

NTTCT Mail Hosting Service Account Management for User

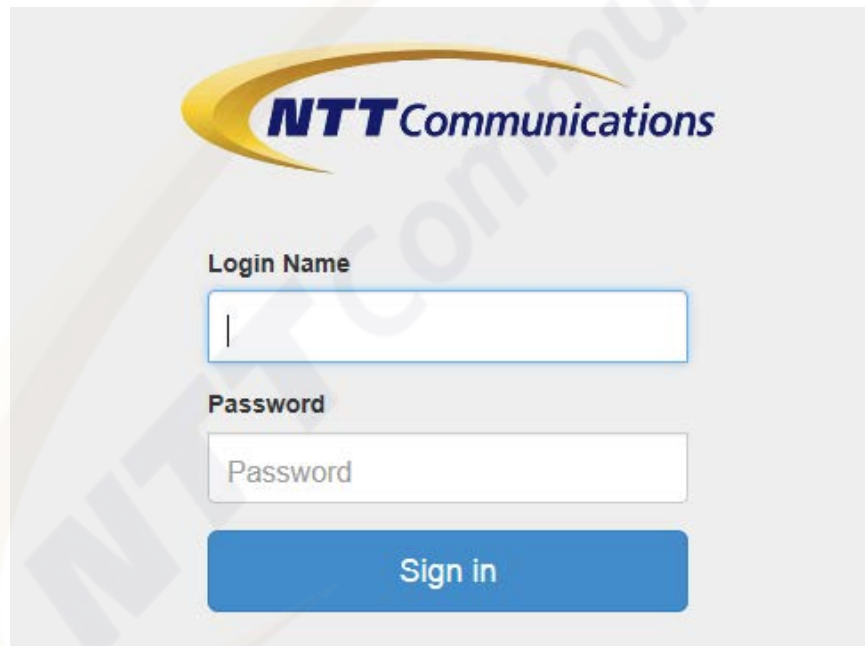
(Mail Hosting: NTT Communications (Thailand) Co., Ltd.)

About This Document

This document is intended to be a quick reference guide to follow for user to manage own account information such as change password, set vacation information, forwarding.

