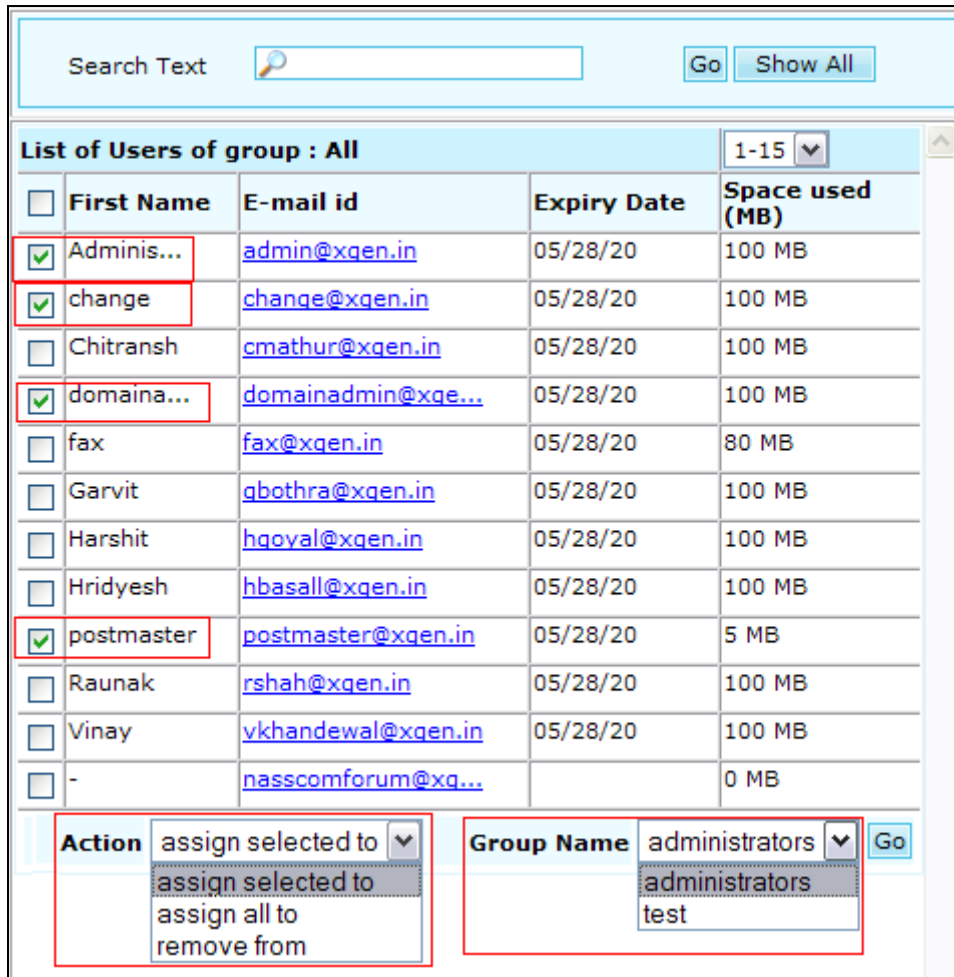


Fig. 22 Manage Groups – Users – Move selected users to groups

Domain Admin will be shown a message box stating that the selected users have been moved to the selected Group.

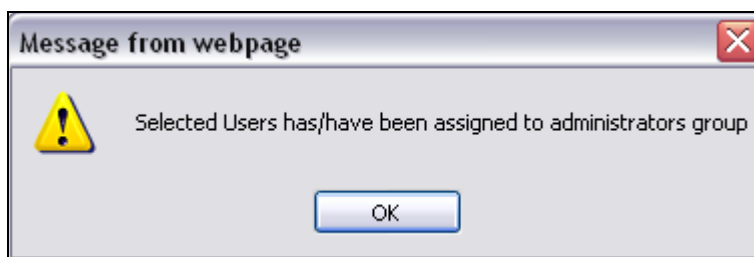


Fig. 23 Manage Groups – Users – Message Box

The confirmation can also be obtained by checking the number of users in brackets in front of the Group in list of groups.

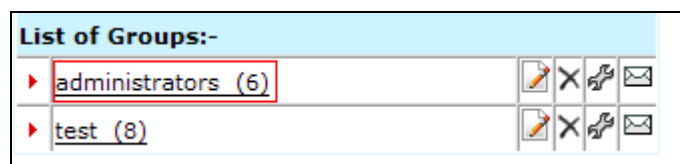


Fig. 24 Manage Groups – Users – confirmation after moving users to group

b) Move ALL users to a selected group:

Domain Admin needs to carry out the following steps to move ALL users to a group:

- Go to 'Action' dropdown, select the action 'assign all to'
- Go to 'Group Name' dropdown and select the Group you want to move the users to
- Click on 'Go' button once done

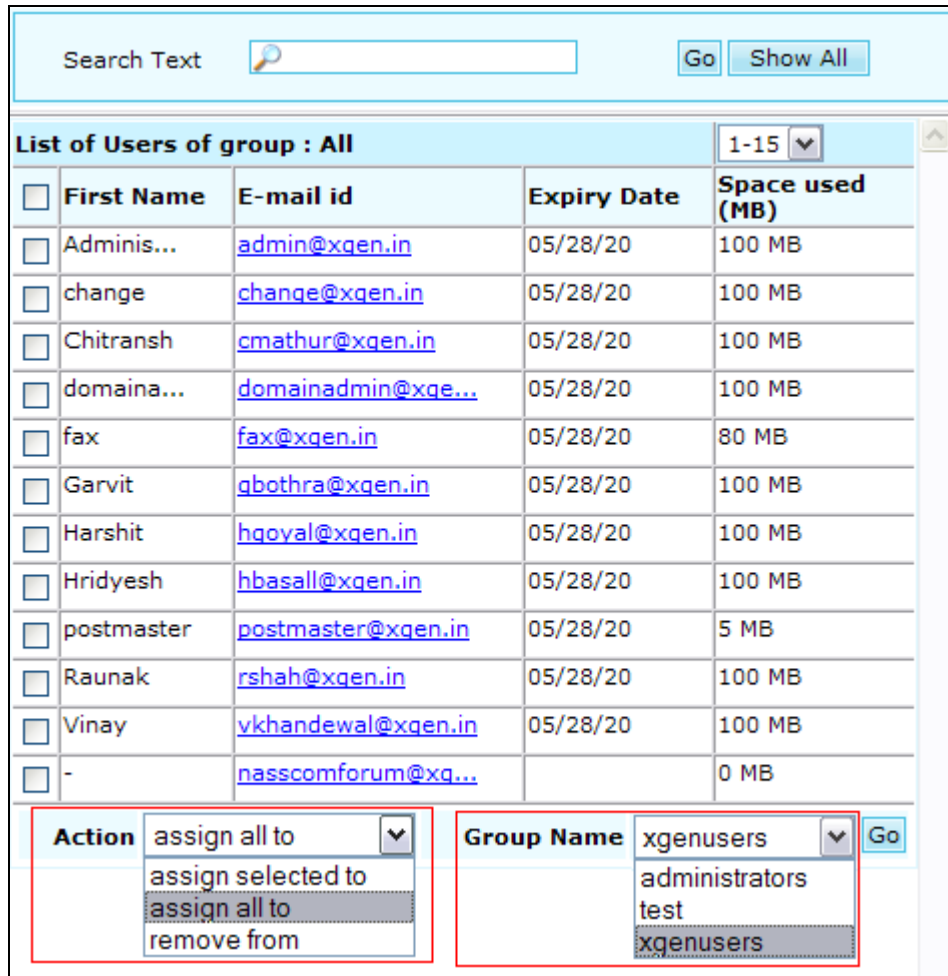


Fig. 25 Manage Groups – Users – Move all users to selected group

Once done, all users will be moved to the selected group. Domain Admin need not select any user in this case. Also Domain Admin will be shown the message confirmation once all users have been moved to the selected group.

c) Move users from one Group to another:

Domain Admin can move users from one Group to another. In this case, users will be moved to the selected group and will be deleted from the previous group.

Step-by step functionality for the same is given below:

- Click on the Group Name from which you want to move the users. Members of the selected group will be displayed in the list on the right side of page
- Select the members you want to move from this group
- Select Action 'move to' from Action dropdown
- Go to 'Group Name' dropdown and select the Group you want to move the users to

- Click on 'Go' button once done
- Selected users will be moved to the selected group and will be deleted from the previous group

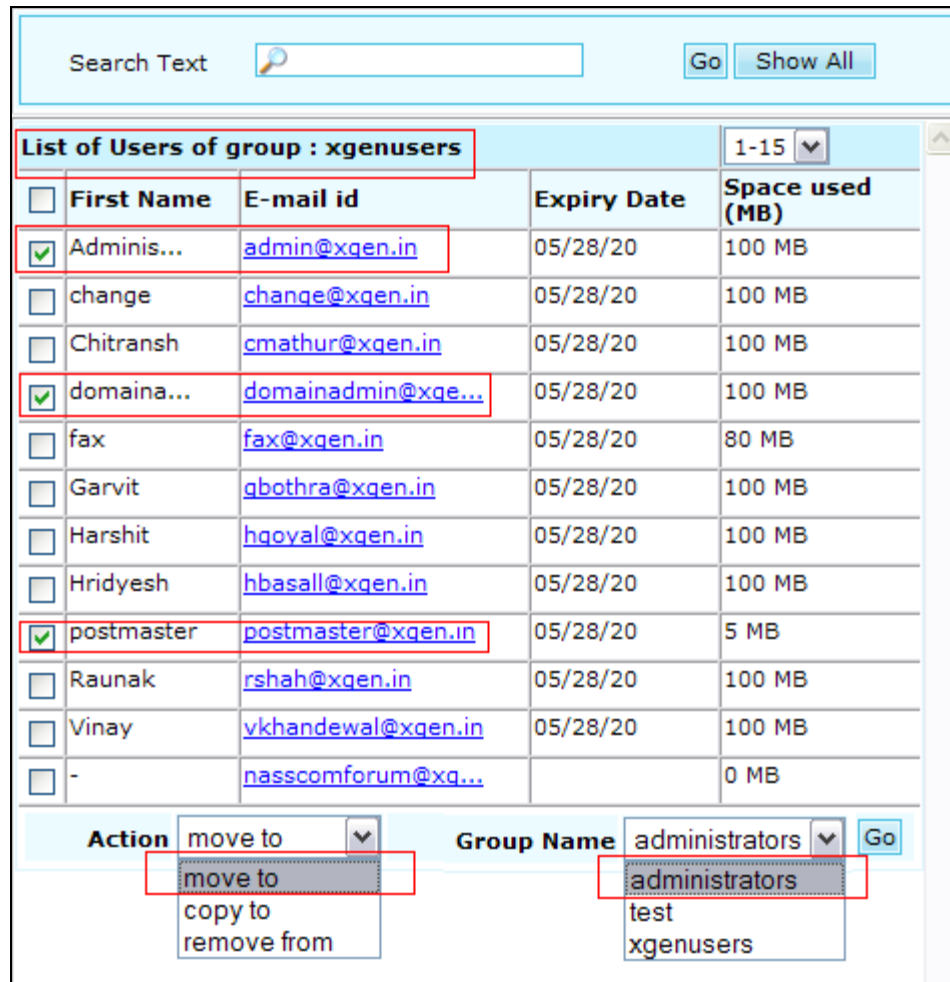


Fig. 26 Manage Groups – Users – Move users from one group to another

d) Copy users from one Group to another:

Domain Admin can copy users from one Group to another. In this case, users will be copied to the selected group as well as stay in the previous group as well.

