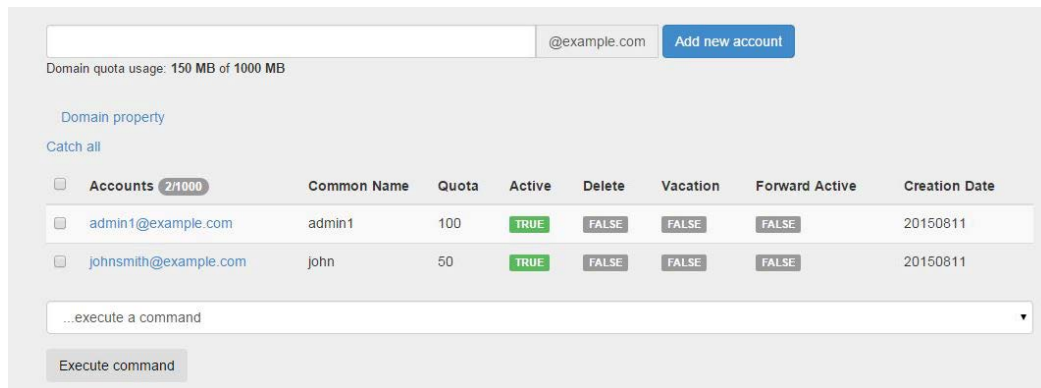




- After successfully login, you will see all accounts of your domain



Domain quota usage: 150 MB of 1000 MB

Domain property

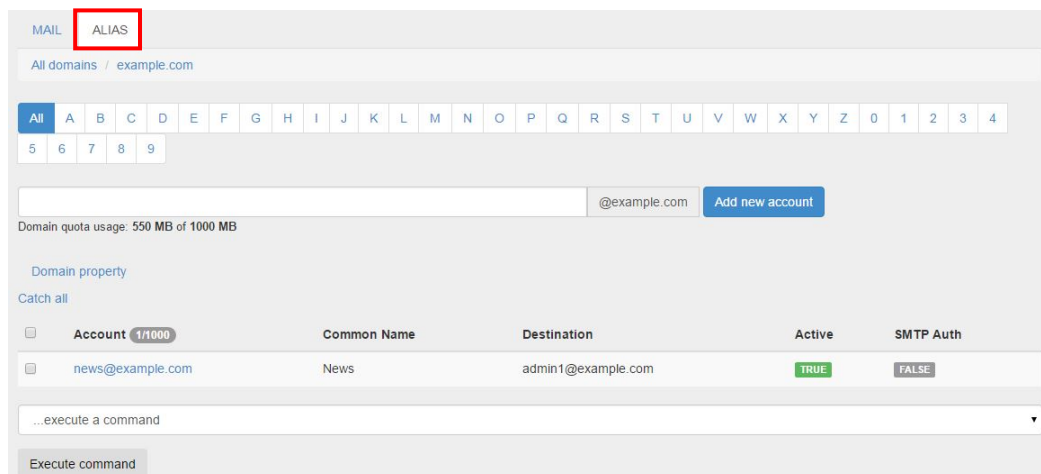
Catch all

<input type="checkbox"/>	Accounts <b>2/1000</b>	Common Name	Quota	Active	Delete	Vacation	Forward	Active	Creation Date
<input type="checkbox"/>	admin1@example.com	admin1	100	TRUE	FALSE	FALSE	FALSE		20150811
<input type="checkbox"/>	johnsmith@example.com	john	50	TRUE	FALSE	FALSE	FALSE		20150811