Login

- Open a web browser and go to <https://mailadmin.ntt.co.th>



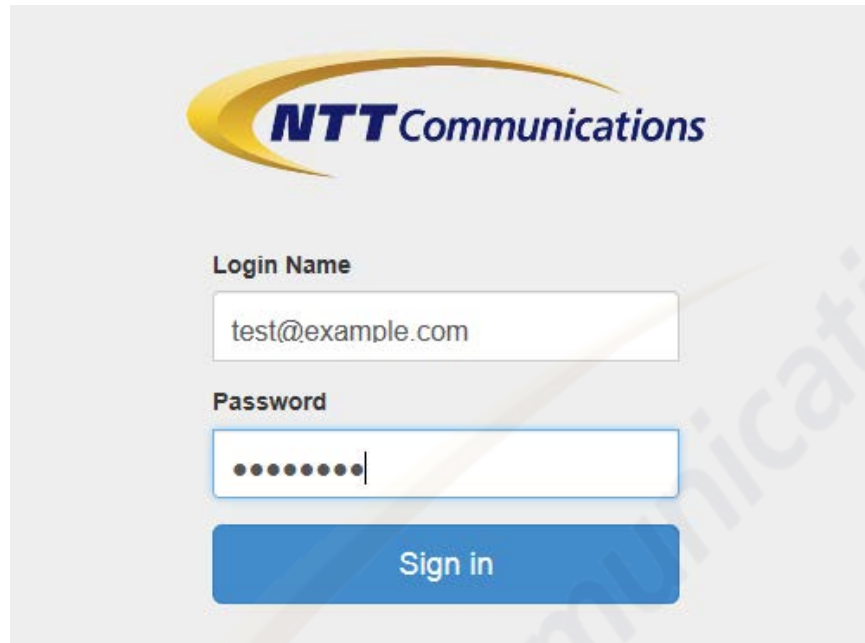
NTT Communications

Login Name

Password

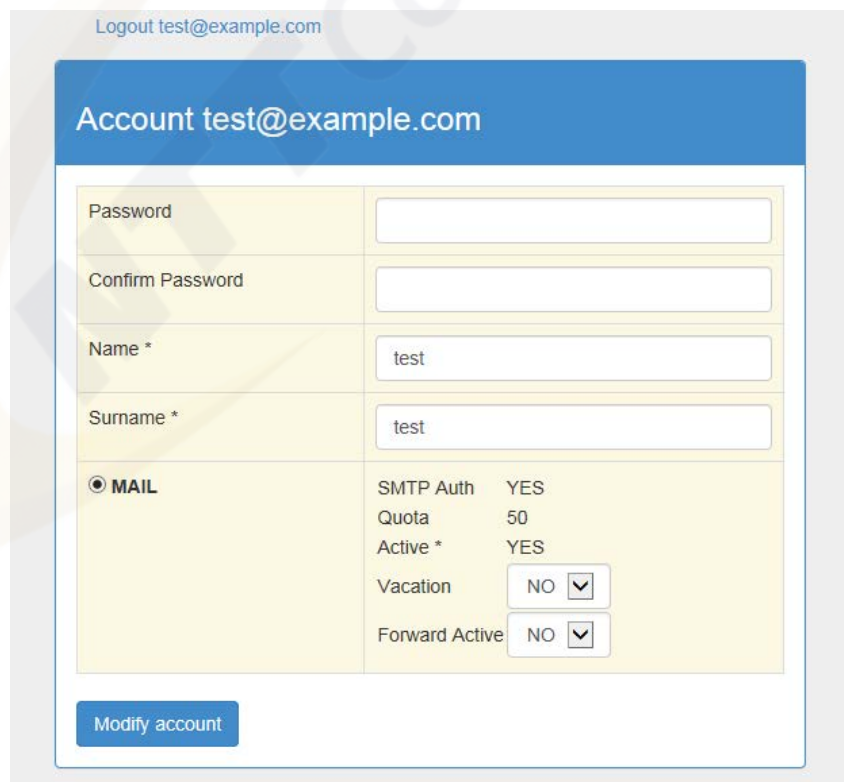
Sign in

- Enter username and password



The image shows the login page for NTT Communications. At the top is the NTT Communications logo. Below it, there is a 'Login Name' field containing 'test@example.com' and a 'Password' field with masked characters. A blue 'Sign in' button is positioned below the password field.

- After successfully login, you will see account management page.



The image shows the account management page for 'test@example.com'. At the top, there is a 'Logout test@example.com' link. The page title is 'Account test@example.com'. Below the title, there are several input fields: 'Password', 'Confirm Password', 'Name *' (containing 'test'), and 'Surname *' (containing 'test'). Under the 'MAIL' section, there are several settings: 'SMTP Auth' (YES), 'Quota' (50), 'Active *' (YES), 'Vacation' (NO with a dropdown arrow), and 'Forward Active' (NO with a dropdown arrow). A blue 'Modify account' button is located at the bottom left of the form.

Changing password

- User can change your password, type in new password and repeat new password in text box.

Logout test@example.com

Account test@example.com

1	Password
	Confirm Password
	Name *	test
	Surname *	test
	<input checked="" type="radio"/> MAIL	SMTP Auth YES Quota 50 Active * YES Vacation NO <input type="button" value="v"/> Forward Active NO <input type="button" value="v"/>
	<input type="button" value="Modify account"/>	2

- Click at “ **Modify Account** ” to confirm password change.

Strong password setting guideline

To assent a password policy, you can create a password as following.

- Strictly contain at least 8 characters and nonblank character.
- Consist of uppercase letters (A-Z), lowercase letters (a-z), and numbers (0-9).
- Acceptably contain of special characters: ampersand “&”, number sign “#”, dollar sign “\$”, percent “%”.

Strong passwords: How to create and use them

<http://www.microsoft.com/protect/yourself/password/create.aspx>

Setting vacation information (Auto reply)

Remark: Please make sure that you already turn off **Forward** function before enable Vacation function. Otherwise vacation function could not work properly.

- User enable **Vacation function** by selecting “**Yes**” and click “**Modify Account**” to continue.

Logout test@example.com

Account test@example.com

Password
Confirm Password
Name *	test
Surname *	test
<input checked="" type="radio"/> MAIL	SMTP Auth YES Quota 50 Active * NO Vacation YES Forward Active NO

Modify account

- After click “**Modify Account**” please kindly click the account again to set vacation information.

- Then edit “**Vacation Info**”, “**Vacation Forward**”, “**Vacation Start**” and “**Vacation End**” after that click “**Modify Account**” button to confirm.
- If you would like to forward your email during vacation period, please use “**Vacation Forward**” field.

● MAIL	
SMTP Auth	YES
Quota	50
Active *	YES
Vacation	YES
Vacation Info	I will take leave on 17 August - 20 August. Any urgent mater, please call my phone
Vacation Forward	
Vacation Start	17
	08
	2015
Vacation End	20
	08
	2015
Forward Active	NO

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Modify account

a. Keep message in original mailbox only. (default vacation setting)

Instruction: No need to insert any value in Vacation Forward field

b. Forward message to user@hotmail.com only.