Step-by step functionality for the same is given below:

- Click on the Group Name from which you want to copy the users to other group. Members of the selected group will be displayed in the list on the right side of page
- Select the members you want to copy from this group
- Select Action 'copy to' from Action dropdown
- Go to 'Group Name' dropdown and select the Group you want to move the users to
- Click on 'Go' button once done
- Selected users will be copied to the selected group and will remain in the previous group as well

Search Text

List of Users of group : xgenusers 1-15

<input type="checkbox"/>	First Name	E-mail id	Expiry Date	Space used (MB)
<input checked="" type="checkbox"/>	Adminis...	admin@xgen.in	05/28/20	100 MB
<input type="checkbox"/>	change	change@xgen.in	05/28/20	100 MB
<input type="checkbox"/>	Chitransh	cmathur@xgen.in	05/28/20	100 MB
<input checked="" type="checkbox"/>	domaina...	domainadmin@xge...	05/28/20	100 MB
<input type="checkbox"/>	fax	fax@xgen.in	05/28/20	80 MB
<input type="checkbox"/>	Garvit	gbothra@xgen.in	05/28/20	100 MB
<input type="checkbox"/>	Harshit	hqoyal@xgen.in	05/28/20	100 MB
<input type="checkbox"/>	Hridyesh	hbasall@xgen.in	05/28/20	100 MB
<input checked="" type="checkbox"/>	postmaster	postmaster@xgen.in	05/28/20	5 MB
<input type="checkbox"/>	Raunak	rshah@xgen.in	05/28/20	100 MB
<input type="checkbox"/>	Vinay	ykhandewal@xgen.in	05/28/20	100 MB
<input type="checkbox"/>	-	nasscomforum@xq...		0 MB

Action

Group Name

Fig. 27 Manage Groups – Users – Copy users from one group to another

Remove users from Groups:

Domain Admin can remove users from any group at any time. Step-by-step functionality for the same is given below:

- Select the members you want to delete from any group
- Select Action 'remove from' from Action dropdown
- Go to 'Group Name' dropdown and select the Group you want to remove the users from
- Click on 'Go' button once done
- Selected users will be removed from the selected group

Search Text

List of Users of group : All 1-15 ▾

<input type="checkbox"/>	First Name	E-mail id	Expiry Date	Space used (MB)
<input checked="" type="checkbox"/>	Adminis...	admin@xgen.in	05/28/20	100 MB
<input type="checkbox"/>	change	change@xgen.in	05/28/20	100 MB
<input type="checkbox"/>	Chitransh	cmathur@xgen.in	05/28/20	100 MB
<input checked="" type="checkbox"/>	domaina...	domainadmin@xge...	05/28/20	100 MB
<input type="checkbox"/>	fax	fax@xgen.in	05/28/20	80 MB
<input type="checkbox"/>	Garvit	gbothra@xgen.in	05/28/20	100 MB
<input type="checkbox"/>	Harshit	hgoval@xgen.in	05/28/20	100 MB
<input type="checkbox"/>	Hridyesh	hbasall@xgen.in	05/28/20	100 MB
<input type="checkbox"/>	postmaster	postmaster@xgen.in	05/28/20	5 MB
<input type="checkbox"/>	Raunak	rshah@xgen.in	05/28/20	100 MB
<input type="checkbox"/>	Vinay	ykhandewal@xgen.in	05/28/20	100 MB
<input type="checkbox"/>	-	nasscomforum@xg...		0 MB

Action	<input type="button" value="assign selected to"/> ▾ <input type="button" value="assign selected to"/> ▾ <input type="button" value="assign all to"/> ▾ <input checked="" type="button" value="remove from"/>	Group Name	<input type="button" value="xgenusers"/> ▾ <input type="button" value="administrators"/> ▾ <input type="button" value="test"/> ▾ <input checked="" type="button" value="xgenusers"/>	<input type="button" value="Go"/>
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Fig. 28 Manage Groups – Users – Remove users from Group

3.4 Shout Box

Very often Domain Administrators need to send some alerts/notices/news to the domain users. Now they can do the same by using XGenPlus 'Shout Box'. Message sent through Shout Box will be displayed in domain user's mailbox next time they open their mailbox.

Step-by-step instructions for sending Shout Box message are given below:

- Select the type of message from Type dropdown (Alert, News, Notice)
- Type your message in the 'Message' textbox
- Select the Shout Box display Color (Red/Black) from 'Display in' set of radio buttons
- Click on 'Announce' button
- Domain users will be able to see Shout Box next time they login to their mailbox

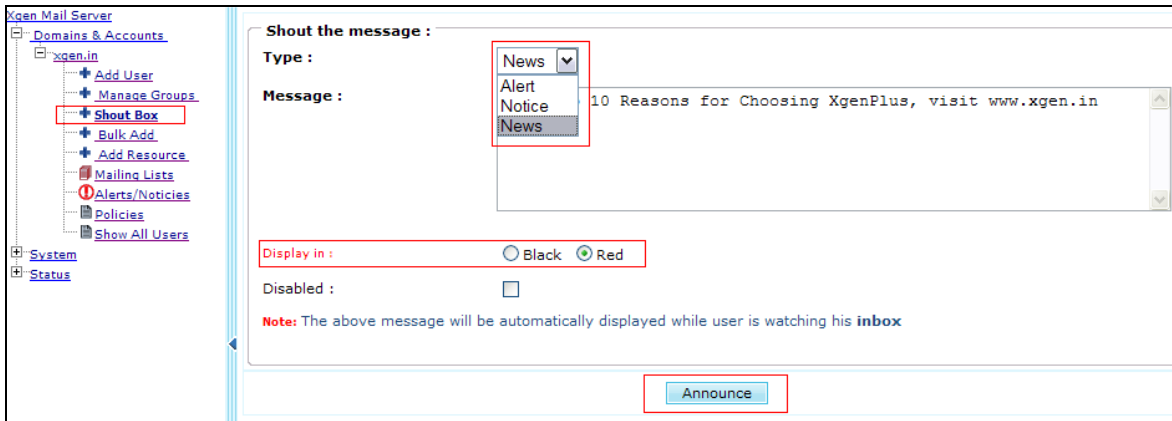


Fig. 29 Shout Box

Shout box can be disabled by clicking on 'disabled' checkbox as shown in the screenshot above.

Shout Box message will be displayed in the selected color in user's mailbox next time he/she logs in to his/her account. Below is the screen shot showing Shout Box being displayed in user's mailbox.

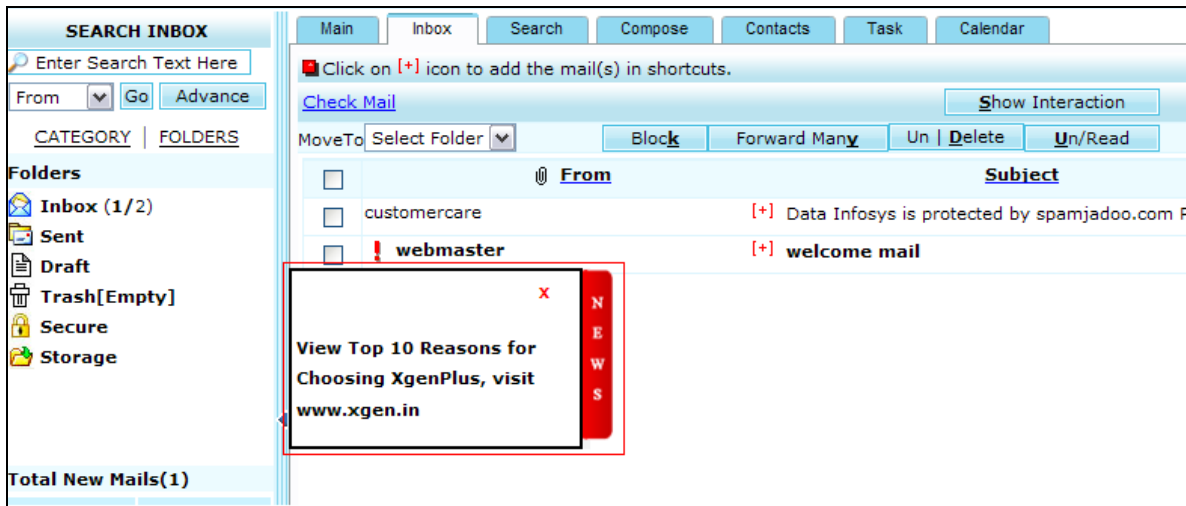


Fig. 30 Shout Box – as shown in user's mailbox

Shout Box stays in user's mailbox till the time user does not close it. It is minimized on mouse-away and expands again on mouse-over. The biggest advantage of Shout Box is that, unlike email, it will be viewed by all users without fail and cannot be deleted without reading.

