

# HKBN Cloud Email Server Admin Manual

## 雲電郵伺服器管理手冊

(Version 2.0)

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# 1. Mail Server Administration | 郵件伺服器管理

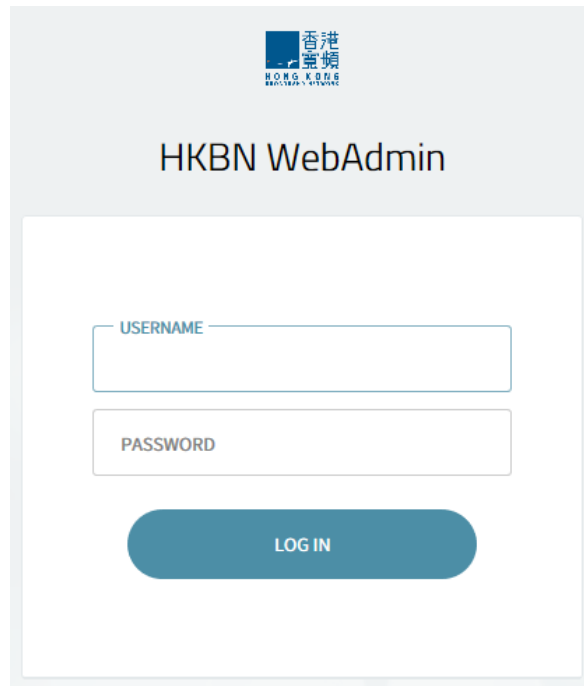
## 1.1 Working with WebAdmin | 使用 WebAdmin

Access CloudMail WebAdmin by <https://cloudmailadmin.hkbnes.net>

Input Username and Password to login the WebAdmin console.

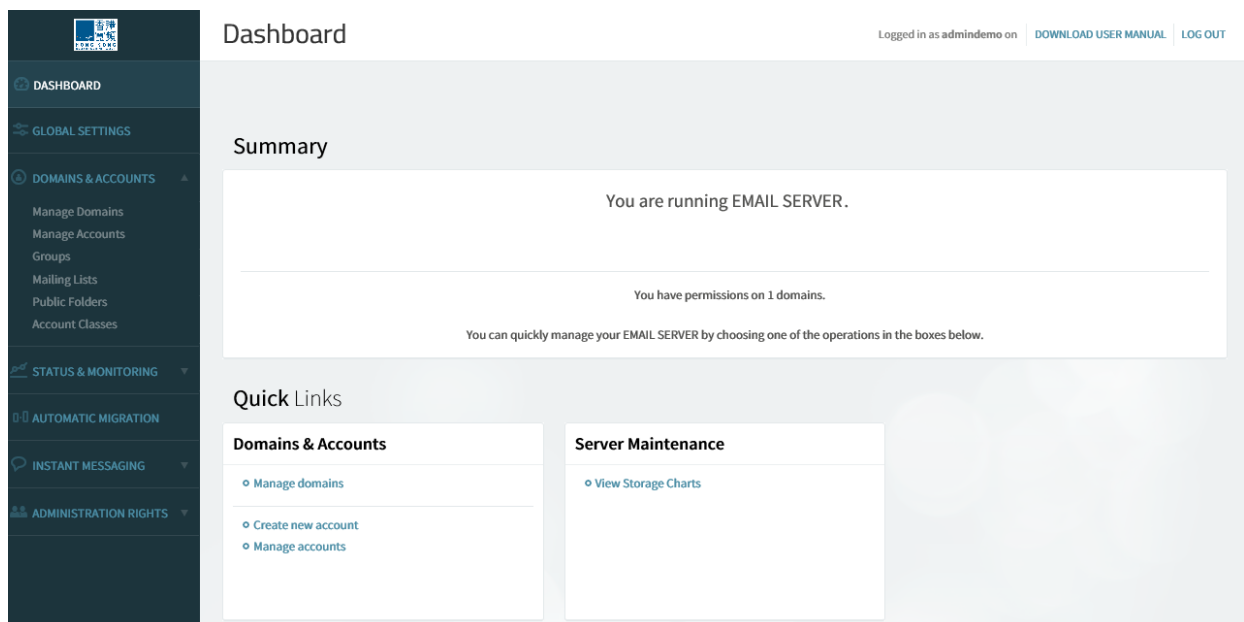
訪問雲電郵 WebAdmin: <https://cloudmailadmin.hkbnes.net>

輸入用戶名和密碼登錄的 Web 管理後臺。



After login, you will see the Summary Page.

登錄後，你會看到摘要頁。



Below are described some basic principles you should keep in mind while working with CloudMail WebAdmin.

下面介紹一些你雲電郵 WebAdmin 基本的用法。

## Saving the Configuration in WebAdmin | 在 WebAdmin 中保存配置

After changing any parameter value in WebAdmin, you need to save the new values in the configuration files. In order to do this, you need to press the **Save Configuration** button available on all tabs, pages and sub-pages where needed. In the example below, a random password set for a user account is being saved.

在 WebAdmin 改變任何參數值後，你需要在設定檔中保存新的值。為了做到這一點，你需要按在所有選項卡頁和子頁中“保存配置”的按鈕。在下面的例子中，使用者帳戶設置一個隨機密碼被保存。

Configure Account **demo** on Domain **trial11...**

Back to: Manage Accounts

GENERAL CONTACT INFORMATION ACCOUNT ALIASES QUOTAS AND RESTRICTIONS WEBMAIL OPTIONS MESSAGE FILTERS SEND / RECEIVE RESTRICTIONS

Settings

First name Last name  
Demo Demo

*You can edit this user's personal data in the Contact Information section*

Account name: demo @trial11.absolvo.net

Account password: \*\*\*\*\* SET RANDOM

Publish this account's contact info in the public address book

Inherit configuration details from: trial11.absolvo.net default

That's it, I'm done

SAVE CONFIGURATION

## Confirmation / Error Messages | 確認/錯誤資訊

After each command issued, you should check the confirmation message displayed in the upper section of the page. In the example below, parameters of an account have been changed successfully.

當發出命令後，你應該檢查頁面上半部分顯示的確認消息。在下面的例子中，帳戶的參數已更改成功。

Configure Account **demo** on Domain **trial11...**

Back to: Manage Accounts

Account was updated successfully!

GENERAL CONTACT INFORMATION ACCOUNT ALIASES QUOTAS AND RESTRICTIONS WEBMAIL OPTIONS MESSAGE FILTERS SEND / RECEIVE RESTRICTIONS

Settings

First name Last name  
Demo Demo

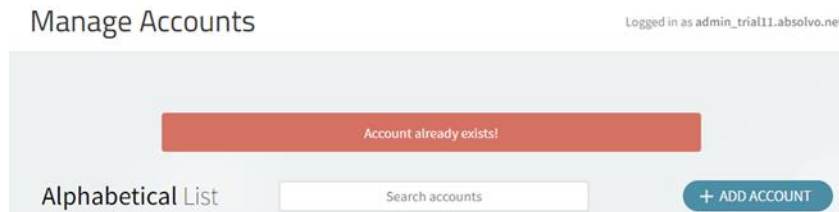
*You can edit this user's personal data in the Contact Information section*

Account name: demo @trial11.absolvo.net

Account password: \*\*\*\*\* SET RANDOM

In the following example, an account creation operation has failed and you are informed on this status both in the upper section of the WebAdmin page:

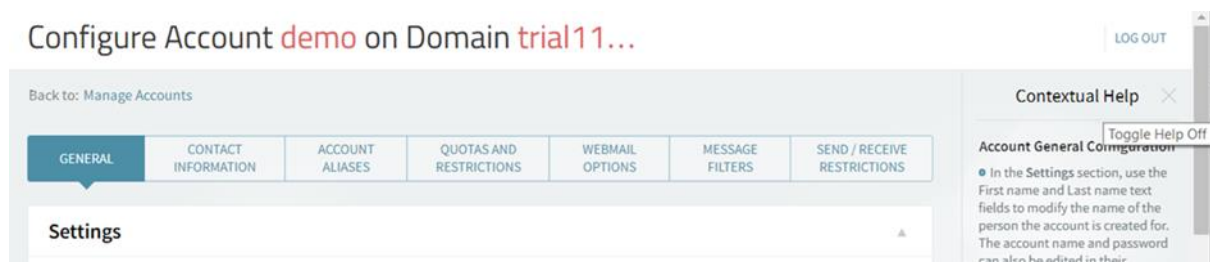
在下面的例子中，一個帳戶創建操作失敗，在系統上半部分會通知您更改狀態：



## Displaying/Hiding the Contextual Help | 顯示/隱藏內容相關說明

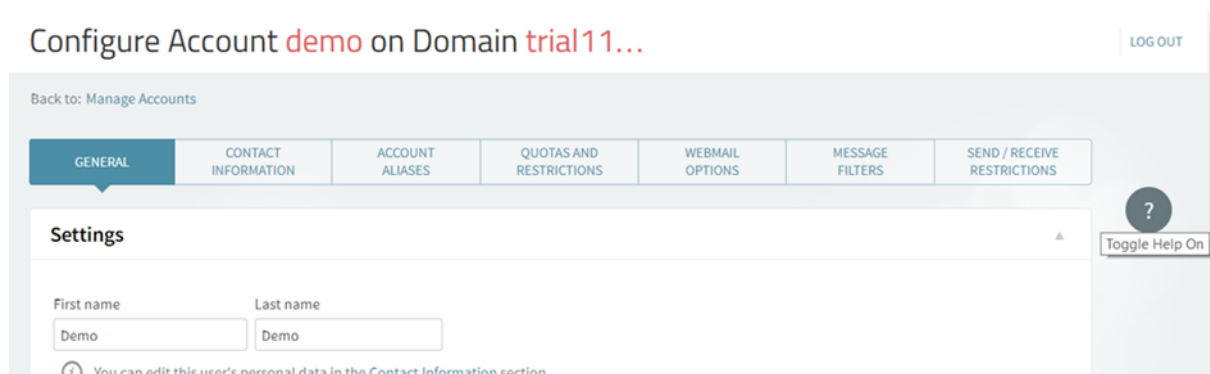
The WebAdmin Interface implements a **Contextual Help** feature, which guides system administrators through their daily actions by explaining all the available options and parameters. Contextual Help is activated by default and displayed in the right hand side of each page.

WebAdmin 的介面實現內容相關說明功能，引導系統管理員解釋所有可用的選項和參數。內容相關說明預設情況下顯示在每個頁面的右手邊。



To close the **Contextual Help** window, hit the **“X” button** as shown in the above screenshot. Once deactivated, you can open it again by hitting the **question mark button**, as shown below:

要關閉內容相關說明視窗，按在上面截圖所示的“X”按鈕。一旦停用，你可以點擊 **問號按鈕** 打開它，如下圖所示：



## 1.2 Mailbox Creation Step / 創建郵箱步驟

Add mailbox into Cloud Mail Admin console | 在雲郵件管理後臺添加郵箱

- i. Go to Domains & Accounts->Manage Accounts | 域帳戶 - >管理帳戶

Manage Accounts

Logged in as admin demo on [DOWNLOAD USER MANUAL](#) | [LOG OUT](#)

Contextual Help ×

**Accounts Management**

- To manage a domain's accounts, first select the domain from the domains list in the left.
- To edit an already defined account, hit the 'Edit' button on the right side of its name. To delete it, hit its respective 'Delete' button.
- Add a new account by hitting the 'Add Account' button displayed in the upper right corner of the accounts list. In the 'New account' floating panel, the domain name will be already filled-in with the one selected. Specify an account name and a password. You can also let EMAIL

Alphabetical List

Search accounts

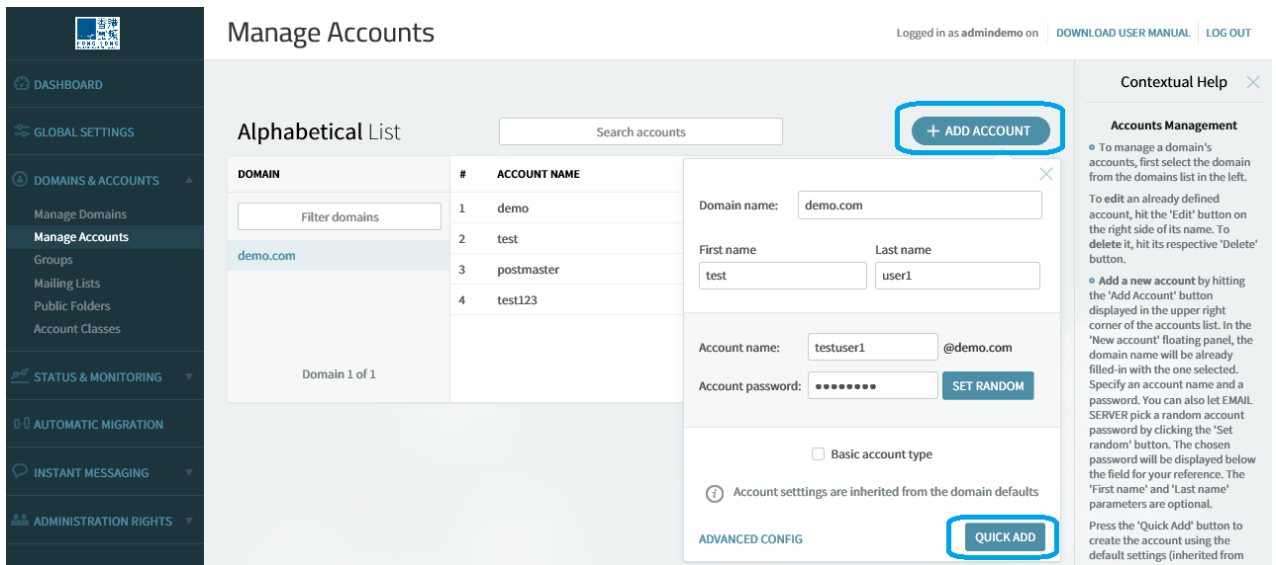
**+ ADD ACCOUNT**

| DOMAIN         | # | ACCOUNT NAME | ACTIONS                                     |
|----------------|---|--------------|---|
| Filter domains | 1 | demo         | <a href="#">EDIT</a> <a href="#">DELETE</a> |
| demo.com       | 2 | nmctest      | <a href="#">EDIT</a> <a href="#">DELETE</a> |
|                | 3 | postmaster   | <a href="#">EDIT</a>                        |

Domain 1 of 1

- ii. Select your domain, Click "Add Account" | 選擇你的功能變數名稱，點擊“添加帳戶”

iii. Input the First name, Last name | 輸入姓名



Manage Accounts

Logged in as admin demo on | DOWNLOAD USER MANUAL | LOG OUT

Contextual Help

Accounts Management

- To manage a domain's accounts, first select the domain from the domains list in the left.
- To edit an already defined account, hit the 'Edit' button on the right side of its name. To delete it, hit its respective 'Delete' button.
- Add a new account by hitting the 'Add Account' button displayed in the upper right corner of the accounts list. In the 'New account' floating panel, the domain name will be already filled-in with the one selected. Specify an account name and a password. You can also let EMAIL SERVER pick a random account password by clicking the 'Set random' button. The chosen password will be displayed below the field for your reference. The 'First name' and 'Last name' parameters are optional.
- Press the 'Quick Add' button to create the account using the default settings (inherited from

Alphabetical List

Search accounts

+ ADD ACCOUNT

| DOMAIN   | # | ACCOUNT NAME |
|----------|---|--------------|
| demo.com | 1 | demo         |
|          | 2 | test         |
|          | 3 | postmaster   |
|          | 4 | test123      |

Domain name: demo.com

First name: test

Last name: user1

Account name: testuser1 @demo.com

Account password: [REDACTED] SET RANDOM

Basic account type

Account settings are inherited from the domain defaults

ADVANCED CONFIG

QUICK ADD

Account Name: (Input Account name)  
 Account password: (Input your password)  
 帳戶名稱: (輸入帳戶名)  
 帳號密碼: (請輸入您的密碼)

iv. Click "QuickAdd" to complete | 點擊 "快速添加" 完成

(2) Add mailbox into Sentry EDS console | 添加郵箱到 Sentry EDS 後臺

- Login Sentry-EDS console | 登錄 Sentry EDS 後臺
- Go to Mailboxes and Groups->Mailbox Management | 轉到郵箱和郵件組 -> 郵箱管理



Reporting | Quarantines | Allow/Deny Lists | Policies | Settings | Mailboxes and Groups

Mailboxes and Groups > Mailbox Management

Add / Delete Mailboxes

Display 25 Rows

Keyword (support wildcard \*)

Any Domain Search

| Primary Email Address                  | Aliases | Group Membership | Login On Behalf | Delete |
|--|---------|------------------|-----------------|--------|
| 21testuser@absolvo.net                 |         |                  |                 |        |
| 3edskub@absolvo.net                    |         |                  |                 |        |
| aatest@absolvo.net                     |         |                  |                 |        |
| admin@absolvo.net                      |         |                  |                 |        |
| archive@absolvo.archive.sentry-eds.com |         |                  |                 |        |
| bestel@absolvo.net                     |         |                  |                 |        |
| dannytest@absolvo.net                  |         |                  |                 |        |
| demoadmin@absolvo.net                  |         |                  |                 |        |
| demoadmin01@absolvo.net                |         |                  |                 |        |
| demoadmin02@absolvo.net                |         |                  |                 |        |

- Click "Add / Delete Mailboxes" | 按一下 "添加/刪除郵箱"
- There have 2 method to add user mailbox | 有 2 個方法來添加用戶郵箱
  - Click "Add Mailbox" | 點擊 "添加郵箱"