Instruction: Insert **user@hotmail.com** in Vacation Forward field

c. Keep message in original mailbox (user@example.com) and forward message to user@hotmail.com

Instruction: Insert **user@example.com; user@hotmail.com** in Vacation Forward field

Vacation function workflow

Vacation function will automatically check every 5 minutes whether current date is in vacation period (vacation Start and vacation End) or not. Then system will automatically switch on/off vacation function.

Example scenario:

- If Current date is 16/8/2015
- Setting vacation period from 17/8/2015 - 20/8/2015

The screenshot shows the 'MAIL' account configuration page. The 'Vacation' dropdown is set to 'YES'. The 'Vacation Info' field contains the text: 'I will take leave on 17 August - 20 August. Any urgent mater, please call my phone'. The 'Vacation Forward' field is empty. The 'Vacation Start' is set to 17/08/2015, and the 'Vacation End' is set to 20/08/2015. The 'Forward Active' dropdown is set to 'NO'. A red box highlights the vacation configuration fields. A black box with the number '1' is placed over the 'Vacation Forward' field. A blue box with the text 'Modify account' and a black box with the number '2' are at the bottom.

- After click Modify Account vacation function will be enabled. Then system will compare current date (**16/08/2015**) with setting period (**17/8/2015 - 20/8/2015**) within 5 minutes.
- Result is current date not in the period, consequently system automatically turnoff vacation function the end of **16/08/2015**.

- If user access account management page, you will see Vacation function is turned off (**No**).

Logout test@example.com

Account test@example.com

Password	<input type="password"/>
Confirm Password	<input type="password"/>
Name *	<input type="text" value="test"/>
Surname *	<input type="text" value="test"/>
<input checked="" type="radio"/> MAIL	SMTP Auth YES Quota 50 Active * YES Vacation NO <input type="button" value="v"/> Forward Active NO <input type="button" value="v"/>

- After **20/8/2015 00:00 AM**, Vacation function will automatically turn off.

Note

The vacation function will automatically check whether if you vacation message start and end date is in current date or not. If the current date not in period, the system will turn off vacation function automatically.

Setting Forward

- User can forward to another e-mail address, change status of Forward to “Yes” and click “Modify Account”.

Account test3@example.com

Password	<input type="text"/>								
Confirm Password	<input type="text"/>								
Name *	<input type="text" value="test3"/>								
Surname *	<input type="text" value="test3"/>								
<input checked="" type="radio"/> MAIL	<table><tr><td>Quota</td><td><input type="text" value="50"/></td></tr><tr><td>Active *</td><td><input type="text" value="YES"/></td></tr><tr><td>Vacation</td><td><input type="text" value="NO"/></td></tr><tr><td>Forward Active</td><td><input type="text" value="NO"/></td></tr></table>	Quota	<input type="text" value="50"/>	Active *	<input type="text" value="YES"/>	Vacation	<input type="text" value="NO"/>	Forward Active	<input type="text" value="NO"/>
Quota	<input type="text" value="50"/>								
Active *	<input type="text" value="YES"/>								
Vacation	<input type="text" value="NO"/>								
Forward Active	<input type="text" value="NO"/>								

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- The system will show mail forward destination, insert destination e-mail address Then click “Modify Account”.

There are 2 cases that enable forward function

Case 1 : This account **never** enable forward function

After click **“Modify Account”** button, forward function is active then account management system will redirect to account modify page after that destination field will appear on this page and also show warning message as below. Please input account on destination field of forward function.

For many destinations, **“semi-colon (;)”** or **“ comma (,)”** are used for separation in each accounts.

Warning: Forward is enabled, please specific new destination or use previous destination

Account test3@example.com

Password	<input type="text"/>										
Confirm Password	<input type="text"/>										
Name *	<input type="text" value="test3"/>										
Surname *	<input type="text" value="test3"/>										
<input checked="" type="radio"/> MAIL	<table><tr><td>Quota</td><td><input type="text" value="50"/></td></tr><tr><td>Active *</td><td><input type="text" value="YES"/></td></tr><tr><td>Vacation</td><td><input type="text" value="NO"/></td></tr><tr><td>Forward Active</td><td><input type="text" value="YES"/></td></tr><tr><td>Destination</td><td><input type="text"/></td></tr></table>	Quota	<input type="text" value="50"/>	Active *	<input type="text" value="YES"/>	Vacation	<input type="text" value="NO"/>	Forward Active	<input type="text" value="YES"/>	Destination	<input type="text"/>
Quota	<input type="text" value="50"/>										
Active *	<input type="text" value="YES"/>										
Vacation	<input type="text" value="NO"/>										
Forward Active	<input type="text" value="YES"/>										
Destination	<input type="text"/>										

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Case 2 : This account **ever** enable forward function

After click **“Modify Account”** button, forward function is active then account management system will redirect to account modify page after that destination field will appear previous account on this page User can change forward destination by entering new forward account on destination field then click **“Modify Account”** again.