...execute a command

Execute command

- Go to “ALIAS” tab



MAIL **ALIAS**

All domains / example.com

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 0 1 2 3 4  
5 6 7 8 9

Domain quota usage: 550 MB of 1000 MB

Domain property

Catch all

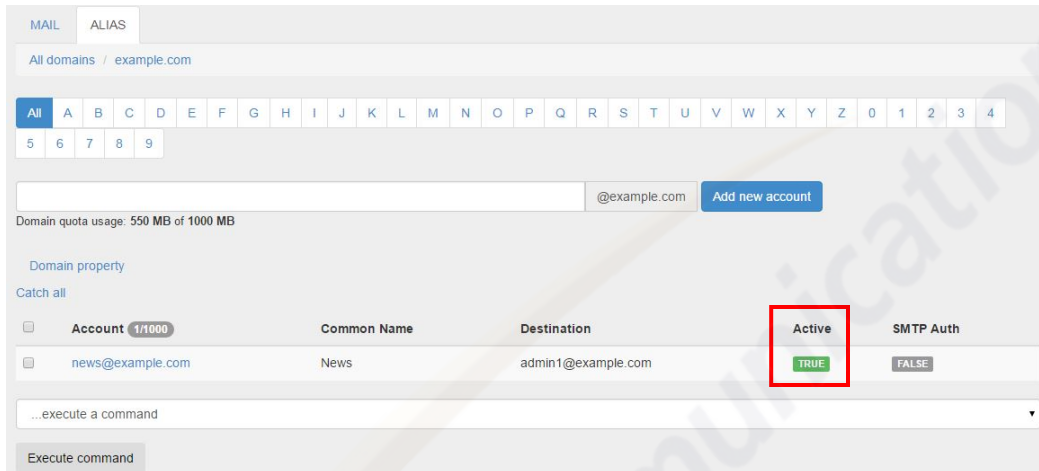
<input type="checkbox"/>	Account <b>1/1000</b>	Common Name	Destination	Active	SMTP Auth
<input type="checkbox"/>	news@example.com	News	admin1@example.com	TRUE	FALSE

...execute a command

Execute command

### How to set active/inactive

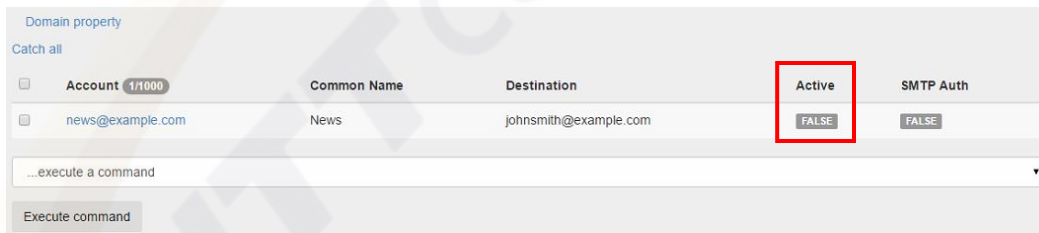
- Administrator can see alias account that using at currently and see green button that show “ TRUE ” if the account already active.



The screenshot shows the Mail Admin interface for the domain 'example.com'. The 'ALIAS' tab is selected. A table lists alias accounts. The first account, 'news@example.com', is active, indicated by a green 'TRUE' button in the 'Active' column. The 'SMTP Auth' column shows a 'FALSE' button. A red box highlights the 'Active' column header and the 'TRUE' button.

Account	Common Name	Destination	Active	SMTP Auth
news@example.com	News	admin1@example.com	TRUE	FALSE

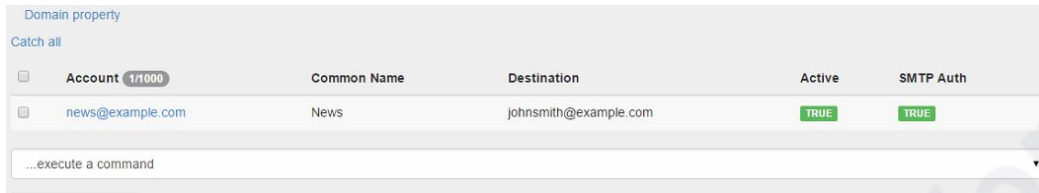
- If need to inactive alias account, Administrator click the button and will see “ FALSE ” instead.



The screenshot shows the Mail Admin interface for the domain 'example.com'. The 'ALIAS' tab is selected. A table lists alias accounts. The first account, 'news@example.com', is inactive, indicated by a grey 'FALSE' button in the 'Active' column. The 'SMTP Auth' column shows a 'FALSE' button. A red box highlights the 'Active' column header and the 'FALSE' button.