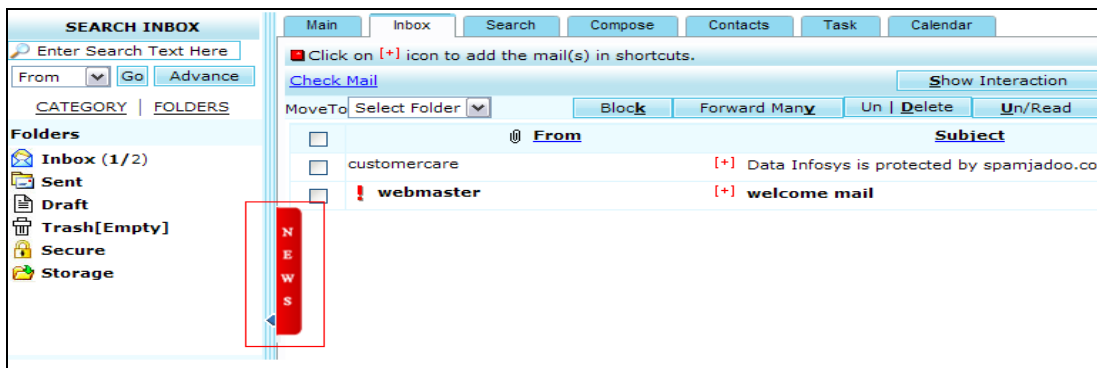


Fig. 31 Shout Box – minimized in user's mailbox

3.5 Bulk Add

Domain Admin can add bulk users to the domain in one go by importing '.csv' file. This 'Bulk add' option saves Domain Admin from the hassle of adding each user manually.

csv file should have the following columns:

- First Name
- Last Name
- Email Address/Login_name
- Alternate Email Address
- Password
- Mobile No.

Mandatory columns from the above listed columns are Email Address/Login_Name & Password. Rest of the columns can be left blank in csv file.

Also, in case alternate Email Id or Mobile number is mentioned for any user, that user's password will be sent to him/her on alternate email address or mobile number.

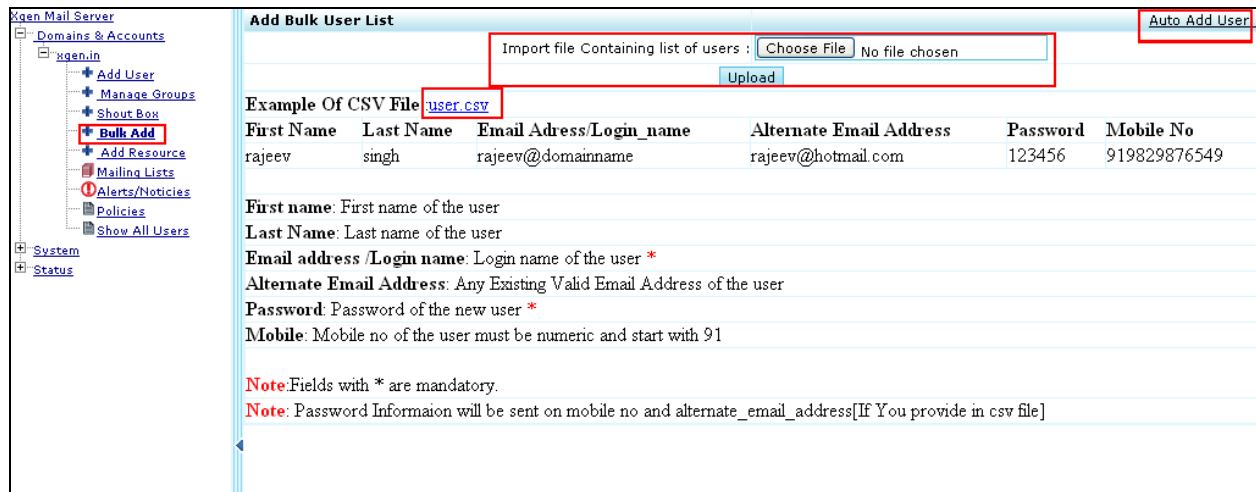


Fig. 32 Bulk Add

There is one more way to auto-add users to the domain and that is through 'Auto Add User' link on top-right corner of 'Bulk Add' page.

Once Domain Admin clicks on 'Auto-Add User', a page similar to below screenshot will be displayed.

The screenshot shows the 'Xgen Mail Server' interface. In the left sidebar, 'Bulk Add' is selected under 'Domains & Accounts' for the 'xgen.in' domain. The main panel is titled 'Login' and contains the following sections:

- LIMITS FOR xgen.in**:
 - Block user login for accounts that exceed a number of failed login attempts [] for (Min): []
 - Block user login from : [30] [7] [2011] [2] [47] [AM] for (Min): []
- USER DOES NOT EXISTS**:
 - Forward Email to []
 - Mail Host IP []
 - Bounce with "No such user" Response
 - Auto Add User** - Automatically migrate all the user names and passwords to XgenPlus from the following server:
 - ▶ Existing SMTP Server IP : [] PORT : []
 - XgenPlus will connect to this server and validate its existence on SMTP server. On validation, XgenPlus will automatically add the user in XgenPlus.
 - ▶ Existing POP Server IP : [] PORT : []
 - If user is added automatically on XgenPlus via above process and if he tries to log into XgenPlus via web or pop, XgenPlus tries to authenticate that user via pop server and if authenticated, it will set the same password in XgenPlus for that user. Next time XgenPlus will authenticate that user itself and will not use pop server.
 - ▶ Authentication Scheme : UserName@DomainName UserName
- Password Policy**:
 - ▶ Force for atleast one character from the followings in password :-
 - Capital Character Numeric Character Special Character
 - ▶ Force to change the password at the following interval :-
 - First Login after creation of the account
 - Every [1] Month

A 'Save' button is located at the bottom right of the form.

Fig. 33 Bulk Add – Auto Add User

'Auto Add User' option automatically imports user to XgenPlus from the given SMTP or POP server IP and Port.

3.6 Mailing List

Mailing List is a Group email functionality through which Domain Admin can assign a number of email addresses to a single group e-mail name. This mailing list can then be used to send messages to the whole group of people (added to mailing list) at one go. Anyone can send a message to mailing list depending on the settings.

Members of the Mailing list are called as Subscribers. And the members/users who can manage and control mailing list are called the Moderators. Domain administrator can also set one or more moderator for the particular mailing list.

Mailing List → Add Mailing List

Through Add Mailing List tab, Domain Admin can create new mailing list and set the settings for it. New Mailing list can be created by adding the full mailing list name with domain (e.g. abc@xgen.in) in 'Mailing List Name' textbox.

Add Mailing List **Mailing List**

Add Mailing List For xgen.in

Mailing List Name: (Ex. admin@open.dil.in)

Posting Messages

Anyone can post.

Only subscribers can post, all others bounce.

Only moderators can post, all others bounce.

List Options

Replies should go to the original sender

the address

Registration

Open

For User of xgen.in Only

For Any One

Permalink to subscribe through web :-
http://mail.xgen.in/admin/addingMailGroup.jsp?session_id=13120184842901
 OR
http://mail.xgen.in/admin/addingMailGroup.jsp?session_id=13120184842901&email=validemail@yourdomain

Close

Permalink to Un-Subscribe through web :-
http://mail.xgen.in/admin/addingMailGroup.jsp?session_id=13120184842900
 OR
http://mail.xgen.in/admin/addingMailGroup.jsp?session_id=13120184842900&email=validemail@yourdomain

Fig. 34 Mailing List – Add Mailing List

Posting Messages:

Domain Admin also has the option of controlling who can post/send messages to mailing list. Domain Admin can do so by selecting the appropriate radio-button from 'Posting Messages' options described below in detail:

- **Anyone can post** -> If this option is selected, then anyone can send a mail to the mailing list
- **Only subscribers can post, all other are bounced** -> If this option is selected, then only subscribers of the mailing list can send mails to that mailing list. If anyone else tries to send an email to this mailing list, his/her email will be bounced back
- **Only moderator can post, all other are bounced** -> If this option is selected, then only moderators of the mailing list can send mails to that mailing list. If anyone else tries to send an email to this mailing list, his/her email will be bounced back

List Options:

Domain Admin can also set the email Ids to whom the replies to the mailing list email should go. Domain Admin can do so by selecting the appropriate radio-button from 'List Options' described below in detail:

- **The original Sender** -> If this option is selected, then replies to the mailing list email will be sent to the original sender of the email
- **The Address** -> Admin can specify the address in the text field opposite it. In this case, all the replies sent to the mailing list email will be sent to the entered email ID

Registration:

Domain Admin can open/close the registration for mailing list through ‘Registration’ section. Registration options have been described below in detail:

- **Open** -> When the registration is open, Domain Admin can either allow only domain users or outside users to register to the mailing list. All registered users of the mailing list will receive an email whenever a mail is sent to the mailing list
 - a) **For users of xgen.in only** -> If selected, only domain users will be able to register to the mailing list. No external email Id can be registered in the mailing list.
 - b) **For Any One** -> If selected, any domain user or any external user can register to the mailing list.

This section displays 2 web-links that can be used for registration. Both the web-links can be used to allow users to register themselves to the mailing list. Domain Admin can send the 1st web-link to users in mail and interested users can register themselves to the mailing list through the web-link.

1st Web-link opens a window similar to the screenshot below. Users can enter their email address in the text box and click on ‘Add’ to register to the mailing list.



Fig. 35 Mailing List – Registration link for Mailing List

Screenshot for the registration window for the 1st web-link has been shown below:

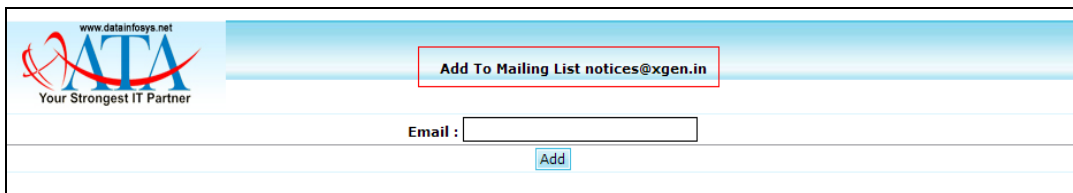


Fig. 36 Mailing List – Registration Window for 1st web-link

2nd Web-link can be used by opening the url in the browser and entering the user’s email Id in the last part of web-link i.e. by replacing the text ‘validemail@yourdomain’ in the url with user’s email Id.