Mailboxes and Groups > Mailbox Management

Add Mailbox Add Multiple Mailboxes Multiple Mailboxes Delete

Email Address newuser @ absolvo.net

Password ●●●●●●

Verify Password ●●●●●●

Group Everyone

Add Mailbox Cancel

- Input the Email Address, Password, Verify Password | 輸入電郵位址，密碼，確認密碼
- Group: Select “Everyone” | 選“所有人”組
- Click “Add Mailbox” | 點擊“添加郵箱”

B. -Click “Add Multiple Mailboxes” | 點擊“添加多個郵箱”

Mailboxes and Groups > Mailbox Management

Add Mailbox Add Multiple Mailboxes Multiple Mailboxes Delete

Please add one email address per row without other symbols.

```
newuser1@absolvo.net
newuser2@absolvo.net
newuser3@absolvo.net
```

Save Cancel

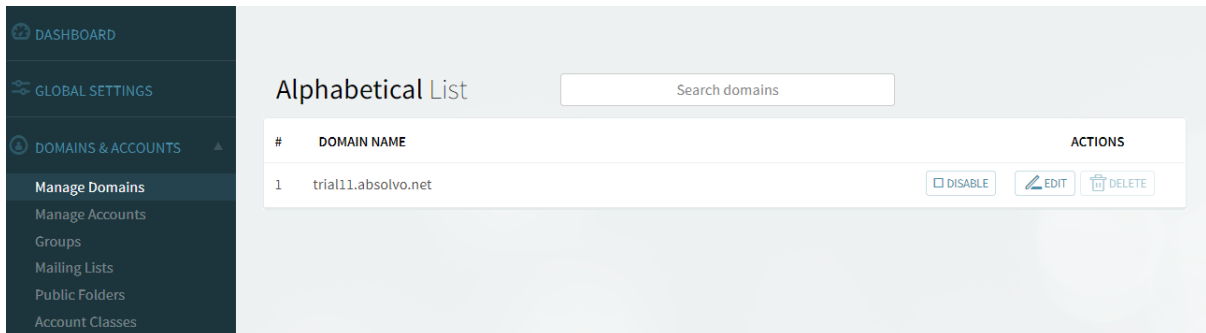
- Input the Email Address | 輸入電郵位址  
(Please add one email address per row without other symbols) | (請添加一個每行沒有其他符號的電郵位址)
  - Click “Save” | 點擊“保存”
- (As user can access the console by Spam Quarantine Report directly, the creation by this method do not need to set the password) | (用戶可以訪問後臺垃圾郵件隔離報告，通過這種方法創建不需要設置的密碼)



## 2. The Manage Domains Tab | “管理域” 選項卡

When first entering the **Domains** tab, a list of the previously defined domains is displayed.

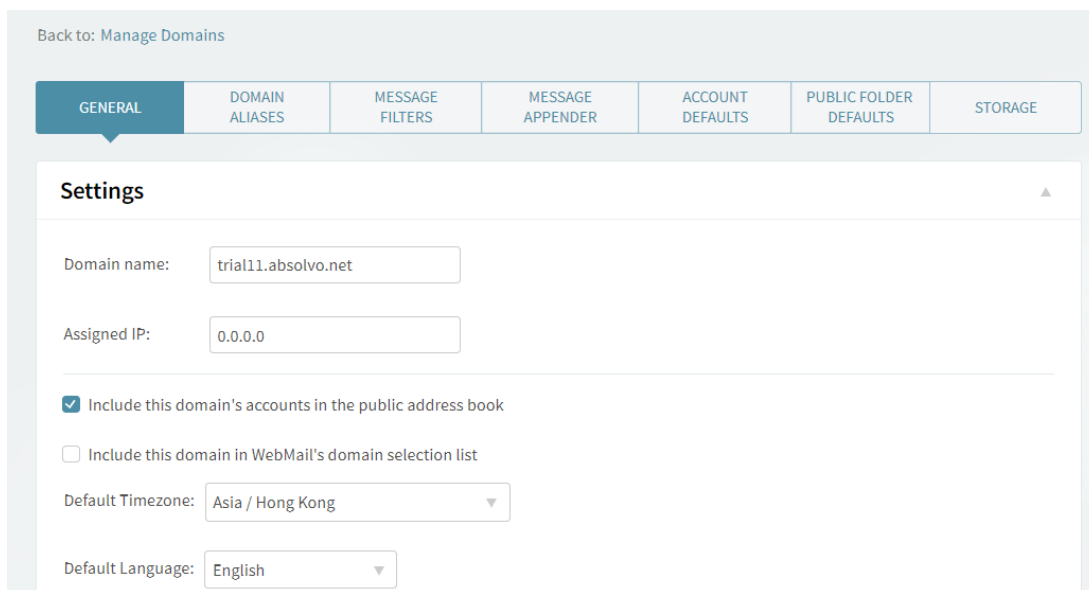
當第一次進入“域”選項卡，會顯示先前定義的域清單。



### 2.1. Domains General Configuration | 功能變數名稱一般配置

The **Manage Domains > General** tab allows system administrators to set the running services for a specific domain and other domain related parameters.

管理域 > “常規” 選項卡允許系統管理員為特定正在運行服務的域和其他域的相關參數設置。



Should you like to have the accounts created for a specific domain included in CloudMail's public address book, make sure to have the corresponding option checked.

If your **Default Language** for users is not **English**, you can change to corresponding language. It will change the Default Language of WebMail.

如果你想有一個特定的域，包括在雲電郵的公共位址簿創建的帳戶，請確保選中相應的選項。如果你的使用者預設語言不是英語，你可以切換到相應的語言。它會改變雲電郵的預設語言。

## Services

Services enabled for this domain:

| SERVICE NAME                                       | ACTIONS   |
|--|---|
| <input checked="" type="checkbox"/> SMTP Receiving | <input type="checkbox"/> <input type="checkbox"/> |
| <input checked="" type="checkbox"/> SMTP Sending   | <input type="checkbox"/> <input type="checkbox"/> |
| <input checked="" type="checkbox"/> POP3           | <input type="checkbox"/> <input type="checkbox"/> |
| <input checked="" type="checkbox"/> IMAP           | <input type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> Remote POP                | <input type="checkbox"/> <input type="checkbox"/> |
| <input checked="" type="checkbox"/> WebMail        | <input type="checkbox"/> <input type="checkbox"/> |

The services section displays the list of domain services and their current status. To enable or disable a service, use the respective buttons corresponding to that service's name. Please note that at domain level, only services affecting domain behavior are displayed - SMTP Receiving, SMTP Sending, POP3, IMAP, Remote POP and WebMail.

服務部顯示清單中的功能變數名稱服務和它們的當前狀態。要啟用或禁用服務，使用對應該服務名稱的相應按鈕。請注意，在域級別中只顯示影響功能變數名稱行為的服務 - SMTP 接收，SMTP 發送，POP3，IMAP，遠程 POP 和 WebMail。

## Catch-all

 Disabled

Emails sent to non-existing users of this domain:

Reject

Redirect to Public folder

Redirect to Account

@ trial11.absolvo.net

in folder: INBOX

System administrators can further decide how to treat emails sent to users that do not exist in the edited domain within the **Catch-all** section. The available option in the selection box are to have them rejected, to redirect them to one of the existing public folders or to redirect them to a catch-all account. If the emails are redirected to an account, you can also specify a folder for the emails to be stored in, using the **Change folder** button.

系統管理員可以在編輯域內的所有部分進一步決定如何處理郵件發送到不存在的用戶。可用的選項中選擇框，讓他們拒絕，將它們重定向到一個現有的公共資料夾中，或將它們重定向到一個包羅萬象的帳戶。如果郵件被重定向到一個帳戶，你也可以指定存儲在一個資料夾中的郵件，使用“更改資料夾”按鈕。

## Groupware

Groupware is currently **enabled** for this domain

From the General page administrators can also enable or disable groupware functionalities for the currently edited domain. The current MACL Support status is displayed, the action displayed by the button is opposite to the status. If you clicked the button by mistake you can return to the previous state by clicking the Undo link.

從常規頁面管理員還可以為當前編輯的域啟用或禁用元件功能。現在 MACL 支援狀態由相對的按鈕顯示操作狀態。如果你錯誤按下按鈕，你可以返回到以前的狀態，通過點擊撤銷連結。



**Info**

Domain created on: Tue, 26 Feb 2013 19:12:27 +0800

Last modified on: Wed, 27 Feb 2013 20:17:07 +0800

Loaded on: Thu, 18 May 2017 00:36:47 +0800

The **Info** section displays specific date and time details about domain creation, modification and the last login.