Account	Common Name	Destination	Active	SMTP Auth
news@example.com	News	johnsmith@example.com	FALSE	FALSE

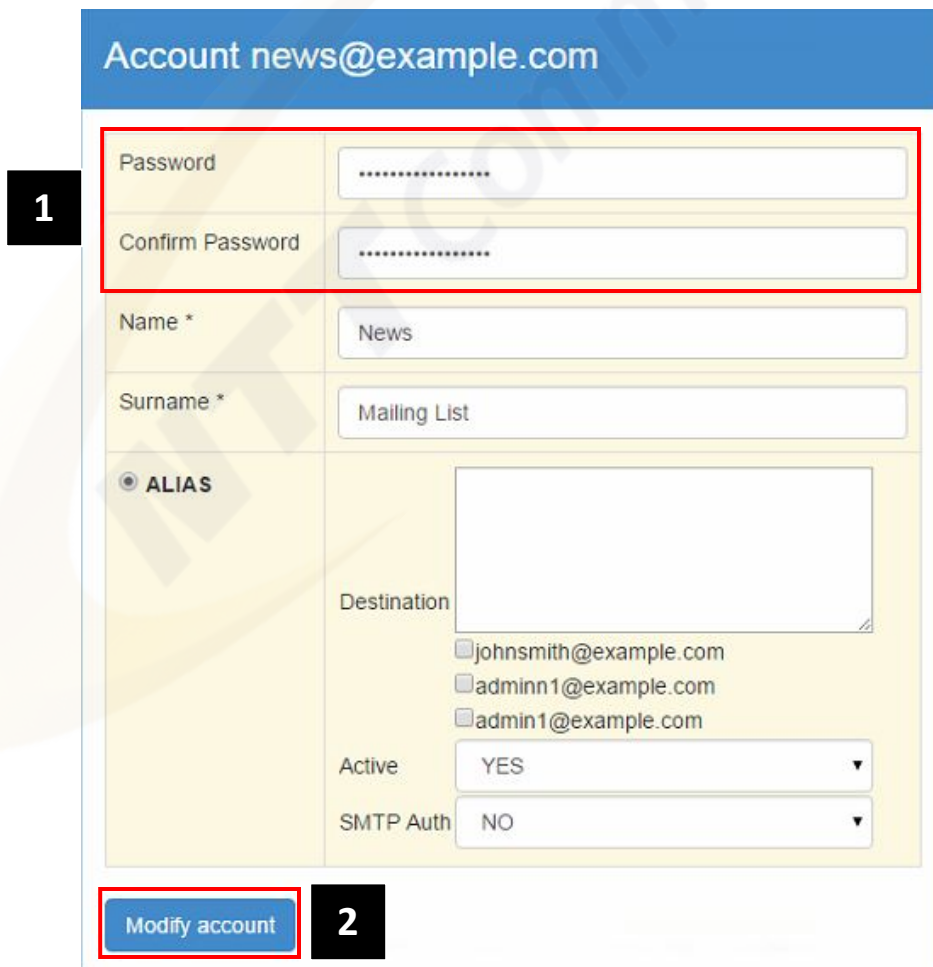
- If need to active alias account and SMTP Authentication, administrator can click the button.  
Then you can see green button and “ TRUE ” for both.



Account (1/1000)	Common Name	Destination	Active	SMTP Auth
news@example.com	News	johnsmith@example.com	TRUE	TRUE

- For more security, we recommend to set password for mailing list by click the account that need to setting and put the password into Password box and put again into Confirm Password box and click “ Modify Account ”

**Note** Password must be 8 characters with Upper case [B], lower case [b] and digit [0-9]



Account news@example.com

1

Password

Confirm Password

Name \*

Surname \*

ALIAS

Destination

johnsmith@example.com

adminn1@example.com

admin1@example.com

Active

SMTP Auth

2

Modify account

## How to add/delete account into alias account

Administrator can select alias account that you would like to edit.

