NTTCT Mail Hosting Service Account Management for User
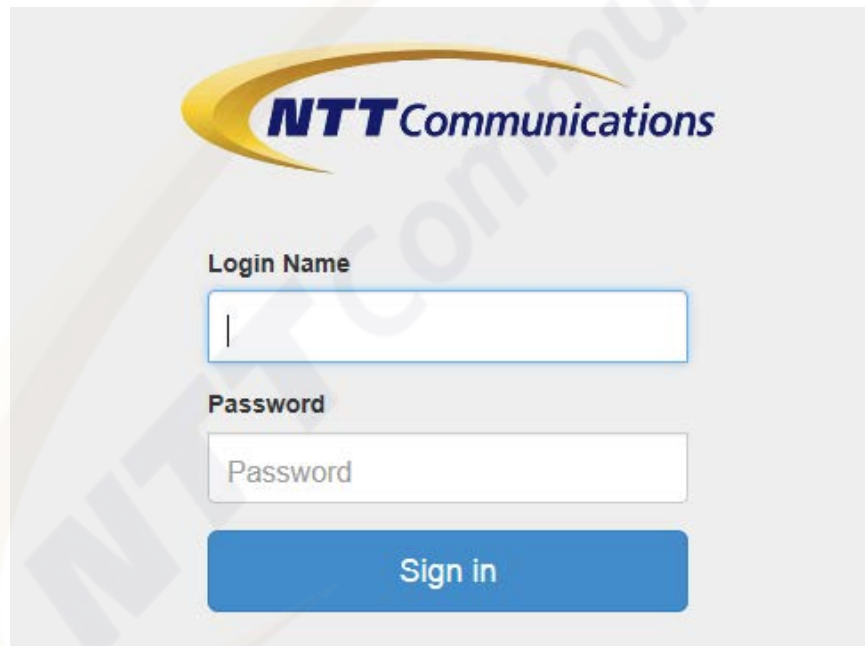
(Mail Hosting: NTT Communications (Thailand) Co., Ltd.)

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.
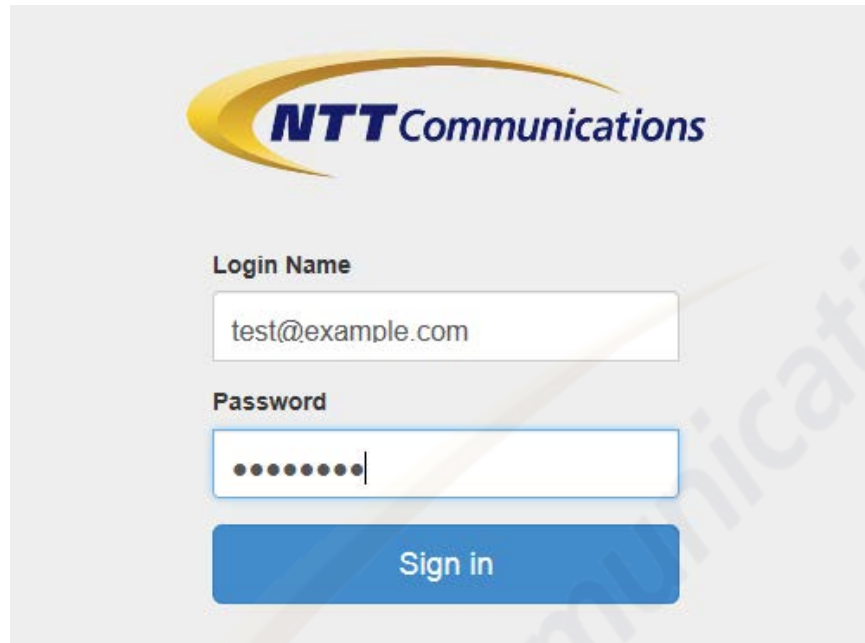
Login