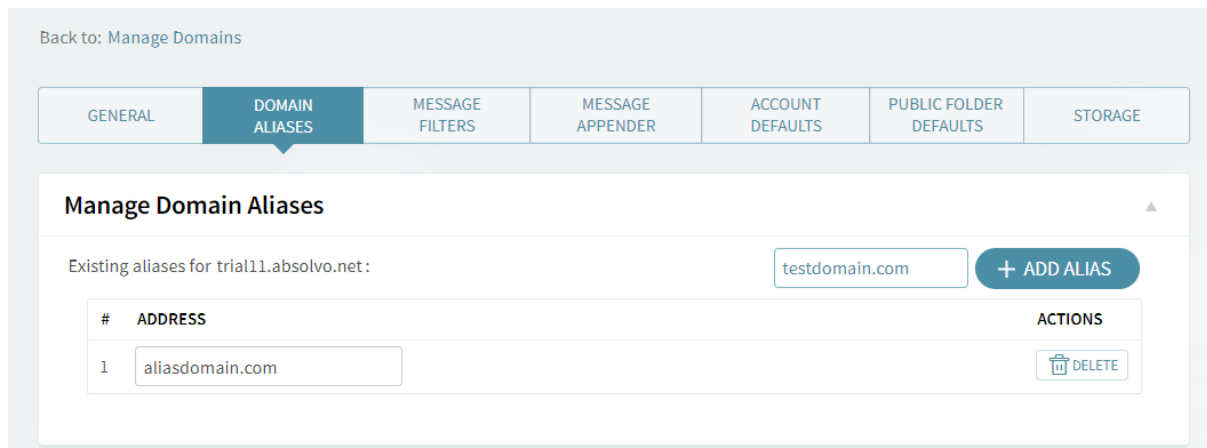
When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

資訊部分顯示特定的域創建，修改和上次登錄日期和時間的詳細資訊。當您完成配置這些參數，記得按“保存配置”按鈕，保存您所做的更改。

## **2.2. Defining Domain Aliases / 定義域別名**

The **Manage Domains > Domain Aliases** page allows system administrators to create a list of aliases for a certain domain.

管理域>域別名頁面允許系統管理員創建一個特定域別名的列表。



Back to: Manage Domains

GENERAL DOMAIN ALIASES MESSAGE FILTERS MESSAGE APPENDER ACCOUNT DEFAULTS PUBLIC FOLDER DEFAULTS STORAGE

**Manage Domain Aliases**

Existing aliases for trial11.absolvo.net:  **+ ADD ALIAS**

| # | ADDRESS                                      | ACTIONS       |
|---|--|---------------|
| 1 | <input type="text" value="aliasdomain.com"/> | <b>DELETE</b> |

The page displays a list of previously defined aliases. Each can be edited using the text field listed under **Address**. To delete an alias, use its corresponding **Delete** button. To add a new alias, type its name in the upper right corner text field and hit the **Add Alias** button.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

該頁面顯示先前定義的別名清單。每個人都可以編輯位址文本欄位。要刪除別名，請使用相應的“刪除”按鈕。要添加一個新的別名，在右上角的文本字段中鍵入它的名稱和按“添加別名”按鈕。

當您完成配置這些參數，記得打“保存配置”按鈕，保存您所做的更改。

## 2.3. Domain Message Filters Page / 域郵件篩檢程式

### 式

The **Manage Domains > Message Filters** page helps system administrators create and manage incoming message rules for a specific domain.

#### Important!

Domain level rules for this domain will run after any existing Server level rules (common actions) will be overridden

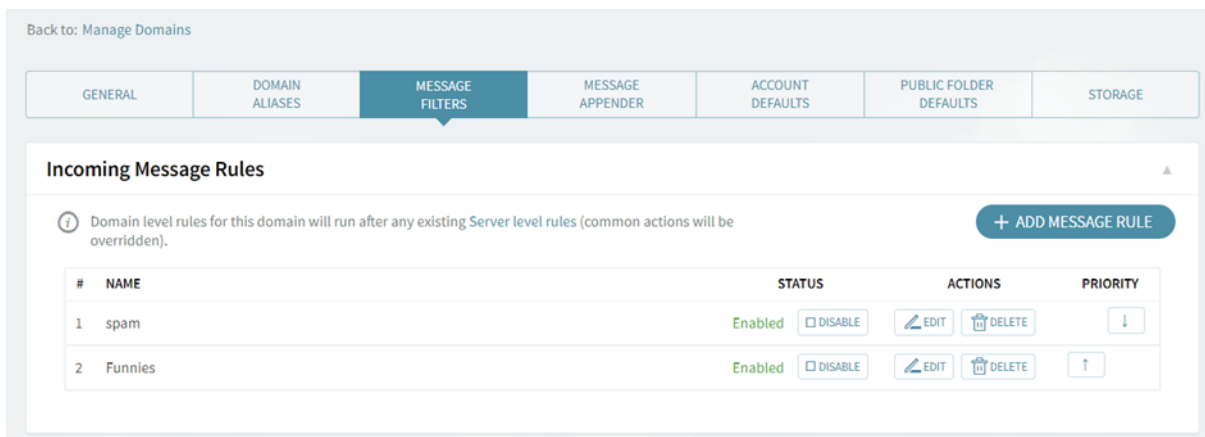
When first accessing the page, a list with the already defined rules and filters is displayed. Both lists can be minimized or maximized by clicking the list name bar. Each message and filter has a Enabled/Disabled status displayed and next to it, the **Enabled/Disabled** button displays the opposite action of the status. Priorities between enabled Message rules can be changed using the up and down arrows under the Priority section.

管理域>郵件篩檢程式頁面可說明系統管理員創建和管理一個特定域的傳入郵件規則。

#### 重要！

域級別規則將運行在任何現有的伺服器級規則（一般動作）將被覆蓋

當第一次訪問頁，已定義的規則和篩檢程式清單將被顯示。這兩個列表可以通過點擊列表中的名稱欄最小化或最大化。每封郵件和篩檢程式有一個啟用/禁用狀態顯示和它旁邊的啟用/禁用按鈕顯示的狀態相反的操作。使用向上和向下箭頭，根據優先順序部分，優先順序之間啟用郵件規則是可以改變的。



Back to: Manage Domains

GENERAL DOMAIN ALIASES MESSAGE FILTERS MESSAGE APPENDER ACCOUNT DEFAULTS PUBLIC FOLDER DEFAULTS STORAGE

**Incoming Message Rules**

Domain level rules for this domain will run after any existing Server level rules (common actions will be overridden). [+ ADD MESSAGE RULE](#)

| # | NAME    | STATUS  | ACTIONS             | PRIORITY |
|---|---------|---------|---------------------|----------|
| 1 | spam    | Enabled | DISABLE EDIT DELETE | ↓        |
| 2 | Funnies | Enabled | DISABLE EDIT DELETE | ↑        |

To add a new rule for the configured domain, click the **Add Message Rule** button. They can be deleted or further configured using the **Delete** and **Edit** buttons. Type a name for the incoming message rule in the **Message rule name** text field and check the **Enable this incoming rule** option to activate it.

要添加一個新的規則配置域，按一下添加郵件規則按鈕。他們可以被刪除或進一步使用“刪除”和“編輯”按鈕。在郵件規則名稱文本提交傳入郵件規則鍵入一個名稱，選中“啟用此傳入規則選項來啟動它”。

### General Settings

Message rule name:

Enable this incoming rule

### Matches

For incoming messages that match

|         |          |                                      |  |
|---------|----------|--------------------------------------|--|
| Subject | Contains | <input type="text" value="replica"/> |  |
| Subject | Contains | <input type="text" value="casino"/>  |  |

### Actions

Perform the actions below:

|                                     |  |
|-------------------------------------|--|
| <input type="text" value="Delete"/> |  |
|-------------------------------------|--|

Further select if the messages filtered should match all or any of the defined criteria set below. You can add as many conditions as you wish by clicking the **Add Condition** button. Use the **Add Action** button to define the actions to be taken if an email message matches the specified criteria.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

進一步選擇，如果郵件過濾匹配全部或任何定義的標準時。您可以通過點擊“添加條件”按鈕添加盡可能多的條件。使用添加動作按鈕來定義如果電郵符合指定的條件將要採取的行動。

當您完成配置這些參數，記得打“保存配置”按鈕，保存您所做的更改。

## 2.4. Configuring the Message Appender / 配置資訊追加工具

The **Manage Domains > Message Appender** page allows system administrators to create an appender that will be attached to all messages sent by the respective domains.

域管理 > 資訊追加頁允許系統管理員創建各域追加資訊接所有郵件。

The screenshot shows a web interface for configuring a Message Appender. At the top, there is a navigation bar with tabs: GENERAL, DOMAIN ALIASES, MESSAGE FILTERS, MESSAGE APPENDER (selected), ACCOUNT DEFAULTS, PUBLIC FOLDER DEFAULTS, and STORAGE. Below the navigation bar, the page title is "Message Appender". There is a checkbox labeled "Enable Message Appender for this domain" which is checked. Below this, there is a text input field with the placeholder text "Append the following text to all messages sent from this domain:". The text box contains the text "My Company" and "contact@mycompany.com". At the bottom of the page, there is a red button labeled "SAVE CONFIGURATION" and a link that says "That's it, I'm done".