<input type="checkbox"/>	Account 1/1000	Common Name	Destination	Active	SMTP Auth
<input type="checkbox"/>	news@example.com	News	admin1@example.com	TRUE	FALSE

- Administrator can add new alias member at “ **Destination** ” topic. (1 e-mail per 1 line)
- After that Administrator click “ **Modify Account** ” to modify member of alias account.

### Account news@example.com

Password	<input type="text"/>
Confirm Password	<input type="text"/>
Name *	<input type="text" value="News"/>
Surname *	<input type="text" value="Mailing List"/>
<input checked="" type="radio"/> ALIAS	<div style="border: 1px solid red; padding: 5px;"><input type="text" value="adminn1@example.com"/></div>
Destination	<input type="checkbox"/> admin1@example.com <input type="checkbox"/> johnsmith@example.com
Active	<input type="text" value="YES"/>
SMTP Auth	<input type="text" value="NO"/>

Modify account

**1**

**2**

### Account news@example.com

Password	<input type="text"/>
Confirm Password	<input type="text"/>
Name *	<input type="text" value="News"/>
Surname *	<input type="text" value="Mailing List"/>
<input checked="" type="radio"/> ALIAS	<div><p>Destination <input type="text"/></p><p><input type="checkbox"/> johnsmith@example.com</p><p><input checked="" type="checkbox"/> adminn1@example.com</p><p><input type="checkbox"/> admin1@example.com</p><p>Active <input type="text" value="YES"/></p><p>SMTP Auth <input type="text" value="NO"/></p></div>

- After Administrator click “ **Modify Account** ”, new member will be added.

Account news@example.com

Password

Confirm Password

Name \*

Surname \*

ALIAS

Destination

- admin1@example.com **1**
- johnsmith@example.com
- adminn1@example.com

Active

SMTP Auth

**2**

- Administrator can delete alias member, check the account that would like to delete. Then click “ **Modify Account** ” to delete account.

ALIAS

Destination

- johnsmith@example.com
- adminn1@example.com

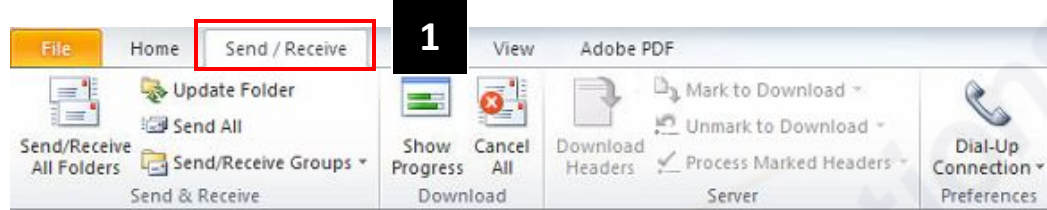
Active

SMTP Auth

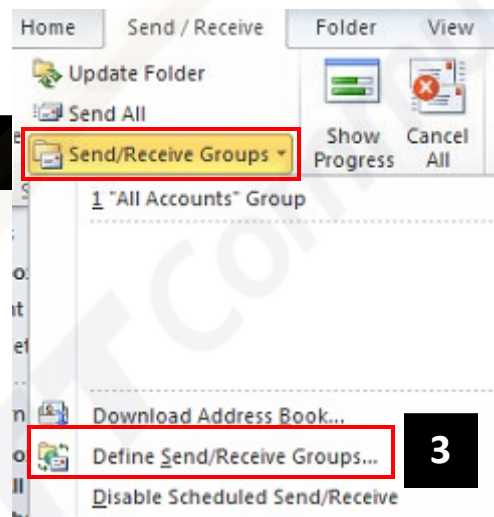
- After click Modify Account, the account has been deleted.

