

EMAIL SET-UP

- 1) Domain Changes**
- 2) Change Admin Password**
- 3) Create Mailboxes in Admin Panel**
- 4) Set-up/Modify Mailboxes in Email Client**

Appendix A – Changing Your Name Server Information

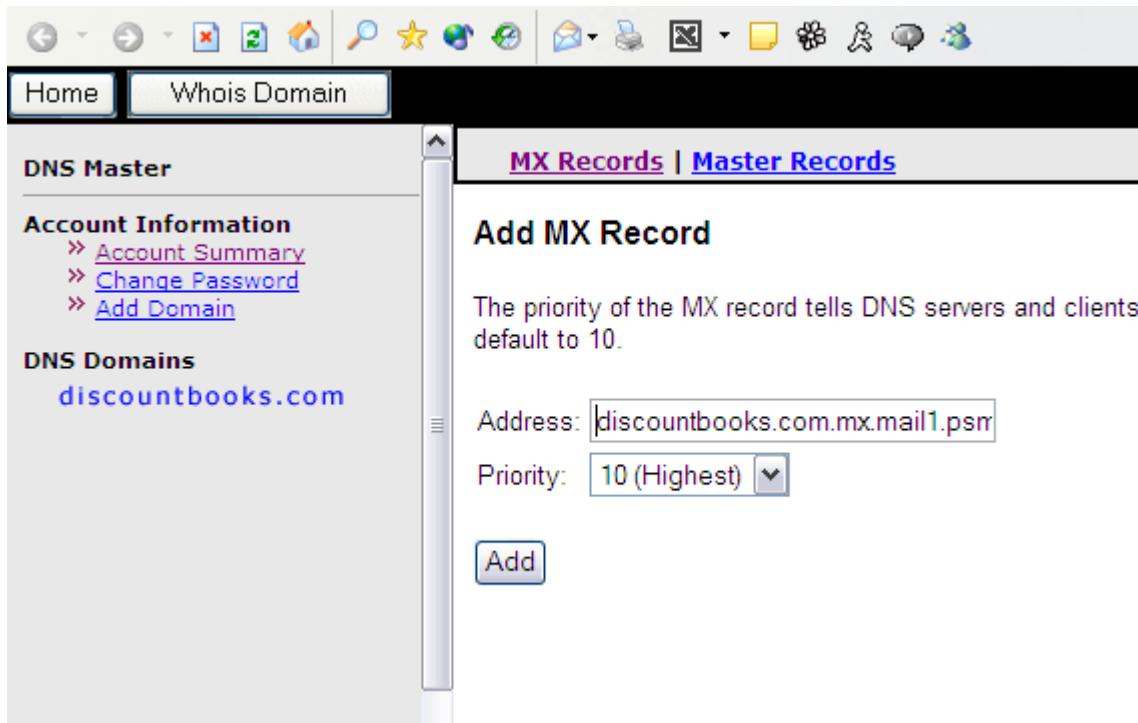
Appendix B – Anti-Virus and Spam Quarantine Area

Appendix C – Important URLs

STEP ONE - DOMAIN CHANGES

A) Change your MX Record.

This will allow your email to be handled by EzMail servers. If you have arranged that we host your domain name as well, please skip this step and see Appendix A.



You can do this by yourself or you can have anyone with access to your domain's DNS records. These records are usually located where your domain name is hosted, which is usually at your Web hosting company, ISP, or place of domain purchase. The changes should include the following 3 MX Records and NO others:

[highest priority] Priority 10

[YourDomain.YourDomainExtension.mx.mail1.psmtp.com](#)

[middle priority] Priority 20

[YourDomain.YourDomainExtension.mail2.psmtp.com](#)