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

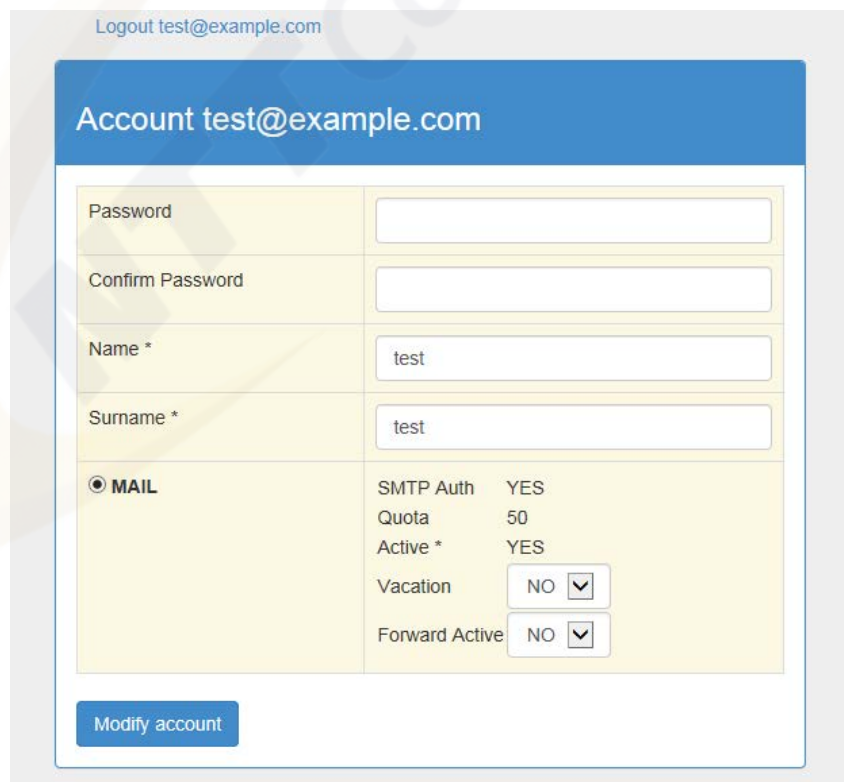- Enter username and password

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

Changing password

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

- 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.mspx

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.

- 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.

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

- 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**).

- 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 ".**

- 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.

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.
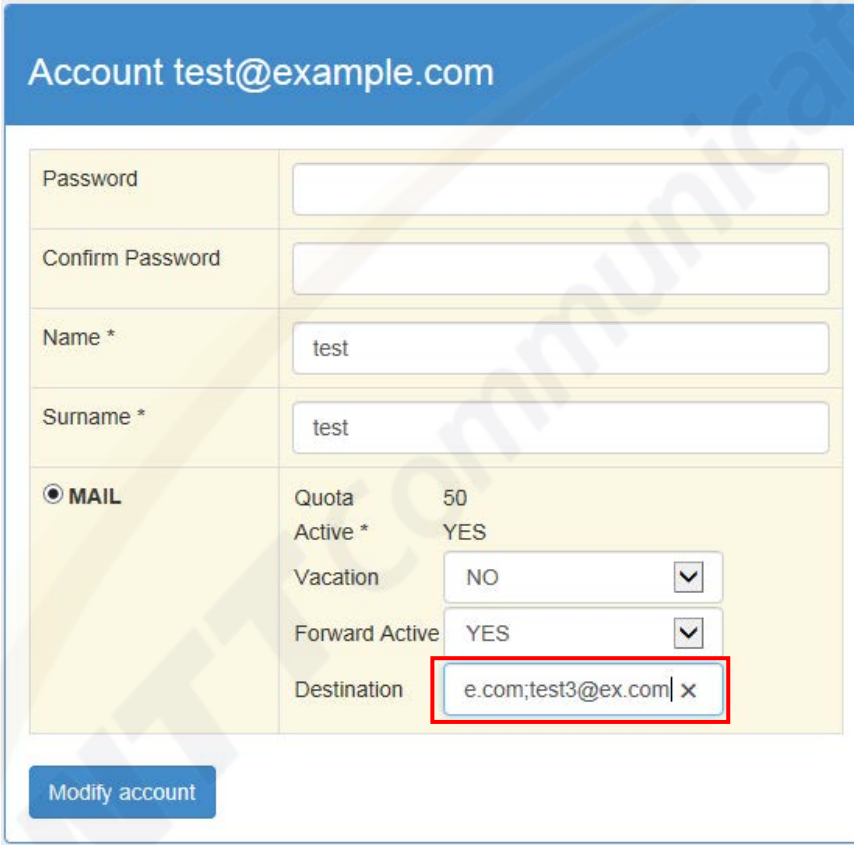
Remark: There are 2 types of forwarding function:

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

Note

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

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