Fig. 37 Mailing List – Registration link for Mailing List

Once user has been successfully subscribed, following message will be displayed in the browser window.



Fig. 38 Mailing List – Successful Registration Message

- **Close** -> Domain Admin can close the registrations for mailing list through this option.

Domain Admin can also **un-subscribe/un-register** users from the mailing list by using the 2 web-links as shown in the screenshot below. Domain Admin can send the web-links to users in mail so as to allow users to un-subscribe themselves from the mailing list. Domain Admin can himself also un-subscribe users using these web-links.

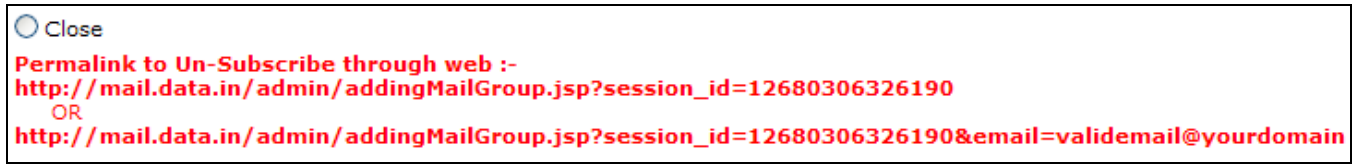


Fig. 39 Mailing List – Web-links to un-subscribe users from Mailing List

1st Web-link can be used to allow users to un-register themselves from the mailing list. Domain Admin can send the 1st web-link to users in mail and users can un-register themselves from the mailing list through the web-link.

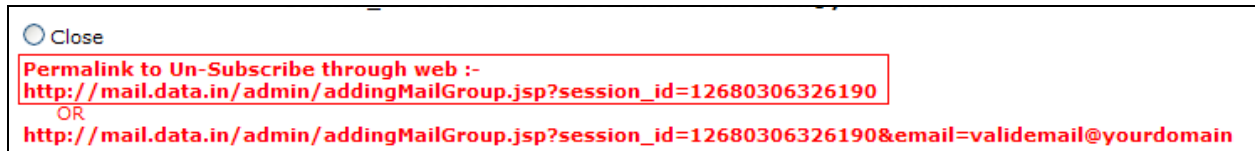


Fig. 40 Mailing List – 1st web-link to un-subscribe from Mailing List

Clicking on the 1st web-link opens a window similar to the screenshot below. Users can enter their email address in the text box and click on 'Remove' to un-register themselves from the mailing list.

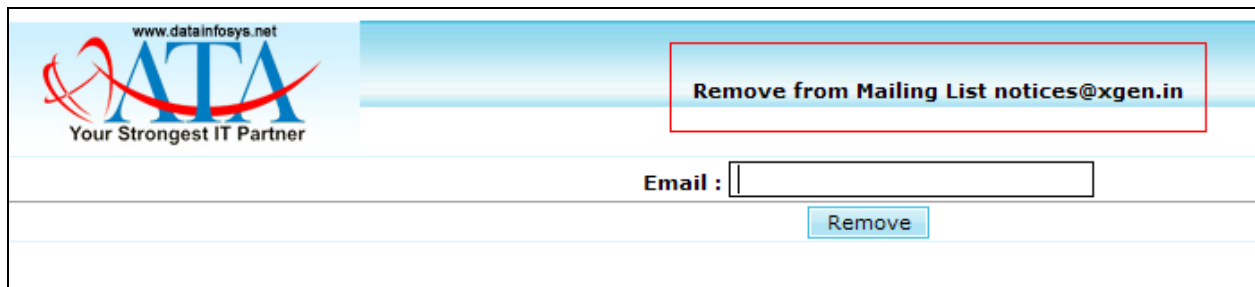


Fig. 41 Mailing List – Un-subscribe window for Mailing List

2nd Web-link can be used by opening the url in the browser and entering the user's email Id in the last part of web-link i.e. by replacing the text 'validemail@yourdomain' in the url with user's email Id.

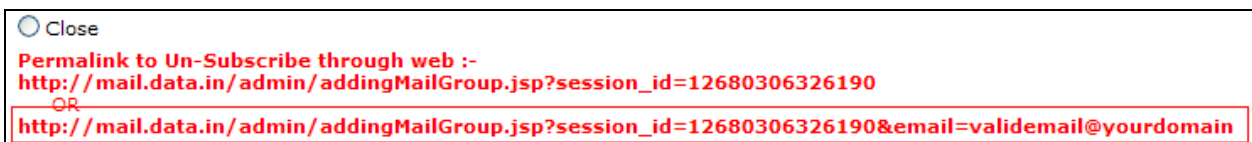


Fig. 42 Mailing List – 2nd web-link to unsubscribe from Mailing List

Mailing List → Mailing List

Domain administrator can Add, Delete or View the Subscribers and Moderators of the mailing list by clicking on Mailing List tab as shown in the screenshot below.

Add Mailing List		Mailing List	Mailing Lists					
	Modify	List	Add Subscriber	Delete Subscriber	Show Subscribers	Add Moderator	Delete Moderator	Show Moderators
		test123						
		nasscomforum						
		noticies						
		notices						

Fig. 43 Mailing List – View Details of Mailing Lists

'Mailing List' tab lists all the mailing lists created within the domain and give the option of adding/deleting/showing the subscribers and moderators for the mailing list. Domain Admin can also modify or delete mailing lists from this window.

- Delete Mailing List**

Domain Admin can delete the existing mailing lists by clicking on 'Delete' icon () in front of the mailing list. Once Domain Admin clicks on 'Delete' icon, a confirmation box will be shown asking for your confirmation before deleting the mailing list. Once confirmed, mailing list will be deleted and will not be shown in the 'Mailing List' tab any more.

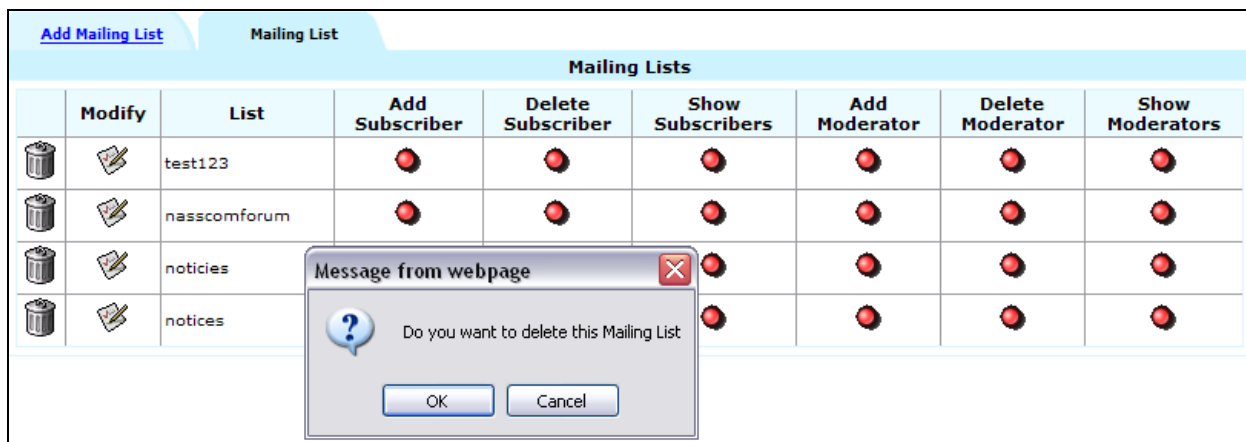


Fig. 44 Mailing List – Delete Mailing List

- Modify Mailing List**

Domain Admin can edit the existing mailing lists by clicking on 'Modify' icon () in front of the mailing list. Once Domain Admin clicks on 'Modify' icon, the details of selected mailing list will be displayed in 'Add Mailing List' tab as shown below.

Add Mailing List **Mailing List**

Add Mailing List For xgen.in

Mailing List Name: (Ex. admin@open.dil.in)

Posting Messages

Anyone can post.

Only subscribers can post, all others bounce.

Only moderators can post, all others bounce.

List Options

Replies should go to the original sender

the address

Registration

Open

For User of xgen.in Only

For Any One

Permalink to subscribe through web :-
http://mail.data.in/admin/addingMailGroup.jsp?session_id=12680306326191
OR
http://mail.data.in/admin/addingMailGroup.jsp?session_id=12680306326191&email=validemail@yourdomain

Fig. 45 Mailing List – Edit Mailing List

Domain Admin can then make the required changes in the mailing list and click on 'Save' button. This will save the changes done for selected mailing list.

- **Add Subscriber**

Domain Admin can add subscribers to any mailing list by clicking on red icon (●) in 'Add Subscriber' column in front of the mailing list. Clicking on 'Add Subscriber' icon will take Domain Admin to the new window where-in Domain Admin can add either a group or an email Id to the mailing list. Screenshots for both have been shown below.

Add Mailing List **Mailing List**

Add Subscriber to mailing list

Add Subscriber to mailing list notices@xgen.in

Email

Fig. 46 Mailing List –Add Subscriber – Add single user to Mailing List

Add Mailing List **Mailing List**

Add Subscriber to mailing list

Add Subscriber to mailing list notices@xgen.in

Group

administrators

test

xgenusers

Fig. 47 Mailing List –Add Subscriber - Add Group to Mailing List

- Delete Subscriber**

Domain Admin can delete subscribers from any mailing list by clicking on red icon (🔴) in 'Delete Subscriber' column in front of the mailing list. Clicking on 'Delete Subscriber' icon will take Domain Admin to the new window where-in Domain Admin can delete either a group or an email Id from the mailing list.