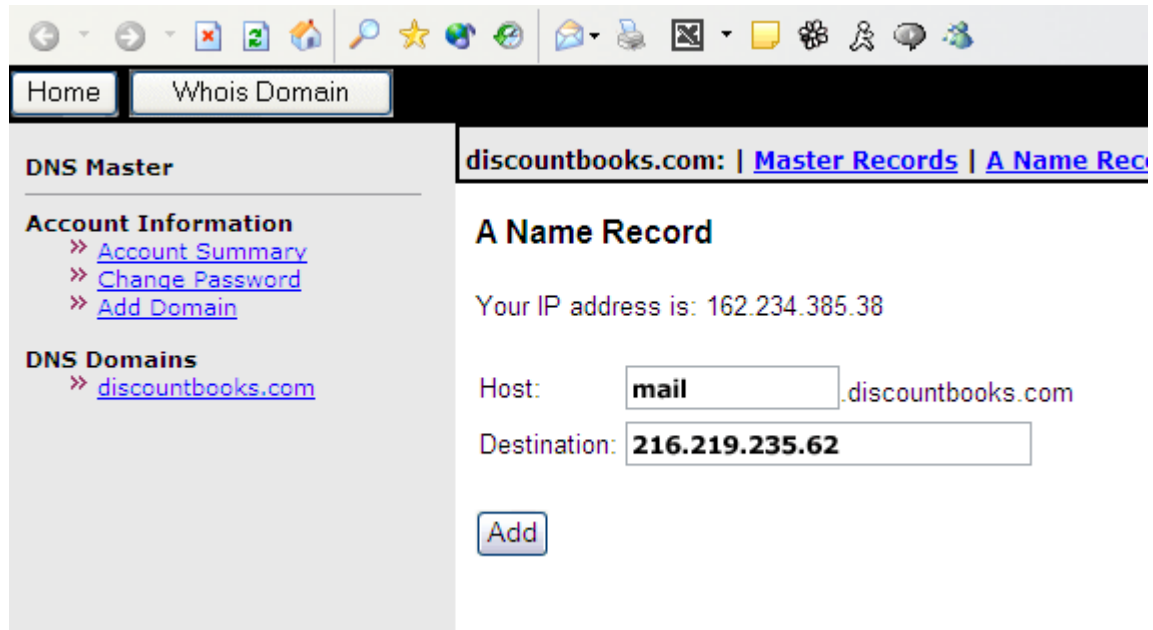
[lowest priority] Priority 30

[YourDomain.YourDomainExtension.mx.ezmail.biz](#)

Example: [discountbooks.com.mx.ezmail.biz](#)

B) Create Host Name

A host name is the part before your domain name, like "www". Creating a new host name will allow your Web mail to be located at your domain. Example:
<http://mail.discountbooks.com>



The screenshot shows a web browser window with the address bar displaying "discountbooks.com: | Master Records | A Name Rec". The page title is "DNS Master". On the left, there is a sidebar with "Account Information" (Account Summary, Change Password, Add Domain) and "DNS Domains" (discountbooks.com). The main content area is titled "A Name Record" and displays "Your IP address is: 162.234.385.38". Below this, there are two input fields: "Host:" with the value "mail" and ".discountbooks.com", and "Destination:" with the value "216.219.235.62". An "Add" button is located below the destination field.

You can specify any host name and it will not interfere with your current Web site configuration.

Create a host name like [mail](#) and point it to [216.219.235.62](#)

*You are not creating a sub-domain. A host name is different.

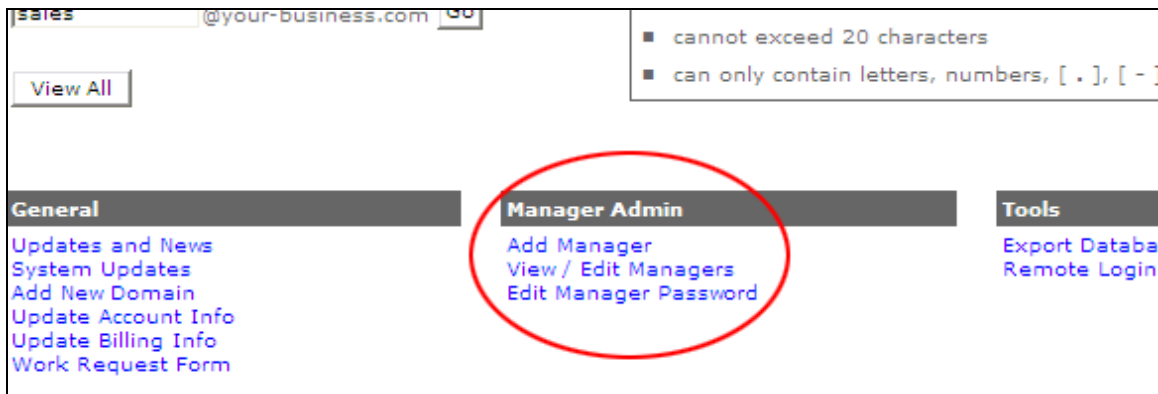
Changes to your domain may take up to 3 days to propagate on the world wide web. That is why we recommend that you check your mail via your old provider and via EzMail during this time so as not to lose any emails.