For many destinations, **“semi-colon (;)”** or **“ comma (,)”** are used for separation.

All domains / example.com / test@example.com

Account test@example.com

Password	<input type="text"/>
Confirm Password	<input type="text"/>
Name *	<input type="text" value="Test"/>
Surname *	<input type="text" value="Test"/>
<input checked="" type="radio"/> MAIL	
Quota	<input type="text" value="50"/>
Active *	<input type="text" value="YES"/>
Vacation	<input type="text" value="NO"/>
Forward Active	<input type="text" value="YES"/>
Destination	<input type="text" value="test2@example.com"/>

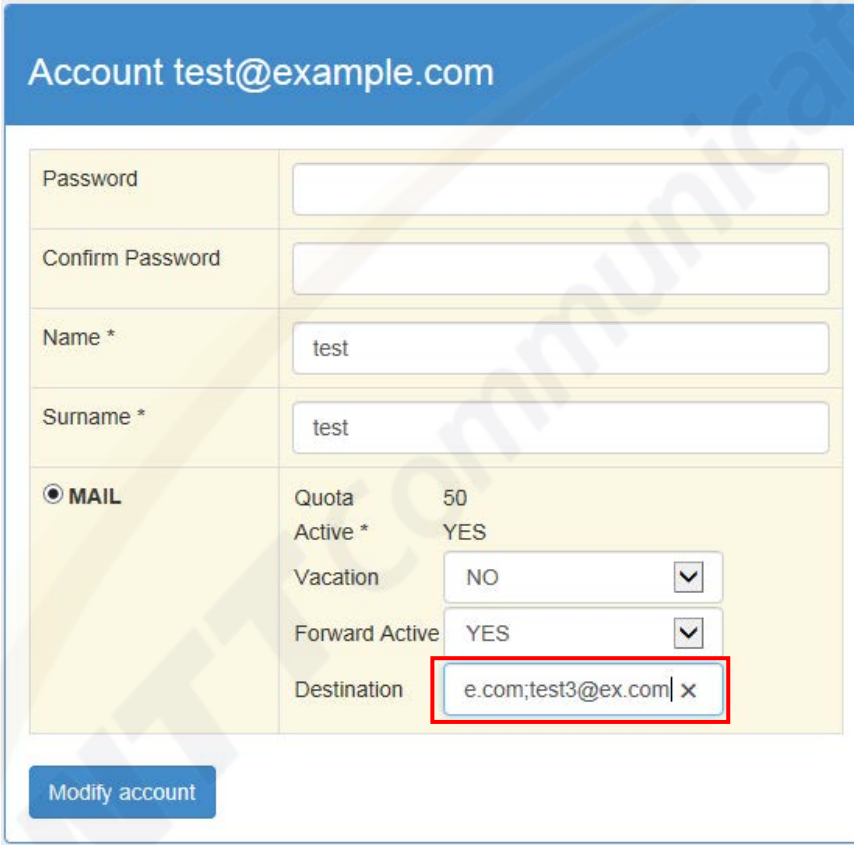
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Remark: There are 2 types of forwarding function:

Type 1: Discard and Forward: exclude user own account in destination field. With this setting, incoming email will forward to the destination which defined without copy in user mail box

Type 2: Store and Forward: include user own account in destination field. With this setting, incoming email will forward to the destination which defined and copy in user mail box



Account test@example.com

Password	<input type="text"/>
Confirm Password	<input type="text"/>
Name *	<input type="text" value="test"/>
Surname *	<input type="text" value="test"/>
<input checked="" type="radio"/> MAIL	Quota 50 Active * YES Vacation <input type="text" value="NO"/> <input type="button" value="v"/> Forward Active <input type="text" value="YES"/> <input type="button" value="v"/> Destination <input type="text" value="e.com;test3@ex.com"/> <input type="button" value="x"/>

Note

If you activate forward function and vacation function at the same time vacation function will be ignored

Logout [postmaster@example.com](#)

[All domains](#) / [example.com](#) / [test@example.com](#)

Warning: activate "Forward" and "Vacation Forward" together, "Vacation" function will be ignored

Account [test@example.com](#)

Password	<input type="password"/>
Confirm Password	<input type="password"/>
Name *	<input type="text" value="Test"/>

Support Mail Team

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