**How to define send/receive mail group on Microsoft Outlook 2010.**

1. Click Send / Receive tab in Outlook Program.

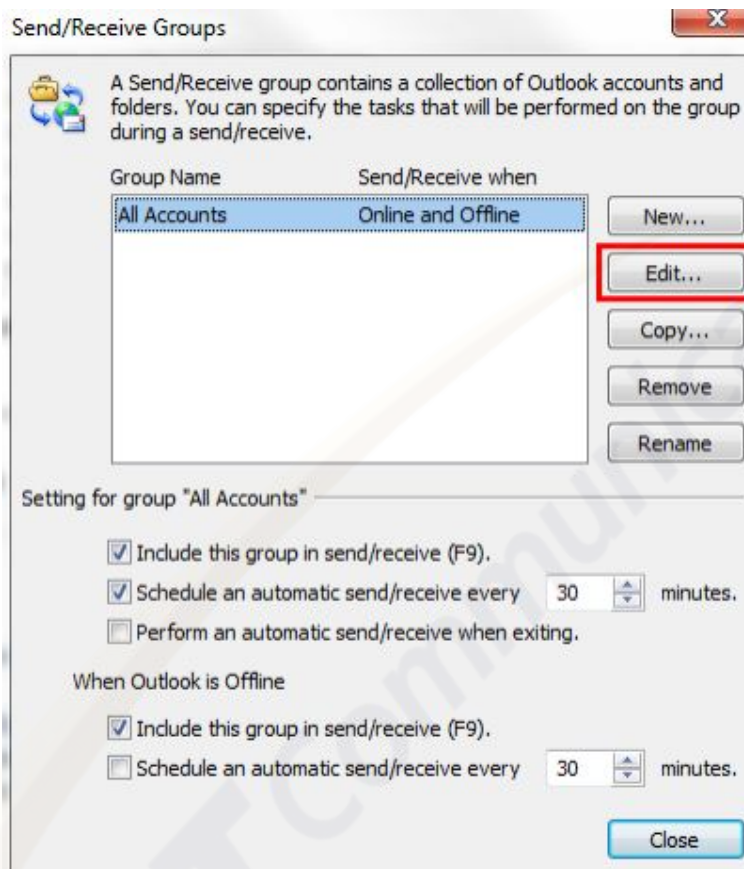


2. Select "Send/Receive Groups" and choose "Define Send/Receive Groups" menu.

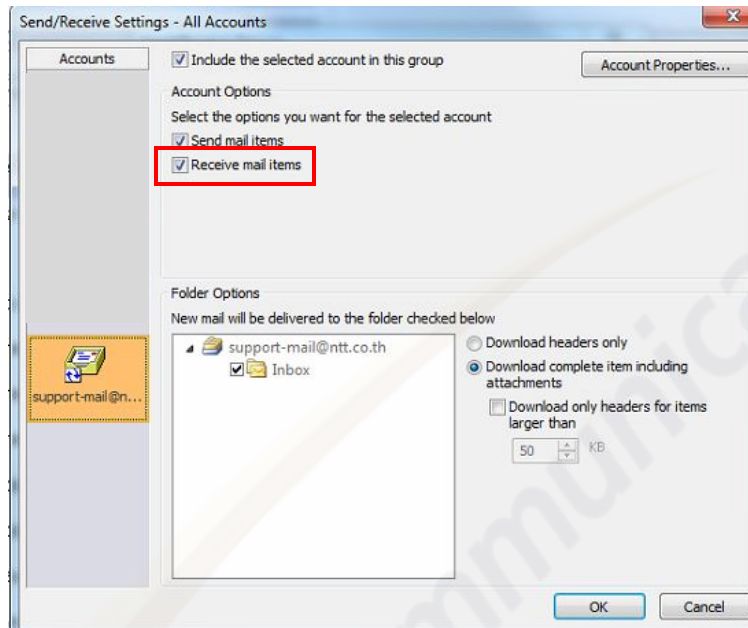




3. Click “ **Edit** ” menu on the right side.



4. Select email group account that using on the left side and mark out the check box for **Receive mail items** menu. Then click “ **OK** ” button and try to test Send/Receive mails again.



If you need more information or use this new system,

Please kindly contact our Sales Team or Support Team.

For more information about NTTCT Mail hosting service,

please visit our help page at <http://help.ntt.co.th>

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