STEP TWO – CHANGE ADMIN PASSWORD

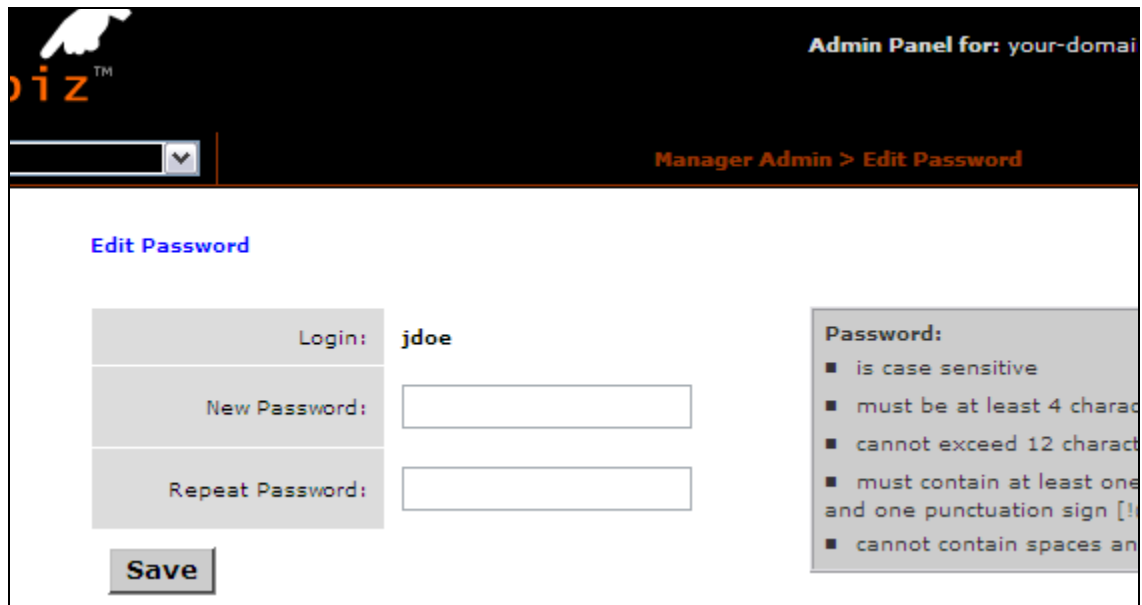
Your secure admin panel is where you perform all administrative functions like adding and deleting mailboxes. Although not mandatory, we recommend that you change the administrator password from the one originally provided to you.

To change your admin password:

- login to <https://admin01.entergroup.com>
- in the manager menu, click Edit Password



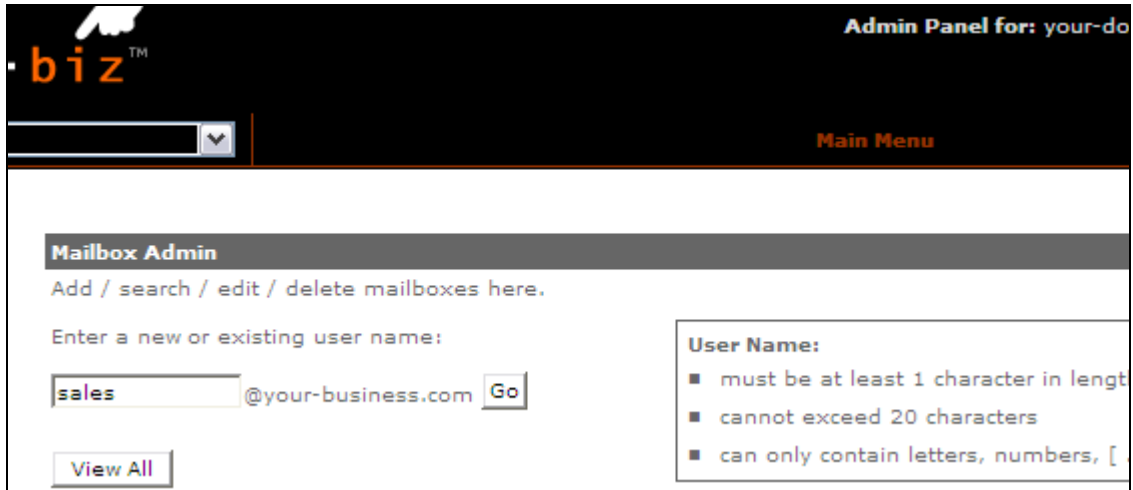
- proceed to edit your password



*Your login and password for the admin area is different than that of your email login and password. Once your domain has propagated, you can access your admin via: <https://hostname.yourdomain/admin> [Example: <https://mail.discountbooks.com/admin>].