To have the text you want appended to all sent messages, check the **Enable Message Appender for this domain** option and edit the text in the available text box.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

如你想要把文字附加到所有已發送的郵件，請選啟用郵件資訊追加選項，並在文字方塊中編輯資訊。

當您完成配置這些參數，記得打“保存配置”按鈕，保存您所做的更改。

## 2.5. Managing Account Defaults / 管理帳戶預設值

The **Manage Accounts > Account Defaults** page defines default values for the parameters that will be automatically inherited by all new accounts and account classes, and can be explicitly set (overridden) in the advanced configuration of the respective account or account class.

The page gives access to three different sub-pages:

**General** - allowing system administrators to set running services to be inherited

**Quotas and Restrictions** - enabling admins to set certain limits for mailbox level, folder level, notification, password policy, etc.

**Message Filters** - allowing the creation of message rules

管理帳戶>帳戶默認頁定義的參數將自動繼承所有新的帳戶和帳戶類，可以顯式設置（覆蓋）在各自的帳戶或帳戶類的高級配置中的預設值。

頁面提供了三種不同的子頁面的訪問：

常規 - 允許系統管理員設置正在運行的被繼承服務

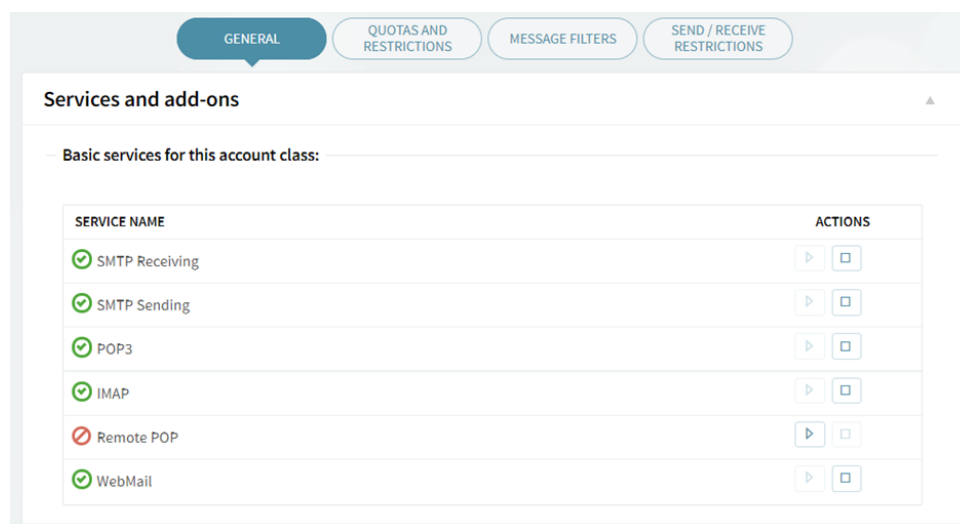
配額和限制 - 使管理員能夠設置某些信箱限制的水準，資料夾級別，通知，密碼策略，等等。

郵件篩檢程式 - 允許創建郵件規則

### 2.5.1. Account Defaults General Parameters | 帳戶默認參數

The **Account Defaults > General** subpage lists the currently enabled or disabled services at domain level. When such a service is stopped or started at domain level, the accounts within the specific domain will inherit this configuration.

預設帳戶>通用的子頁面列出了當前已啟用或禁用的域級別服務。當這種服務在域級別被停止或啟動，帳戶內的特定域將繼承此配置。



To enable or disable a service, use the respective buttons corresponding to that service's name. Please note that at domain level, only services affecting domain behavior are displayed - SMTP Receiving, SMTP Sending, POP3, IMAP, Remote POP and WebMail.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

使用該服務對應的相應按鈕啟用或禁用服務。請注意，在域級別中，只影響服務顯示功能變數名稱的行為 - SMTP 接收 · SMTP 發送 · POP3 · IMAP · 遠程 POP 和 WebMail。  
當您完成配置這些參數，記得打“保存配置”按鈕，保存您所做的更改。

## 2.5.2. Configuring Account Quotas and Restrictions | 配置帳戶的配額和限制

The **Quotas and Restrictions** subpage contains parameters relative to mailbox and folder level, notifications to be sent to account users and restrictions imposed at domain level for all created accounts.

配額和限制子頁面所包含的參數與郵箱和資料夾級有關，通知被發送到所有創建在域級別的帳戶的用戶和限制。

### Managing Account Quotas | 管理帳戶配額

**Quotas** ▲

---

**Mailbox Level**

Limit total mailbox size to:   (values: 0-4294967295 KB)

Limit total number of folders to:  (values: 0-100000)

Limit total number of messages to:  (values: 0-100000000)

---

**Folder Level**

Limit each folder size to:   (values: 0-4294967295 KB)

Limit total number of messages to:  (values: 0-100000000)

At mailbox level, the total mailbox size, the total number of folders and the total number of messages can be limited by selecting the respective options in the **Mailbox** area and using the up and down arrows to adjust the limits to the desired value. For the total size limit, use the available drop-down menu to select if you want it calculated in KB, MB or GB.

At folder level, system administrators can set limits for the size of each folder and the total number of messages per each folder by checking the respective options in the **Folders** section and using the up and down arrows to adjust the limits to the desired value. For the folder size limit, use the available drop-down menu to select if you want it calculated in KB, MB or GB.

在郵箱級別中，郵箱大小，資料夾和消息的總數是可限制的，選擇相應選項的郵箱，然後使用向上和向下箭頭來調整的範圍為所需的值。如果你想以 **KB**，**MB** 或 **GB** 計算總規模的限制，可使用下拉式功能表選擇。

在資料夾級別，系統管理員可以設置每個資料夾的大小和每份資料夾的郵件總數檢查的資料夾的限制，使用向上和向下箭頭來調整所需的值的限制。如果你想以 **KB**，**MB** 或 **GB** 計算資料夾的大小，可使用下拉功能表選擇。

**Notifications**

Notify user when usage reaches  % of allowed quota (webmail popup)

Also send a notification email each time the user logs in but not more frequently than every   (values: 60-43200 minutes)

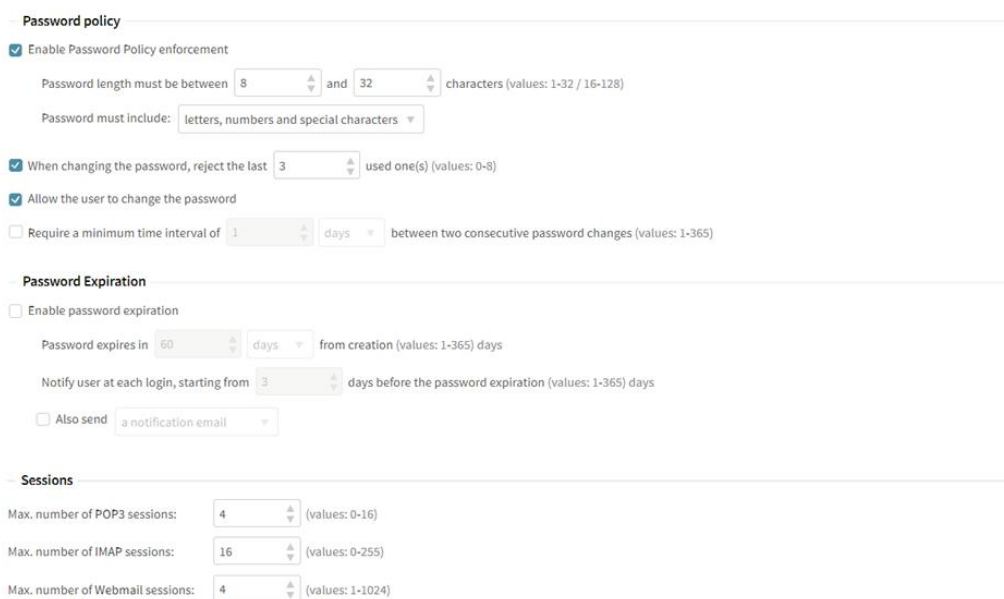
Restrict user from sending emails when usage reaches  % of allowed quota (max value 100; must be higher than the quota usage warning value)



To have account users notified when they reach a certain level of their allowed quota through a pop-up displayed when accessing the WebMail interface, check the respective option in the **Notifications** section and use the up and down arrows to increase or decrease the default percentage of the quota. When this option is checked, the users are also notified at every login. You can set the frequency of these login notifications using the up and down arrows corresponding to this additional option. To select if the respective value is calculated in seconds, minutes, hours or days, check the respective drop-down menu.

