

DOMAIN ADMINISTRATION MANUAL FOR STEEP

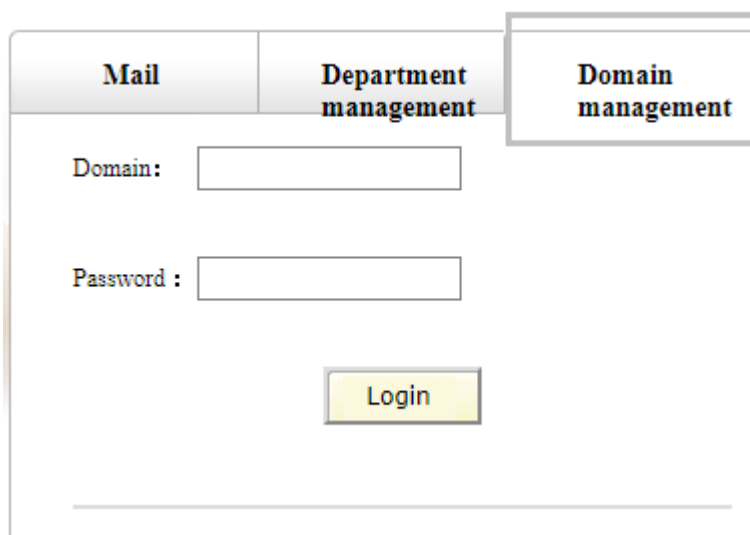
This manual introduces how to operate the domain administration user interface.

1. Log in the domain administration

Domain administrator can log in the system with the url

https://hostname-of-server/cgi-bin/domain_main

or by entrance of webmail



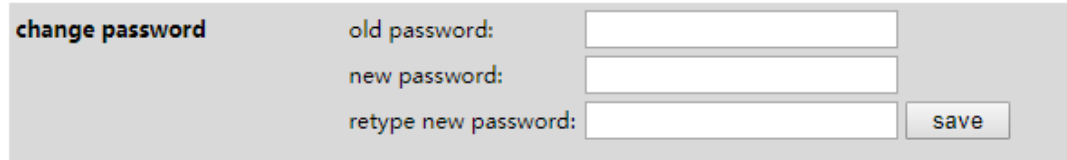
Please input the domain name and password (or empty if password is not specified)

2. Change the administration password

Click  [configuration](#)

and change the password in “change password”

to change password here



3. Accounts management



users list

Administrator can add, delete or edit account in

The ☒ [public user information](#) of “add user” or “edit user” controls whether the user is visible in public address book (NSPI). If you want to make the account invisible by others, we recommend you uncheck this option after user has set up the account in outlook. Outlook will fail to set up account with this option unchecked.

4. Users batch operation



users batch operation

You can create or delete accounts with excel file. First click _____ and

download the file by [EXCEL template file download](#)

The username, password and quota are necessary for each row when you create accounts. Only username is necessary when you delete accounts.

5. Department list

One user can belong to one or none department, every department can own it's administrator. Please give every department a address for logging in of administration.

6. Mail address list

Mail address list is a type of address which can be expanded to every member under the list. There're 4 types of address list. The ordinary list can include any address whether or not the address is in the domain.

7. Mail monitoring

Domain administrator can forward mails to specified mailbox by setting supervising item. Supervised object can be either whatever domain or account.

8. Transport limit list

Administrator can limit the user to send email only to items in list or deny the items in the list. The list type is set in “configuration->limit list type”. Please use this feature carefully because when you choose “allow list type”, only items in the list are allowed!

9. Public folder list

To user public folder in outlook, you should add users of being in charge into permission list.