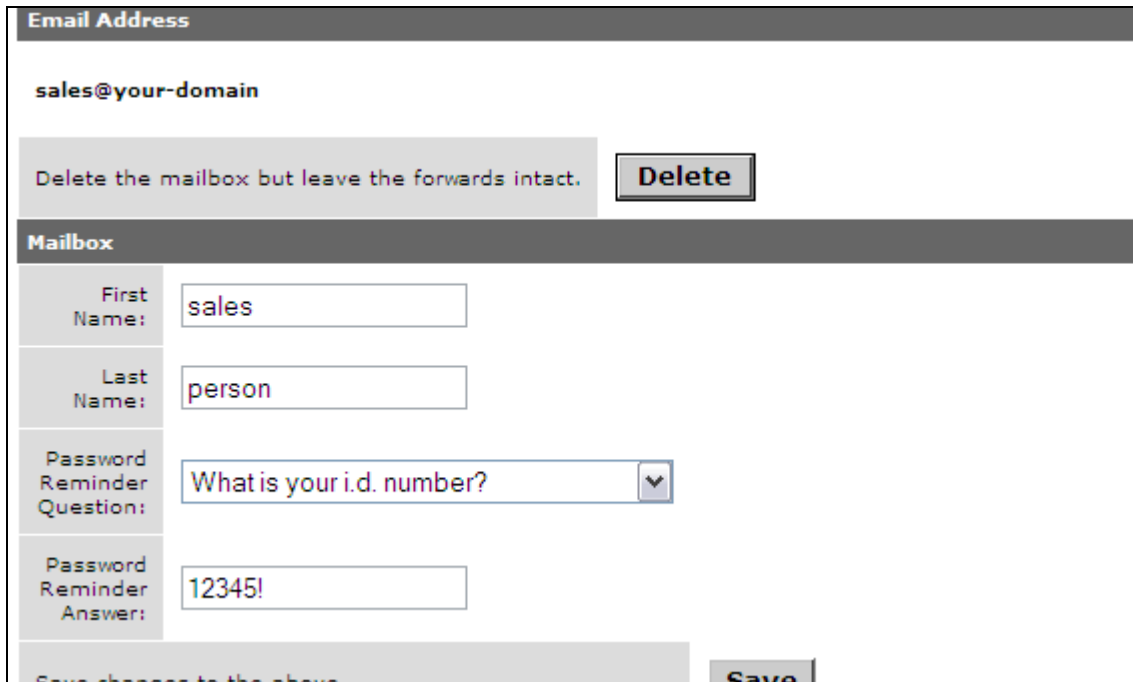
STEP THREE – CREATE MAILBOXES IN ADMIN PANEL

In your admin panel type in a new user name in the mailbox admin area.



The screenshot shows the 'Mailbox Admin' section of the EzMail Admin Panel. At the top left is the 'biz' logo. At the top right, it says 'Admin Panel for: your-do'. Below the logo is a dropdown menu. To the right is a 'Main Menu' link. The main content area has a header 'Mailbox Admin' and a sub-header 'Add / search / edit / delete mailboxes here.'. Below this is a form to 'Enter a new or existing user name:'. The form contains a text input with 'sales' and another with '@your-business.com', followed by a 'Go' button. To the right of the form is a 'User Name:' section with a list of requirements: 'must be at least 1 character in length', 'cannot exceed 20 characters', and 'can only contain letters, numbers, ['. Below the form is a 'View All' button.

You will then be prompted to provide user id details for the mailbox.



The screenshot shows the 'Mailbox' details form in the EzMail Admin Panel. At the top is a header 'Email Address' with the value 'sales@your-domain'. Below this is a 'Delete' button with the text 'Delete the mailbox but leave the forwards intact.'. The main section is titled 'Mailbox' and contains several fields: 'First Name:' with 'sales', 'Last Name:' with 'person', 'Password Reminder Question:' with a dropdown menu showing 'What is your i.d. number?', and 'Password Reminder Answer:' with '12345!'. At the bottom is a 'Save' button.

We allow you to create mailboxes even before your DNS changes have propagated to ensure you do not lose any emails in the transition to EzMail powered email. To add a large list of mailbox or to have connect your system with admin, please contact us for the applicable script.