當帳戶的用戶限額達到一定的水準時，通過訪問 **Webmail** 介面快顯視窗顯示來通知他們，在“通知”一節，並檢查相應的選項，使用向上和向下箭頭來增加或降低默認的配額比例。當這個選項被選中，您可以設置這些登錄通知的頻率，通知在每次使用者登錄時。檢查相應的下拉式功能表選擇相應的值在幾秒鐘，幾分鐘，幾小時或幾天。

## Configuring Restrictions | 配置限制



**Password policy**

Enable Password Policy enforcement

Password length must be between  and  characters (values: 1-32 / 16-128)

Password must include:

When changing the password, reject the last  used one(s) (values: 0-8)

Allow the user to change the password

Require a minimum time interval of  days between two consecutive password changes (values: 1-365)

**Password Expiration**

Enable password expiration

Password expires in  days from creation (values: 1-365) days

Notify user at each login, starting from  days before the password expiration (values: 1-365) days

Also send

**Sessions**

Max. number of POP3 sessions:  (values: 0-16)

Max. number of IMAP sessions:  (values: 0-255)

Max. number of Webmail sessions:  (values: 1-1024)

## Password Policy Enforcement | 密碼策略實施

System administrators can define a **Password Policy** to be enforced when an account is created for a respective domain. First of all, they can set a minimum and maximum number of characters for each password, using the up and down arrows or editing directly the text field of the **Password length** parameters. They can further select from the **Password must include** drop-down menu if passwords should include letters, letters and numbers or letters, numbers and special characters. **Password Expiration** can also be defined by the text fields.

系統管理員創建一個帳戶密碼策略時可以定義自域強制執行。首先，他們可以設置每個密碼的最小和最大的字元數，使用向上和向下箭頭或直接編輯的文字欄位元密碼長度的參數。進一步他們可以選擇密碼必

須包含下拉式功能表，密碼應包含英文字母，英文字母和數位或字母，數位和特殊字元。密碼過期也可以在文本欄位中定義。

## Session restrictions | 會話限制

The number of POP3, IMAP and WebMail sessions can be limited for all accounts of a certain domain. To select the desired value, use the up and down arrows or directly edit the text fields pertaining to each type of session. POP3 and IMAP sessions take values from 1 to 16, while WebMail sessions take values from 1 to 2048.

POP3，IMAP 和 WebMail 會話的數量可以限制某個特定領域的所有帳戶。要選擇所需的值，請使用向上和向下箭頭或直接編輯的文本欄位有關每種類型的會話。POP3 和 IMAP 會話值從 1 到 16，而

Webmail 會話值從 1 到 2048。

## WebMail Restrictions | WebMail 限制

**WebMail**

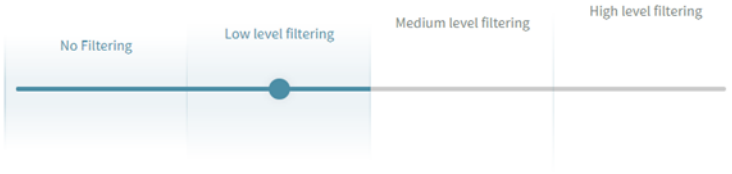
Limit attachment size to:   (values: 0-102400 KB)

Limit number of attachments per message to:  (values: 0-1024)

Limit message size to:   (values: 0-1048576 KB)

Limit number of recipients to:  (values: 1-2048)

– Minimum allowed HTML body filtering level (use the slider to change the value)



**i** In order to prevent malicious senders from gaining access to user information or to the user's machine, email messages' content is filtered before being displayed in the browser:

- No filtering**  
Malformed HTML content is corrected
- Low level**  
Executable HTML content such as JavaScript, ActiveX, Flash or Java Applets is removed and malformed HTML content is corrected. External images are not automatically downloaded
- Medium level**  
Only text with style formatting and images is preserved. External images are not automatically downloaded
- High Level**  
Only text with basic formatting (RTF style) is preserved

To limit the size of email message attachments, check the respective option in the **WebMail** section and use the up and down arrows to select the desired size. To have the size measured in KB, MB or GB, use the available drop-down menu.

Use the up and down arrows of the **Limit number of attachments per message** option or edit its corresponding text field to set a maximum number of attachments allowed to email messages sent or received from any account using the WebMail interface

Check the **Limit message size** option to set a maximum size for sent and received messages through the WebMail interface. To do so, use the up and down arrows to select the desired size or edit the corresponding text field.

The **Limit number of recipients** option allows you to configure a maximum number of recipients for WebMail email messages using the up and down arrow to select the desired size or editing the corresponding text field.

To set the **HTML Body Filtering Level** for all domain accounts when connected via WebMail, use the available slider. The HTML filtering levels stand for the following:

No Filtering

Low level filtering - converts the message to standard XHTML

Medium level filtering - generates the email body based on a list of known/allowed attributes and tags. Anything that is not on this 'allowed list' is removed. This level removes java script, styles, etc.

High level filtering - generates the email body based only on text components. This means that only plain text components remain in the message. This forth level is the strictest and may actually damage some formatting, but it is also the safest.

要限制電郵附件的大小可參考 **WebMail** 一節，使用向上和向下方向鍵選擇所需的大小。下拉式功能表有

KB，MB 或 GB 的大小。

使用向上和向下箭頭限制每封郵件的附件選項或編輯對應的文本欄位來設置使用 **Webmail** 介面允許最大數量的附件電郵發送或接收任何帳戶，

按郵件大小限制選項設置最大大小，通過 **Webmail** 介面發送和接收的消息。要做到這一點，請使用向上和向下箭頭，選擇所需的大小或編輯相應的文本欄位。

收件人的數目限制選項允許您配置一個 **WebMail** 電郵最大收件人數。使用向上和向下箭頭，選擇所需的大小或編輯相應的文本欄位。

要設置所有通過 **WebMail** 域連接的帳戶的 **HTML** 正文過濾級別，使用可用滑杆。**HTML** 過濾級別代表以下內容：

無過濾

低級別的過濾 - 郵件轉換為標準的 **XHTML**

中等級別的過濾 - 身體/允許的屬性和標籤的清單的基礎上生成的電子郵件。任何不上這個'允許列表中被刪除。此級別中刪除的 **java** 腳本，樣式等。

高層次過濾 - 僅基於文本元件生成電子郵件正文中。這意味著，只有純文字元件留在該消息。這第四層是最嚴格的，可能會損害一些格式，但它也是最安全的。

## Remote POP Restrictions | 遠程 POP 限制

— Remote POP —

Maximum RPOP accounts that can be defined:  (values: 0-16)

Minimum message retrieval interval:   (values: 1-10080 minutes)

System administrators can limit the number of remote POP accounts defined by account users. To do so, use the up and down arrows to select the desired size or edit the corresponding text field. Additionally, you can specify a minimum interval between two email retrievals for each RPOP connection. Use the **Minimum message retrieval interval** drop-down menu to have it calculated in seconds, minutes or hours.

系統管理員可以限制遠端 POP 帳戶定義用戶的數量。要做到這一點，請使用向上和向下箭頭選擇所需的大小或編輯相應的文本欄位。此外，您還可以指定兩個電子郵件檢索為每個 RPOP 連接之間的最短間隔。用最少的資訊檢索的時間間隔，下拉式功能表中有秒，分鐘或小時計算。

## Temporary Email Addresses Restrictions | 臨時電子郵寄地址的限制

— Temporary Email Addresses —

Enable temporary email addresses

Max number of temporary email addresses:  (values: 0-16)

Delete temporary email addresses after:   (values: 3600-31536000 seconds)

The administrator can set some limits on the usage of temporary email addresses. A user may request maximum 16 temporary email addresses (aliases). If the limit is set to '0' the 'Add' button in WebMail (in the 'Temporary Email Addresses' section) will be disabled but old temporary email address will still be available until they expire or are deleted. The time period from the creation of a temporary email address to its automatic deletion can be set between 10 minutes and 1 year.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

管理員可以設置一些限制使用的臨時電子郵寄地址。使用者可以請求最多 16 個臨時電子郵寄地址（化名）。如果限制設置為“0”，在 WebMail 的“添加”按鈕（“臨時電子郵寄地址”一節）將被禁用，但舊的臨時電子郵寄地址仍然可以使用，直到到期或刪除。可以設置在 10 分鐘到 1 年的時間內創建一個臨時的電子郵寄地址自動刪除。