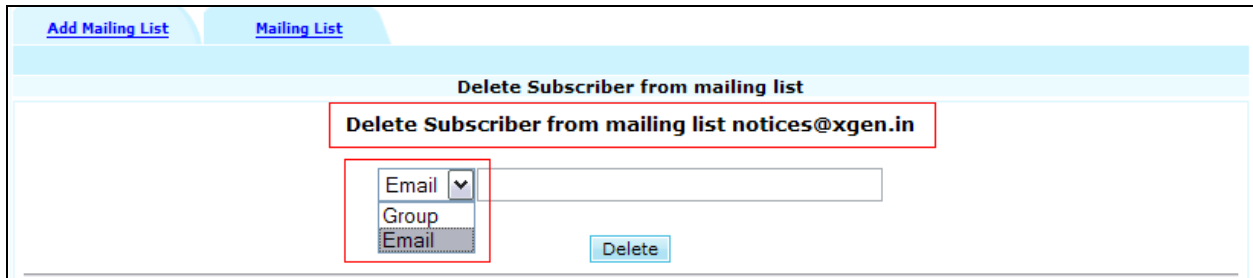


Fig. 48 Mailing List –Delete Subscribers from Mailing List

- Show Subscribers**

Domain Admin can view subscribers of any mailing list by clicking on red icon (🔴) in 'Show Subscribers' column in front of the mailing list. Clicking on 'Show Subscriber' icon will take Domain Admin to the new window where-in Domain Admin can view the subscribers of mailing list.

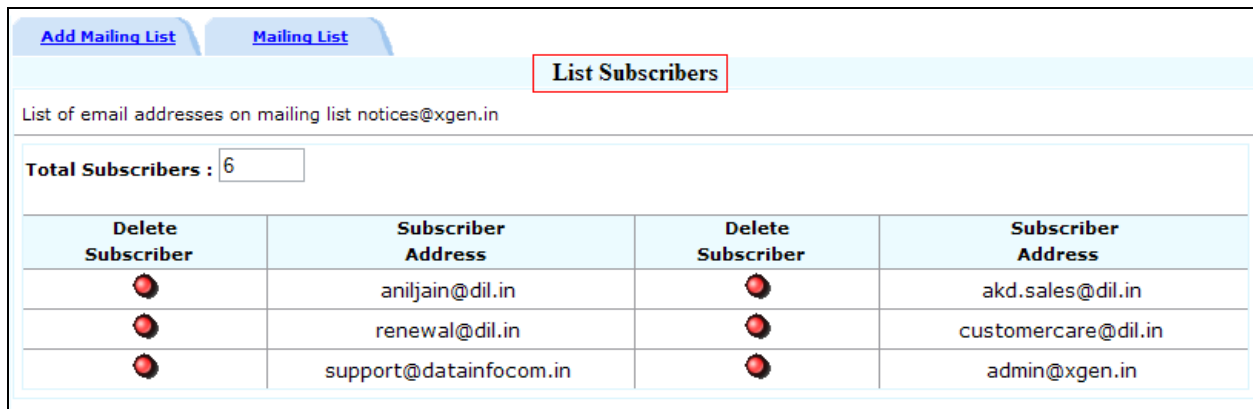


Fig. 49 Mailing List – View Subscribers

Domain Admin can also delete subscribers from the mailing list by clicking on 'Delete Subscriber' icon (🔴) in front of the subscriber's name.

- Add Moderator**

Domain Admin can add moderators to any mailing list by clicking on red icon (🔴) in 'Add Moderator' column in front of the mailing list. Clicking on 'Add Moderator' icon will take Domain Admin to the new window where-in Domain Admin can add user's email Id to the mailing list and add user as a moderator.

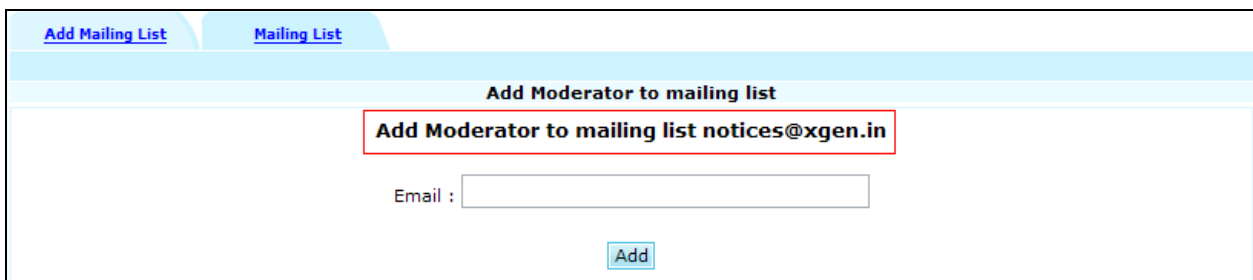


Fig. 50 Mailing List – Add Moderator

- **Delete Moderator**

Domain Admin can delete moderators from any mailing list by clicking on red icon (🔴) in 'Delete Moderator' column in front of the mailing list. Clicking on 'Delete Moderator' icon will take Domain Admin to the new window where-in Domain Admin can enter moderator's email Id and delete him/her from the mailing list. Deleting the moderator will delete user from the mailing list as well.

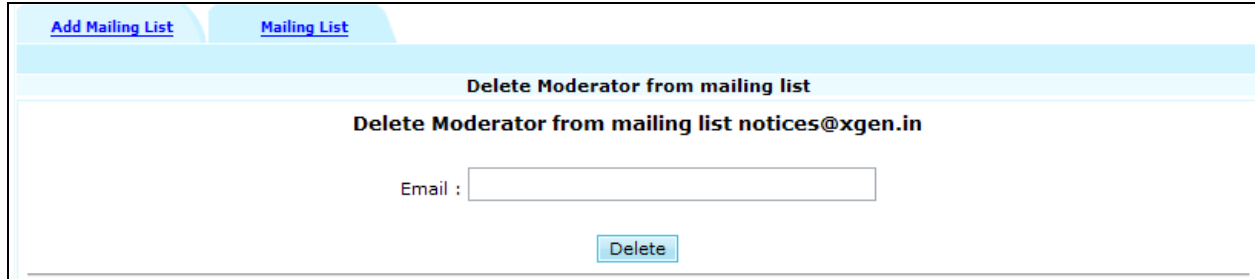


Fig. 51 Mailing List – Delete Moderator

- **Show Moderators**

Domain Admin can view moderators of any mailing list by clicking on red icon (🔴) in 'Show Moderators' column in front of the mailing list. Clicking on 'Show Moderators' icon will take Domain Admin to the new window where-in Domain Admin can view the moderators of mailing list.

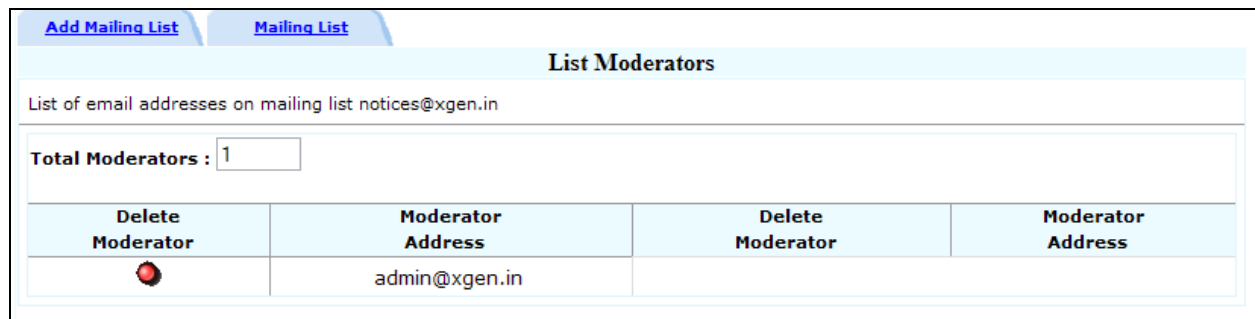


Fig. 52 Mailing List – View Moderators

Domain Admin can also delete the moderator from the mailing list by clicking on 'Delete Moderator' icon (🔴) in front of moderator's name.

3.7 Alerts/Notices

Domain administrator can set Alert & Welcome messages, Notices, Email Footers to be sent automatically to all users without any manual intervention. Once set, these messages will be automatically sent to the users without any interference from Domain Admin.

Alert emails/Notices will be automatically sent to all users falling within the condition. User Email Id and all the fields typed within '!!.....!!' will be automatically picked up from the database. E.g., while setting alert message for space quota, Domain Admin can write 'Dear !!to_user_name!!' to address the user. In this case, User name will be automatically picked up from the database and Domain Admin will not have to type each user's name in the alert message.

Alerts/Notices have been explained section wise below:

Alerts/Notices → Alert Message

Domain Admin can set alerts for space quota, SMS quota etc. Domain Admin can set the email message, Email Subject to be sent out to Domain User. Domain Admin can also set From Id, Cc, Bcc fields for alert emails.

Domain Admin can set Alert messages for following conditions:

- If a user's mailbox size quota is about to reach its limit for xgen.in 80% - Alert message to be sent out whenever any user has used 80% of his/her mailbox space
- If SMS Quota has been consumed for 80% for xgen.in – Alert message to be sent out whenever any user has consumed 80% of his SMS quota
- If a user Shares a folder with any user for xgen.in - Alert message to be sent out whenever any user shares a folder with other user
- If a user un-share a folder already shared to him for xgen.in - Alert message to be sent out whenever any user un-shares a folder with other user
- If an email a/c or domain is about to cross its time limit for xgen.in of 7 Days – Alert message to be sent out whenever any user's account is about to expire in 7 days

Screenshots for all the alert messages have been shown below:

Alert Message		Welcome Message		Notice Message		Footer Message	
If a user's mailbox size quota is about to reach its limit for xgen.in 80%							
<small>(This is the default message set by server administrator.You have to save new message to reflect changes.)</small>							
From	admin@xgen.in			Subject	Alert : Space Quota Limit		
Cc				Bcc	notices@xgen.in		
Message	<p>Dear !!to_user_name!!,</p> <p>Your have consumed approximate !!set_Percentage!!% of the allocated space limit of !!allowed_space_quota!! MB.</p> <p>You should clean up your mailbox as soon as possible or contact administrator / sales for increasing the space</p>						
To	(subscriber or email account holder)					<input type="button" value="Save"/>	