STEP FOUR – SET-UP/MODIFY MAILBOXES IN EMAIL CLIENT

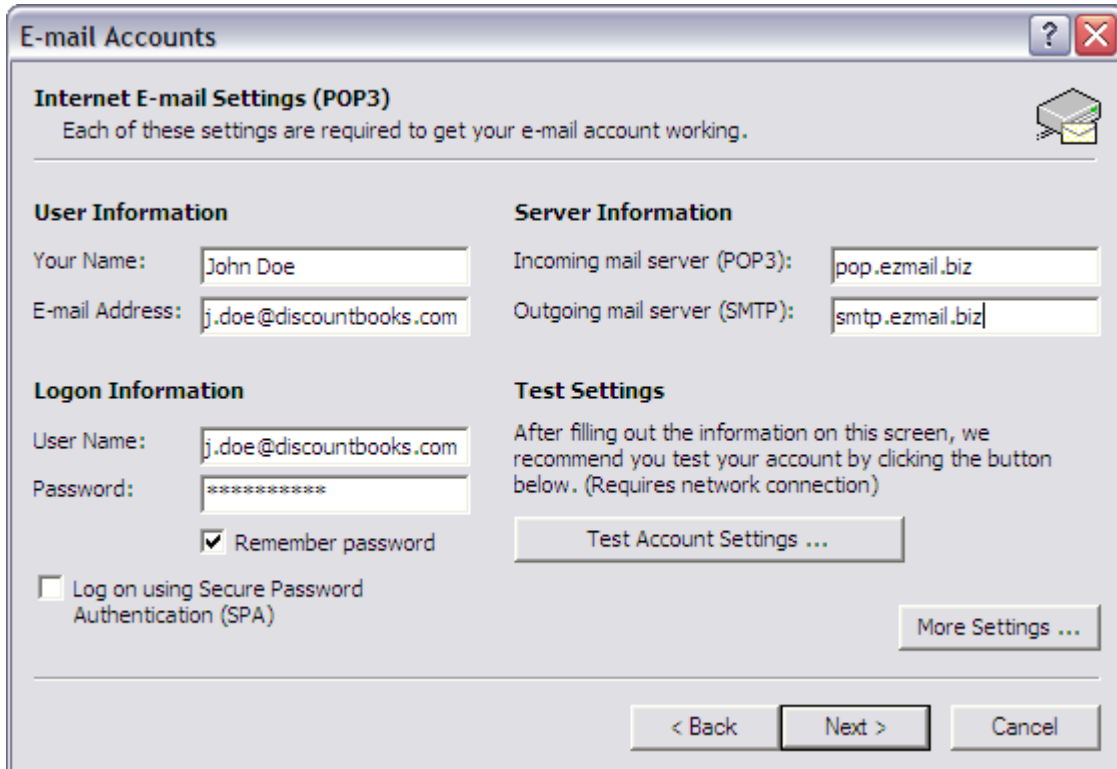
The following are the settings you will need to use in your local email client [i.e. Outlook, outlook Express, Eudora, Etc...]

POP SERVER: pop.ezmail.biz

SMTP SERVER: smtp.ezmail.biz

LOGIN: your full email address [ex: j.doe@discountbooks.com]

PASSWORD: your email password



E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

CONGRATULATIONS!

You have completed the basic steps to use your email. Once your dns changes have propagated, you will be able to send and receive email through EzMail.biz!

APPENDIX A – NAME SERVER CHANGES

This applies to customers that will be transferring their domain name hosting to EzMail.biz. Once finished with these changes, proceed to step two above.

Change your name server information to appear as follows:

Primary Name Server: troy.dnsconnection.net 216.24.175.30

Secondary Name Server: olympia.dnsconnection.net 216.24.175.31

Your name server information can be changed through your domain registrar, which is typically the place from where you purchased your domain.

APPENDIX B – ANTI-VIRUS/SPAM BLOCK QUARANTINE AREA

Once your dns changes have propagated, you will be able to access your Web mail site. At the login page, you will find two different login areas. The top area is used to enter your Web mail itself while the bottom login is to enter the quarantine area. Use your full email address for the login and your email password for the password.

From this area you can:

- Safely view and manage messages that contain viruses
- View and manage unsolicited emails
- Customize SPAM blocking filters, white lists, etc...
- Activate your wireless email

APPENDIX C – IMPORTANT URLS

Your Web Mail Site:

<http://host-name.yourdomain>

ex: <http://mail.discountbooks.com>

Your Secure Admin Area:

<https://admin01.entergroup.com>

or

<https://host-name.yourdomain/admin>

ex: <http://mail.discountbooks.com/admin>

EzMail Support Site:

<http://www.ezmail.biz/support.fegml>

EzMail Contact Information:

<http://www.ezmail.biz>