當您完成配置這些參數，記得打“保存配置”按鈕，保存您所做的更改。

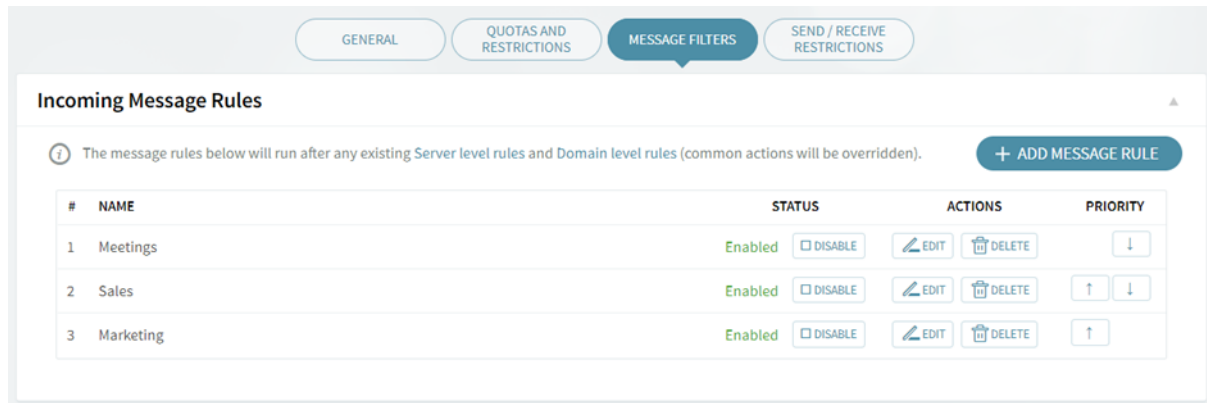
### 2.5.3. Managing Account Filters | 管理帳戶篩檢程式

The **Manage Account Defaults > Message Filters** sub-page enables system administrators to create and manage incoming message rules at account level.

**Important!** Account level rules will run after any existing Domain level rules and Server level rules (common actions will be overridden).

管理帳戶預設設置>郵件篩檢程式的子頁面，使系統管理員能夠創建和管理收到的郵件規則在帳戶級別。

重要！帳戶的級別規則將運行在任何現有域級別的規則和伺服器級別規則（共同的行動將被覆蓋）。



When first accessing the sub-page, a list with the already defined rules is displayed. Each message rule can be deleted or further configured using the **Delete** and **Edit** buttons.

Each message rule has a Enabled/Disabled status displayed and next to it, the **Enabled/Disabled** button displays the opposite action of the status. Priorities between message rules can be changed using the up and down arrows under the Priority section.

To add a new rule for all domain accounts, click the **Add Message Rule** button. Type a name for the incoming message rule, use the **Message rule name** and check the **Enable this incoming rule** option to activate it.

當第一次訪問子頁面會顯示已經定義規則的清單。每封郵件規則可以使用“刪除”和“編輯”按鈕來刪除或進一步配置。

每封郵件規則有一個啟用/禁用狀態顯示和它旁邊的啟用/禁用按鈕顯示的狀態相反的操作。使用向上和向下箭頭，根據優先順序部分，優先順序之間的郵件規則是可以改變的。

要添加一個新的規則對於所有域帳戶，按一下“添加”郵件規則“按鈕。輸入傳入郵件規則的名稱，使用郵件規則的名稱，並檢查傳入規則啟用此選項來啟動它。

## General Settings

Message rule name:

Enable this incoming rule

## Matches

For incoming messages that match

+ ADD CONDITION

## Actions

Perform the actions below:

+ ADD ACTION

Further select if the messages filtered should match all or any of the defined criteria set below. You can add as many conditions as you wish by clicking the **Add Condition** button. Use the **Add Action** button to define the actions to be taken if an email message matches the specified criteria.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

進一步選擇，如果郵件過濾全部或任何定義的標準相匹配。您可以添加盡可能多的**條件**，如果電子郵件符合指定的條件，你想通過點擊“添加條件”按鈕。使用添加操作按鈕來定義將要採取的**行動**。

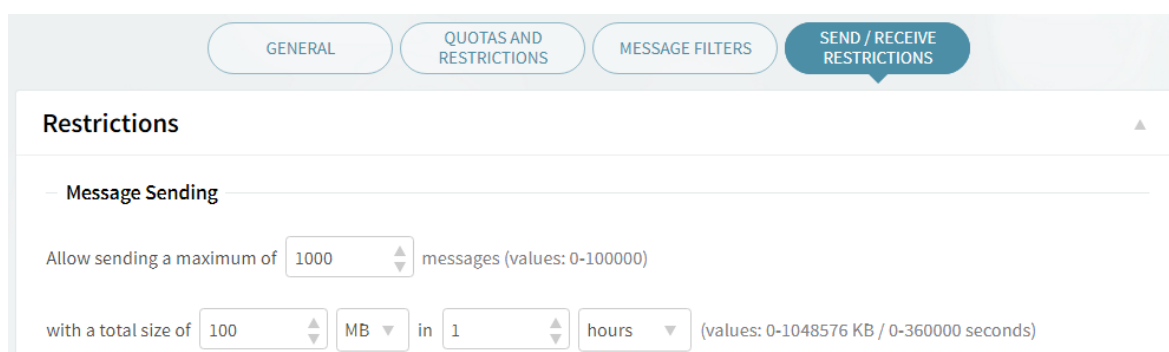
當您完成配置這些參數，記得打“**保存配置**”按鈕，保存您所做的更改。

## 2.5.4. Managing Send / Receive Restrictions per Account Defaults | 每帳戶發件/收件限制的默認設置管理

The **Manage Account Defaults > Send/Receive Restrictions** sub-page enables system administrators to define and enable or disable sending and receiving restrictions that can limit the domains and subdomains emails are sent to or received from. Additionally, they can create limited lists of recipients and senders that can or cannot send/receive emails.

管理帳戶預設設置>發送/接收限制子頁面使系統管理員能夠定義並啟用或禁用限制，可以限制域和子域的郵件發送或接收的發送和接收。此外，他們還可以創建有限，可以或不能發送/接收電子郵件的收件人和寄件者列表。

### Message Sending Restrictions | 資訊發送限制



Limits imposed to send messages offer system administrators an easy possibility to prevent account users from generating spam. They can thus set a maximum number of messages, their total size and the period in which these are sent using the up and down arrows to select the desired size or editing the corresponding text field. To have message size calculated in KB, GB or MB, use the respective dropdown menu. The time frame for the maximum number of messages can be set to be calculated in seconds, minutes, and hours, using the corresponding dropdown menu.

限制發送的郵件給系統管理員提供以防止使用者產生垃圾郵件。因此，他們可以設置總大小的期間內最大數量的消息，使用向上和向下方向鍵選擇所需的大小或編輯相應的文本欄位發送。使用相應的下拉式功能表設置以KB，GB，MB，單位計算的消息大小。消息的最大數目，使用相應的下拉式功能表中的時間幀可以設置為以秒，分鐘和小時計算。



– Send

Enable send restrictions

Domain option

Exceptions:

There are no exceptions defined yet.

---

– Receive

Enable receive restrictions

Domain option

Exceptions:

There are no exceptions defined yet.

The administrator defines the following options:

Enable/Disable sending restrictions

- Allow sending only to the same domain
  - Allow sending to subdomains
- Allow only recipients /Disallow recipients

Enable/Disable receiving restrictions

- Allow receiving only from the same domain
  - Allow receiving from subdomains
- Allow only originators /Disallow originators

Restrictions apply for messages sent from:

- WebMail: An NDR will be returned if the destination address is not allowed.
- SMTP/Outlook Connector: The 'RCPT TO' command will yield a permanent error, if matched.
- Sendmail wrapper: An NDR will be returned if the destination address is not allowed.

管理員定義了以下選項：

啟用/禁用發送限制

- 允許只發送到同一個域
  - 允許發送的子域
- 允許只有收件人/不允許收件人

啟用/禁用接收限制

- 只允許接收來自同一個域
  - 允許接收來自子域
- 只允許原創/禁止原創

限制適用於發送的消息：

- 企業郵局：如果目的地址是不允許，NDR 將被退回。
- SMTP / Outlook 連接器：如果匹配，RCPT TO 命令將產生一個永久性的錯誤。
- Sendmail 的包裝：如果目的地址是不允許，NDR 將被退回。

### 3. Manage Accounts Tab | “管理帳戶” 選項頁

When first accessing the **Manage Accounts** tab a list of existing domains is displayed. To be able to manage the accounts first select one of the existing domains.

當第一次訪問“管理帳戶”選項卡時將會以清單顯示現有的域。為了能夠管理帳戶，選擇一個現有的域。

After selecting a certain domain, the list of previously created accounts is displayed. To run a search for a specific account, use the **Account Search** field.