Fig. 53 Alert Message – for mailbox quota reaching 80%

If SMS Quota has been consumed for 80% for xgen.in							
<small>(This is the default message set by server administrator.You have to save new message to reflect changes.)</small>							
From	admin@xgen.in			Subject	Alert : SMS Quota Limit		
Cc				Bcc	notices@xgen.in		
Message	<p>Dear !!to_user_name!!,</p> <p>Your SMS quota has been consumed !!alert_sms_quota!!% and is about to reach its usage limit. To continue SMS messaging, you should buy some more SMS as soon as possible by contacting our sales team. Enjoy the power of XgenPlus.</p>						
To	(subscriber or email account holder)					<input type="button" value="Save"/>	

Fig. 54 Alert Message – for SMS quota reaching 80%

If a user Shares a folder with any user for xgen.in.			
<i>(This is the default message set by server administrator.You have to save new message to reflect changes.)</i>			
From	admin@xgen.in	Subject	Alert: Folder Shared
Cc		Bcc	notices@xgen.in
Message	<p>that shared folder and perform any task as per the rights assigned to you.</p> <p>If you want to unshare this folder anytime, please go to Folders, select the folder by clicking over it and than click Unshare.</p> <p>Enjoy the power of XgenPlus</p>		
To	(subscriber or email account holder)	<input type="button" value="Save"/>	

Fig. 55 Alert Message – for sharing a folder with any other user

If a user Unshare a folder already shared to him for xgen.in			
<i>(This is the default message set by server administrator.You have to save new message to reflect changes.)</i>			
From	admin@xgen.in	Subject	Alert: Folder Unshared
Cc		Bcc	notices@xgen.in
Message	<p>Dear !!to_user_name!!,The !!unshare_new_folder!! shared by you has been unshared by !!from_user_name!!</p> <p>Enjoy the power of Xgen.</p>		
To	(subscriber or email account holder)	<input type="button" value="Save"/>	

Fig. 56 Alert Message – for un-sharing a folder with any other user

If an email a/c or domain is about to cross its time limit for xgen.in of 7 Days			
From	admin@xgen.in	Subject	Alert: Expiry Date
Cc	mktg@dil.in	Bcc	notices@xgen.in
Message	<p>Dear !!to_user_name!!, Your !!email_account!! is about to reach its expiry which is !!alert_expiry_date!!.You are requested to kindly renew your !!email_account!! by contacting our sales team , email us at mktg@dil.in or call us at 91 9828164490 Commitment toward Quality is our Continuous improvement! DIL Team.</p>		
To	(subscriber or email account holder)	<input type="button" value="Save"/>	

Fig. 57 Alert Message – for the account about to expire

Alerts/Notices → Welcome Message

Welcome Message tab allows Domain Admin to set 'Welcome Message' for all new users of XGenPlus. As soon as any user account is created on XGenPlus, a mail with the welcome message, set in this window, will go out to user's mailbox. Again, user's email Id will be automatically picked up from the database and Admin will not have to send this email manually to all new users.

Screenshot for welcome message has been shown below:

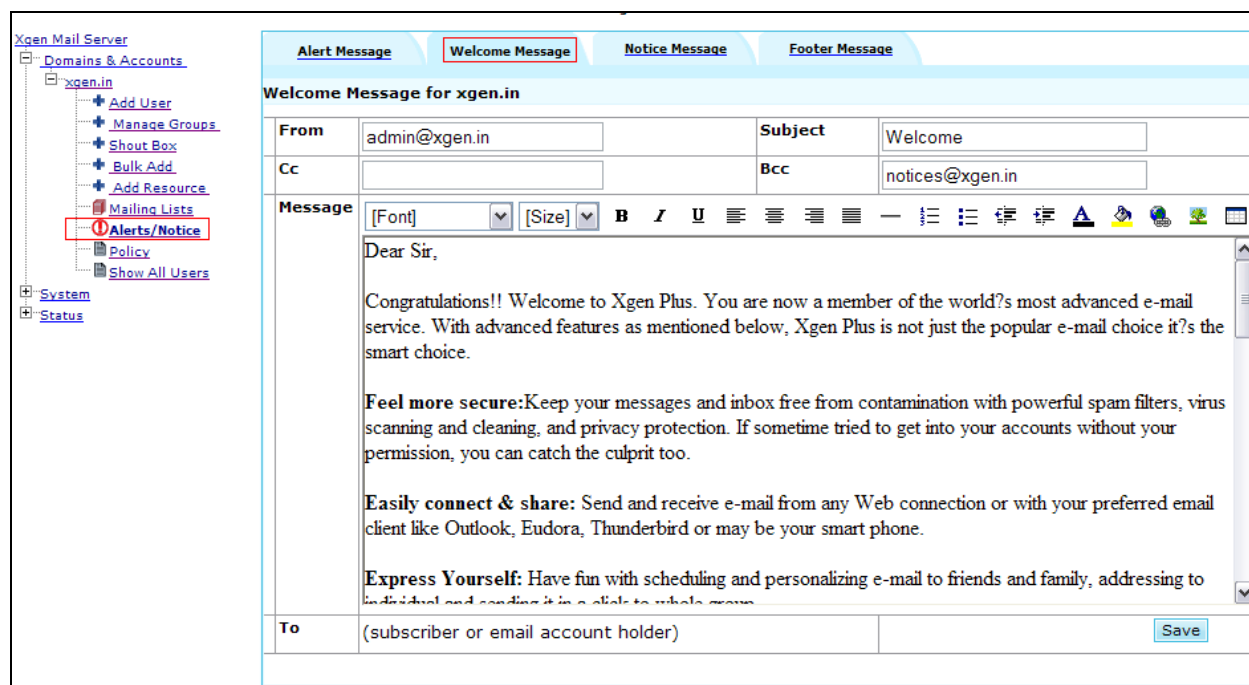


Fig. 58 Welcome Message for new users

Alerts/Notices → Notice Message

Similar to alert messages, Domain Admin can set notice messages to be sent out to users in following conditions:

- If Space Quota exceeds its limit 100% for xgen.in
- If SMS Quota exceeds its limit 100% for xgen.in
- If an email a/c or domain expires for xgen.in

User email Id and values surrounded with '!!' will be automatically picked up from the database in the same way as explained above.

Screenshots for Notice Messages have been shown below:

Alert Message		Welcome Message		Notice Message		Footer Message	
If Space Quota exceeds its limit 100% for xgen.in.							
Reminder							
<i>(This is the default message set by server administrator.You have to save new message to reflect changes.)</i>							
From	<input type="text" value="admin@xgen.in"/>			Subject	<input type="text" value="Notice : Space Quota Full"/>		
Cc	<input type="text"/>			Bcc	<input type="text" value="notices@xgen.in"/>		
Message	<p>You may not be able to send or receive new mail until you reduce your mailbox size.</p> <p>Items in all of your mailbox folders including the Deleted Items and Sent Items folders count against your size .</p> <p>All the best.</p>						
To	<input type="text" value="(subscriber or email account holder)"/>					<input type="button" value="Save"/>	

Fig. 59 Notice Message – when space quota exceeds 100%

If SMS Quota exceeds its limit 100% for xgen.in.							
Reminder							
<i>(This is the default message set by server administrator.You have to save new message to reflect changes.)</i>							
From	<input type="text" value="admin@xgen.in"/>			Subject	<input type="text" value="Notice :- SMS quota FULL"/>		
Cc	<input type="text"/>			Bcc	<input type="text" value="notices@xgen.in"/>		
Message	<p>Dear !!to_user_name!!,</p> <p>Your SMS quota !!notice_sms_quota!! has exceeded its usage limit. To continue SMS messaging, you should buy some more SMS as soon as possible by contacting our sales team.</p> <p>Enjoy the power of XgenPlus.</p>						
To	<input type="text" value="(subscriber or email account holder)"/>					<input type="button" value="Save"/>	

Fig. 60 Notice Message – when SMS quota exceeds 100%

If an email a/c or domain expire for xgen.in.							
Reminder							
<i>(This is the default message set by server administrator.You have to save new message to reflect changes.)</i>							
From	<input type="text" value="admin@xgen.in"/>			Subject	<input type="text" value="Notice : Account Expired"/>		
Cc	<input type="text" value="sales@dil.in"/>			Bcc	<input type="text" value="notices@xgen.in"/>		
Message	<p>Dear Administrator The following users / domains has expired. Users !!to_user_name!! !!email_account!! This is for your information and necessary action. NO USER OF THE ABOVE DOMAINS WILL BE ABLE TO LOGIN.</p> <p>TAKE CARE</p>						
To	<input type="text" value="(subscriber or email account holder)"/>					<input type="button" value="Save"/>	

Fig. 61 Notice Message – when email account or domain expires

Alerts/Notices → Footer Message

Domain Admin can set the footer message through this tab. This footer message will be sent out as email footer with all outgoing emails for the domain.

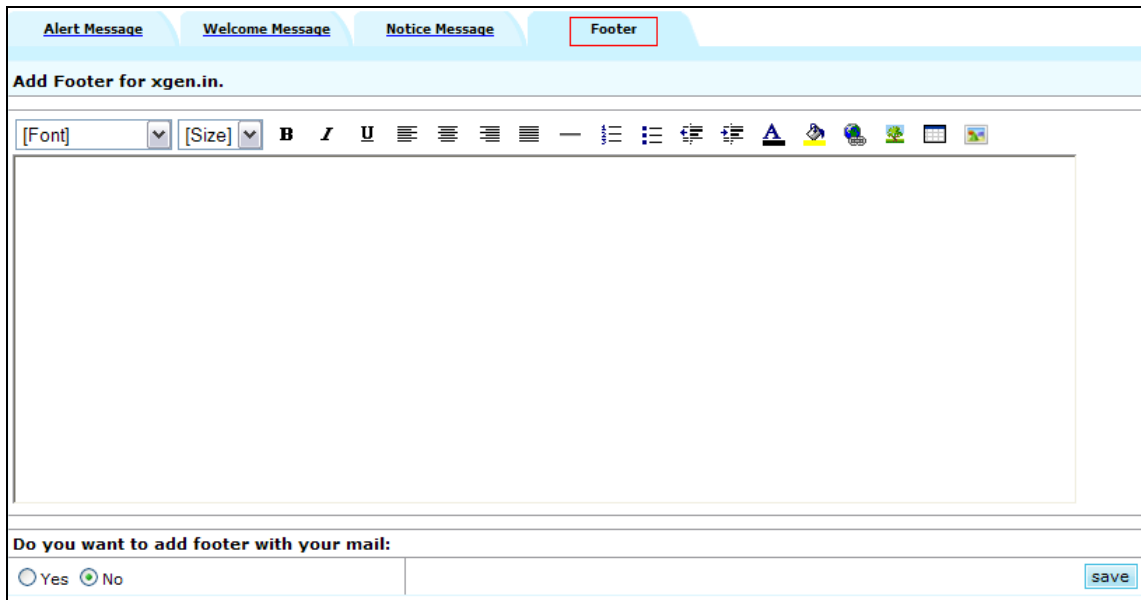


Fig. 62 Email Footer Message

3.8 Policy

Through Policy page, Domain Administrator can set the following policies for domain:

- **Limits for Domain** – set user login attempts or block users for specific time
- **Settings to be followed in case user does not exist** – set the procedure to be followed in case the user does not exist
- **Password Policy** – Set password policy for all users of domain

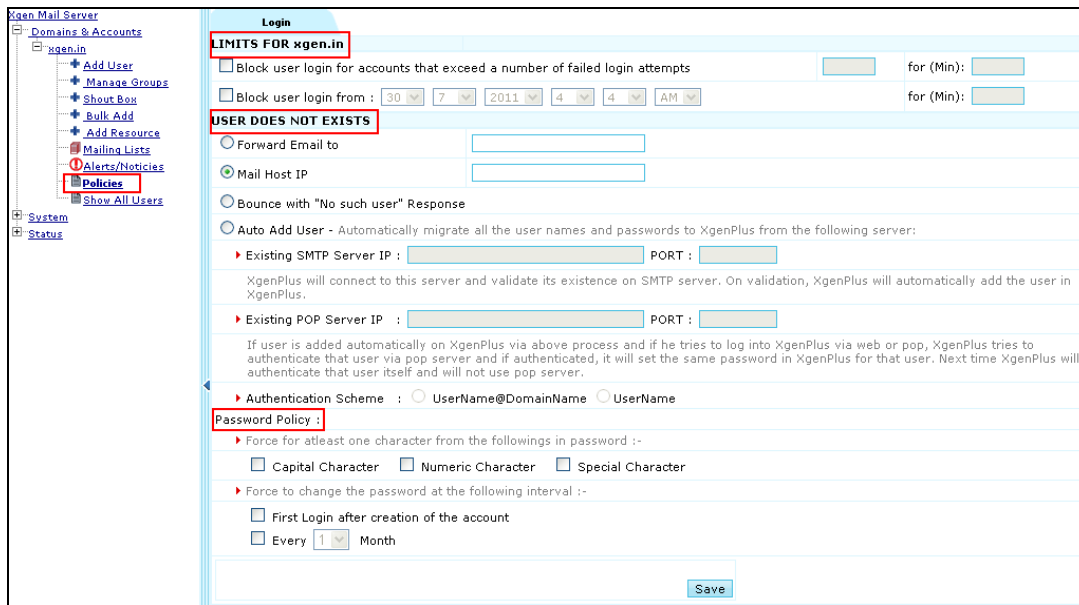


Fig. 63 Domain Policies

Section-wise description of Policy page has been given below:

Section 1 → Limits for Domain

LIMITS FOR xgen.in	
<input type="checkbox"/> Block user login for accounts that exceed a number of failed login attempts	for (Min): <input type="text"/>
<input type="checkbox"/> Block user login from : 11 8 2011 10 42 AM	for (Min): <input type="text"/>

Fig. 64 Policy – Limits for Domain

Field Name	Field Type	Description/Action
Block user Login for accounts that exceed a number of failed login attempts	Checkbox	This allows Domain Admin to dis-allow user to login to his/her account after given number of un-successful login attempts. No. of attempts can be set in the textbox shown in front of this row. Also, Domain Admin can set the time (in minutes) for which the user will not be able to login to his/her mailbox. The time can be set in 'for (Min): <input type="text"/> ' section in front of this row.
Block user login from:	Checkbox	Domain Admin can dis-allow the users to login to their account through this option for a specific time. Checking the checkbox will allow Domain Admin to set the start time for blocking the user through the dropdown options (date & time dropdowns). Domain Admin can set the time (in minutes) for which user will be dis-allowed to login to their accounts through 'for (Min): <input type="text"/> ' section. This option is pretty useful when you have to carry out some maintenance work on your email server.

Section 2 → User does not exists

This section allows Domain Admin to set the policies to be used in case there is an incoming email for non-existing user in your domain. For all such non-existing email ids, Domain Admin has the following options to choose from.

USER DOES NOT EXISTS	
<input type="radio"/> Forward Email to	<input type="text"/>
<input type="radio"/> Mail Host IP	<input type="text"/>
<input type="radio"/> Bounce with "No such user" Response	
<input checked="" type="radio"/> Auto Add User - Automatically migrate all the user names and passwords to XgenPlus from the following server:	
▶ Existing SMTP Server IP :	<input type="text"/> PORT : <input type="text"/>
XgenPlus will connect to this server and validate its existence on SMTP server. On validation, XgenPlus will automatically add the user in XgenPlus.	
▶ Existing POP Server IP :	<input type="text"/> PORT : <input type="text"/>
If user is added automatically on XgenPlus via above process and if he tries to log into XgenPlus via web or pop, XgenPlus tries to authenticate that user via pop server and if authenticated, it will set the same password in XgenPlus for that user. Next time XgenPlus will authenticate that user itself and will not use pop server.	
▶ Authentication Scheme : <input type="radio"/> UserName@DomainName <input type="radio"/> UserName	

Fig. 65 Policy – User does not exist

Field Name	Field Type	Description/Action
Forward Email to	Radio-button	If Domain Admin selects this option, then all the mails for non-existing users will be forwarded to the email Id specified in the textbox in front of this option
Mail Host IP	Radio-button	If Domain Admin selects this option, then all the mails for non-existing users will be forwarded to the IP address specified in the textbox in front of this option
Bounce with “No such user” response	Radio-button	If Domain Admin selects this option, then all the mails for non-existing users will be bounced back to the sender with ‘No such user’ response
Auto Add user	Radio-button	If Domain Admin selects this option, then non-existing email Id can be automatically imported to the domain from given POP & SMTP server IPs and mails will be stored automatically. Further options have been described below
Existing SMTP Server IP, PORT	Textbox	Enter SMTP server IP along with Port number from which user will be imported to domain
Existing POP Server IP, PORT	Textbox	Enter POP server IP along with Port number from which user will be imported to domain
Authentication Scheme	Radio-button	Enter the authentication scheme for user i.e. whether user verification will be carried out on the basis of ‘UserName@DomainName’ or just ‘UserName’

Section 3 → Password Policy

This section allows Domain Admin to set password policy for all domain users i.e. what should be the mandatory characters in password or how regularly should the user change his/her password.

Password Policy :

▶ Force for atleast one character from the followings in password :-

Capital Character Numeric Character Special Character

▶ Force to change the password at the following interval :-

First Login after creation of the account

Every Month

Fig. 66 Policy – Password Policy

Field Name	Field Type	Description/Action
Force for at least one character from the following in password:		
Capital Character	Checkbox	If domain admin checks this checkbox, then all the users will be forced to have at least one capital alphabet in their password
Numeric Character	Checkbox	If domain admin checks this checkbox, then all the users will be forced to have at least one numeric character in their password
Special Character	Checkbox	If domain admin checks this checkbox, then all the users will be forced to have at least one special character (e.g. @, #, \$, %, &, * etc.) in their password

Field Name	Field Type	Description/Action
Force to change the password at the following interval:		
First Login after creation of the account	Checkbox	If domain admin checks this checkbox, then all the users will be forced to change their password when they login to their account for the first time
Every _ month	Checkbox	If domain admin checks this checkbox, then all the users will be forced to change their password after every selected months. Month can be selected from the month dropdown

3.9 Show All Users

This page lists all the users of the domain. Domain Admin can do the following from this page:

- Filter users based on account status i.e. Administrator, Expired, Null Account, Deactive
- Filter users alphabetically by clicking on listed alphabets
- Search Users
- Delete users
- Calculate space used by each user
- Carry out Age analysis

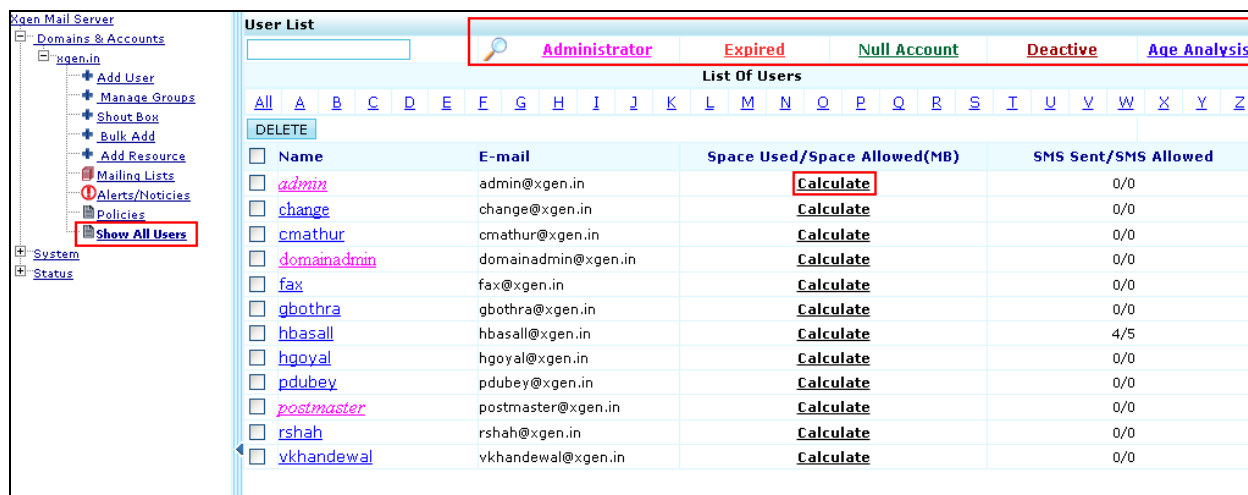


Fig. 67 Show All Users

Filter users based on account

Domain Admin can filter the users based on their account status by clicking on the status listed on the top of the page. The filter options are:

- Administrator: lists all users with admin access
- Expired: lists the users whose account have expired
- Null Account: lists all Null Accounts of the domain
- Deactive: lists all the deactivated accounts of the domain

User List																										
<input type="text"/>		Administrator	Expired	Null Account	Deactive	Age Analysis																				
List Of Users																										
All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
<input type="button" value="DELETE"/>																										
<input type="checkbox"/>	Name	E-mail	Space Used/Space Allowed(MB)	SMS Sent/SMS Allowed																						
<input type="checkbox"/>	admin	admin@xgen.in	Calculate	0/0																						
<input type="checkbox"/>	domainadmin	domainadmin@xgen.in	Calculate	0/0																						
<input type="checkbox"/>	postmaster	postmaster@xgen.in	Calculate	0/0																						

Fig. 68 Filter users based on account status

Filter users alphabetically

Domain Admin can filter users based on the starting alphabets of their first names as shown in the screenshot below:

User List																										
<input type="text"/>		Administrator	Expired	Null Account	Deactive	Age Analysis																				
List Of Users																										
All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
<input type="button" value="DELETE"/>																										
<input type="checkbox"/>	Name	E-mail	Space Used/Space Allowed(MB)	SMS Sent/SMS Allowed																						
<input type="checkbox"/>	hbasall	hbasall@xgen.in	Calculate	4/5																						
<input type="checkbox"/>	hgoyal	hgoyal@xgen.in	Calculate	0/0																						

Fig. 69 Filter users alphabetically

Search Users

Domain admin can also search for a particular user by entering his/her in the search text box as shown in the screenshot below:

User List																										
<input type="text" value="admin"/>		Administrator	Expired	Null Account	Deactive	Age Analysis																				
List Of Users																										
All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
<input type="button" value="DELETE"/>																										
<input type="checkbox"/>	Name	E-mail	Space Used/Space Allowed(MB)	SMS Sent/SMS Allowed																						
<input type="checkbox"/>	admin	admin@xgen.in	Calculate	0/0																						
<input type="checkbox"/>	domainadmin	domainadmin@xgen.in	Calculate	0/0																						

Fig. 70 Search Users

Delete Users

Domain admin can select the users and delete them from the domain. Screenshot for the same has been shown below:

Name	E-mail	Space Used/Space Allowed(MB)	SMS Sent/SMS Allowed
<input type="checkbox"/> admin	admin@xgen.in	Calculate	0/0
<input type="checkbox"/> change	change@xgen.in	Calculate	0/0
<input type="checkbox"/> cmathur	cmathur@xgen.in	Calculate	0/0
<input type="checkbox"/> domainadmin	domainadmin@xgen.in	Calculate	0/0
<input type="checkbox"/> fax	fax@xgen.in	Calculate	0/0
<input type="checkbox"/> gbothra	gbothra@xgen.in	Calculate	0/0
<input type="checkbox"/> hbasall	hbasall@xgen.in	Calculate	4/5
<input type="checkbox"/> hgoyal	hgoyal@xgen.in	Calculate	0/0
<input type="checkbox"/> ipott	ipott@xgen.in	Calculate	0/10
<input checked="" type="checkbox"/> pdubey	pdubey@xgen.in	Calculate	0/0
<input type="checkbox"/> postmaster	postmaster@xgen.in	Calculate	0/0
<input type="checkbox"/> rshah	rshah@xgen.in	Calculate	0/0
<input type="checkbox"/> test	test@xgen.in	Calculate	0/0
<input checked="" type="checkbox"/> vkhandewal	vkhandewal@xgen.in	Calculate	0/0

Fig. 71 Delete Users

Calculate space used by each user

Domain admin can see the used space for each user by clicking on 'Calculate' link in front of user's name. Screenshot for the same has been shown below:

Name	E-mail	Space Used/Space Allowed(MB)	SMS Sent/SMS Allowed
admin	admin@xgen.in	1.78/100	0/0
change	change@xgen.in	Calculate	0/0
cmathur	cmathur@xgen.in	Calculate	0/0
domainadmin	domainadmin@xgen.in	0.00/100	0/0
fax	fax@xgen.in	0.01/80	0/0
gbothra	gbothra@xgen.in	Calculate	0/0
hbasall	hbasall@xgen.in	Calculate	4/5
hgoyal	hgoyal@xgen.in	1.30/100	0/0

Fig. 72 Calculate space used by each user

Age Analysis

Domain Admin can carry out Age Analysis for the domain. Age Analysis will show the complete life (number of users activated, number of users expired etc.) of email accounts in the particular domain on a monthly basis.

Month	No. Of Users Activated	No. Of Users Expired
Jan	--	--
Feb	--	--
Mar	--	--
Apr	--	--
May	--	--
Jun	--	--
Jul	1	--
Aug	--	--
Sep	--	--
Oct	--	--
Nov	--	--
Dec	--	--

Fig. 73 Age Analysis

3.10 System & Status

Domain Statistics includes some general statistics like **Domain Name, SMTP/POP services, Total space allowed, logs** etc. for domain.

System -> services

Domain Admin can check the services running for domain through 'Services' window. Domain Admin can not change the status of any service; this is purely for viewing purpose.

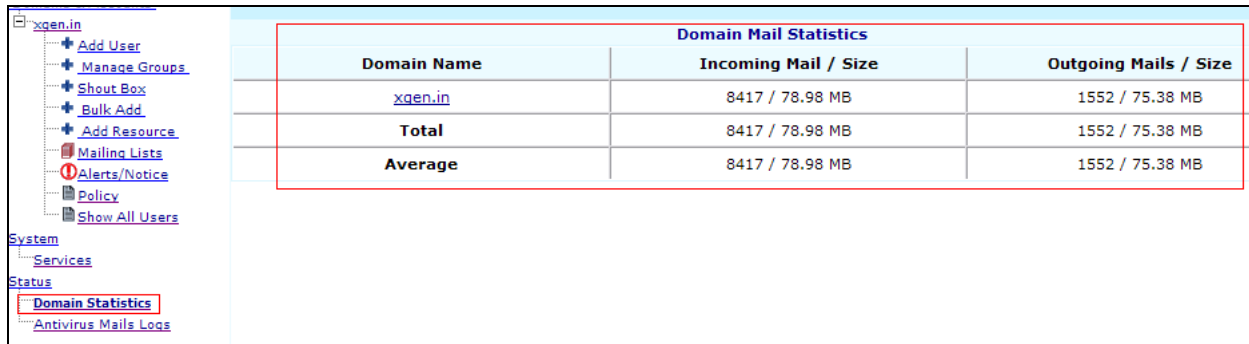
SYSTEM SERVICES	
SMTP-IN	Running
SMTP-OUT	Running
POP	Running
IMAP	Running

Fig. 74 View Domain Services

Status -> Domain Statistics

Domain Admin can check the domain statistics for all of his/her domains through this window. It gives the following information:

- Domain-wise total incoming mails (for all domains) along with size
- Domain-wise total outgoing mails (for all domains) along with size



Domain Mail Statistics		
Domain Name	Incoming Mail / Size	Outgoing Mails / Size
xgen.in	8417 / 78.98 MB	1552 / 75.38 MB
Total	8417 / 78.98 MB	1552 / 75.38 MB
Average	8417 / 78.98 MB	1552 / 75.38 MB

Fig. 75 Domain Statistics

Status -> Antivirus Mails Logs

Domain Admin can check the anti-virus mail logs for any date through this window. Just select the date and click on 'Go'. It will show all anti-virus mails logs for that date.

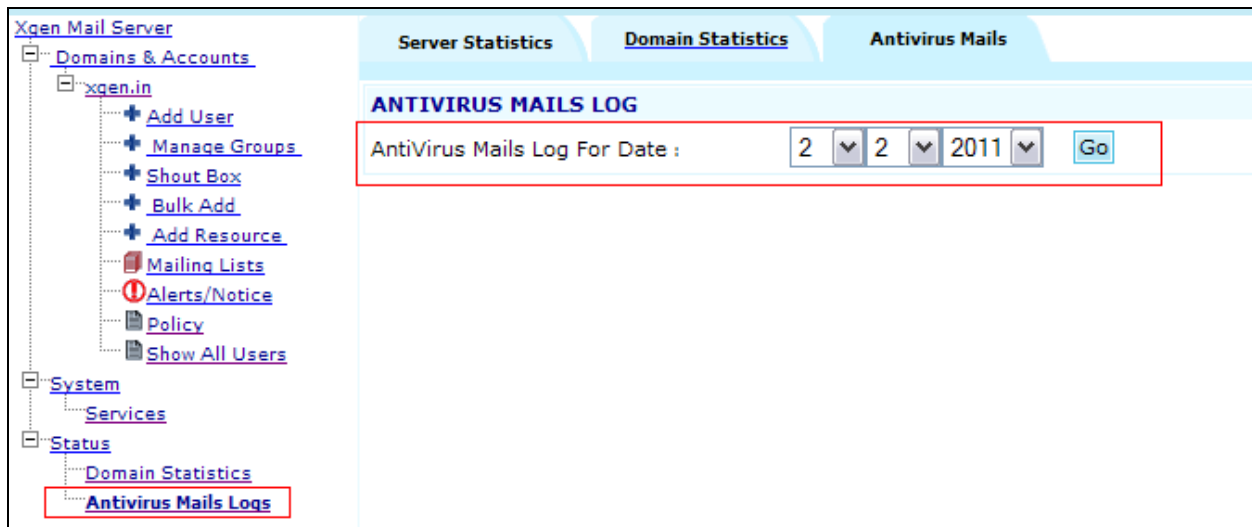


Fig. 76 Anti-virus Mail Logs

4. Experience XGenPlus Admin Panel

XGenPlus Admin panel is a robust and powerful module that ensures ease-of-use and full control for administrators. It not only reduces administrator's manual work but also provides admin with many unique monitoring and reporting features. Along with this, it also ensures easy separation between Domain and user level settings.

Admin Panel provides the required authority and dominance to administrators, thus, providing administrators an upper hand in controlling the domain as well as domain users.

For more details regarding Admin Panel and XGen Plus, please visit www.xgen.in.