選擇某個域後，先前創建的帳戶清單會被顯示出來。要運行搜索一個特定的帳戶使用**帳戶搜索**欄位。

#### Manage Accounts

The screenshot shows the 'Manage Accounts' interface. At the top, there is a section titled 'Alphabetical List' with a search bar labeled 'Search accounts' and a '+ ADD ACCOUNT' button. Below this is a table with columns: 'DOMAIN', '#', 'ACCOUNT NAME', and 'ACTIONS'. The 'DOMAIN' column has a 'Filter domains' input field and a list of domains: 'trial11.absolvo.net' (selected), 'trial12.absolvo.net', and 'Domain 1 of 1'. The 'ACCOUNT NAME' column lists accounts: 'demo', 'postmaster', 'user01', 'user02', 'user03', and 'user04'. The 'ACTIONS' column contains 'EDIT' and 'DELETE' buttons for each account. At the bottom, there is a 'Show 50 accounts per page' dropdown.

| DOMAIN              | # | ACCOUNT NAME | ACTIONS     |
|---------------------|---|--------------|-------------|
| Filter domains      | 1 | demo         | EDIT DELETE |
| trial11.absolvo.net | 2 | postmaster   | EDIT        |
| trial12.absolvo.net | 3 | user01       | EDIT DELETE |
|                     | 4 | user02       | EDIT DELETE |
|                     | 5 | user03       | EDIT DELETE |
|                     | 6 | user04       | EDIT DELETE |

To edit an existing account, use its corresponding **Edit** button, to delete it hit the **Delete** button. In order to create a new account, hit the **Add Account** button.

要編輯一個現有的帳戶，請使用其相應的“編輯”按鈕，要刪除按一下刪除按鈕。為了創建一個新的帳戶，打“添加帳戶”按鈕。

The screenshot shows a web form for adding a new account. At the top right is a blue button labeled '+ ADD ACCOUNT'. The form has a close button (X) in the top right corner. It contains the following fields and elements:

- Domain name:** A text input field containing 'trial11.absolvo.net'.
- First name:** A text input field containing 'Patricia'.
- Last name:** A text input field containing 'Miller'.
- Account name:** A text input field containing 'Patricia.Miller' and a suffix '@trial11.abso...'.
- Account password:** A text input field with masked characters '.....' and a blue button labeled 'SET RANDOM' to its right.
- Password confirmation:** A grey bar below the password field stating 'The password has been randomly set to: JLHff66'.
- Account type:** A checkbox labeled 'Basic account type'.
- Information:** A small 'i' icon followed by the text 'Account settings are inherited from the domain defaults'.
- Buttons:** A blue link labeled 'ADVANCED CONFIG' and a blue button labeled 'QUICK ADD'.

The domain you are creating the account in is displayed in the **Domain name** field if you have already selected a certain domain. If you press the **Add Account** button prior to the domain selection you will have to type the desired domain. Specify a name for the account you are creating in the **Account Name** text field. Type a password of choice in the **Account password** text field or click the **Set Random** button to select a random password combination. When using this button, the randomly assigned password is displayed under it.

If you are done configuring the account hit the **Quick Add** button. Alternatively, should you prefer to further fine tune it click the **Advanced Config** link. This link and the **Edit** button of already configured link gives access to four configuration pages, **General, Quotas and Restrictions, WebMail Options** and **Message Filters**.

您正在創建的帳戶在功能變數名稱領域中顯示的功能變數名稱，如果你已經選擇了某個特定領域。按域選擇“**添加帳戶**”按鈕之前，你必須鍵入所需的功能變數名稱。對正在創建的帳戶，在帳戶名文本欄位指定一個名稱。帳戶密碼文本欄位中鍵入密碼的選擇或隨機按一下“**設置**”按鈕，選擇一個隨機的密碼組合。使用此按鈕時隨機分配的密碼顯示在它之下。

如果您已配置好帳戶可按“**快速添加**”按鈕。或者，如果您喜歡，請點擊“**高級設置**”連結，以進一步微調。已經配置提供了連結和“**編輯**”按鈕進入 4 個配置頁面、常規、配額和限制，**WebMail** 選項和消息篩檢程式。

### 3.1. Accounts General Page / 帳戶常規頁

The **Manage Accounts >General** page allows system administrators to configure basic account settings such as the account name, password and also displays general information regarding the account in question.

管理帳戶>常規頁允許系統管理員配置基本設置，如帳戶名，密碼，同時還顯示一般資訊與帳戶相關的問題。

The screenshot shows the 'Settings' page for an account. It has a navigation bar with tabs: GENERAL (selected), CONTACT INFORMATION, ACCOUNT ALIASES, QUOTAS AND RESTRICTIONS, and WEBMAIL OPTIONS. The 'Settings' section includes:

- First name: Patricia
- Last name: Miller
- Account name: Patricia.Miller @trial11.absolvo.net
- Account password: [masked] with a 'SET RANDOM' button
- Checkbox:  Publish this account's contact info in the public address book
- Inherit configuration details from: trial11.absolvo.net default (dropdown menu open showing options: Management, Marketing, Sales)

Use the **First name** and **Last name** text fields to modify the name of the person the account is created for. The account name can also be edited in its respective text field.

To change an account's password, either type another one in the **Account password** text field or click the **Set Random** button to select a random password combination. When using this button the password randomly assigned is displayed under it.


To select whether the default settings established at domain level should be inherited by the account you are currently managing or if the account should be associated with an already defined account class use the **Inherit configuration details** drop down menu.

使用名字和姓氏的文本欄位修改創建的帳戶名稱。該帳戶名稱，也可以在其各自的文本欄位編輯。要更



















改帳戶的密碼，鍵入帳戶密碼文本欄位或隨機按一下設置按鈕，選擇一個隨機的密碼組合。使用此按鈕時隨機分配的密碼顯示在它之下。

要選擇在域級別的默認設置是否應被繼承您目前管理的帳戶，或如果該帳戶應與已定義的帳戶類使用繼承配置的詳細資訊的下拉式功能表。

## Services

 The services below have been set explicitly. [Reset to inherited](#) from trial11.absolvo.net account defaults.

### Basic services for this account:

| SERVICE NAME   | ACTIONS   |
|--|---|
|  SMTP Receiving |   |
|  SMTP Sending   |   |
|  POP3           |   |
|  IMAP           |   |
|  Remote POP     |   |
|  WebMail        |   |

The services section displays the list of account services and their current status. To enable or disable a service, use the respective buttons corresponding to that service's name. Please note that at account level only services affecting account behavior are displayed - SMTP Receiving, SMTP Sending, POP3, IMAP, Remote POP and WebMail.

服務頁中顯示帳戶服務和它們當前的狀態。要啟用或禁用服務，使用該服務的名稱，對應的相應按鈕。請注意，在帳戶級別只服務帳號的行為顯示 - SMTP 接收，SMTP 發送，POP3，IMAP，遠程 POP 和 WebMail。

## Info

|                     |                                 |
|---------------------|---------------------------------|
| Account created on  | Mon, 28 Aug 2017 17:54:19 +0800 |
| Account modified on | Mon, 28 Aug 2017 18:04:55 +0800 |
| Used quota          | 0 KB                            |
| Message count       | 0                               |
| Folder count        | 13                              |

### Last Login Detailed Info:

|                            |                                   |
|----------------------------|-----------------------------------|
| <b>IMAP</b><br>never       | <b>POP3</b><br>never              |
| <b>WebMail</b><br>never    | <b>Outlook Connector</b><br>never |
| <b>ActiveSync</b><br>never |                                   |

The **Info** section of the account displays details referring to the creation date of the account, used quota and time, date and IP coordinates of the last logins to the respective accounts through IMAP, POP3 and WebMail...etc.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

在帳號資訊部分顯示使用帳戶的配額，創建日期和時間，IMAP，POP3，WebMail 等服務最後登錄 IP 座標和時間的詳細資訊。

當您完成配置這些參數，記得打“保存配置”按鈕，保存您所做的更改。

## 3.2. Contact Information | 聯絡資料

The **Manage Accounts > Contact Information** page allows system administrators to edit the Contact Information (i.e. Name, Contact number, Address...etc.) of the user account. The contact information will publish in the address book in your domain.

管理帳戶>聯絡資料頁面允許系統管理員修改使用者的聯絡資料（包括姓名，聯絡電話及位址等）。聯絡資料會顯示在功能變數名稱的位址清單。

### Editing Account Contact Information | 修改使用者的聯絡資料

The screenshot shows a user management interface with several tabs: GENERAL, CONTACT INFORMATION (selected), ACCOUNT ALIASES, QUOTAS AND RESTRICTIONS, WEBMAIL OPTIONS, MESSAGE FILTERS, and SEND / RECEIVE RESTRICTIONS. The 'CONTACT INFORMATION' tab is active, and the 'General Info' section is expanded. A warning icon and text state: 'By default, all the information in this page is set to be published in the public address book. If you don't want this information published, you can control this either for this account only (go to the General section) or for the entire class of accounts (at the account defaults or account class level).' Below this, there is a 'Full name' section with a 'DELETE' button and a 'Title' dropdown menu. The 'First name' field contains 'Patricia', the 'Middle name' field is empty, the 'Last name' field contains 'Miller', and the 'Suffix' field is empty. The 'Email address' field contains 'Patricia.Miller@trial11.absolvo.net' and the 'Mobile phone' field is empty. There are also 'UPLOAD PHOTO' and 'DELETE' buttons for a profile picture.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

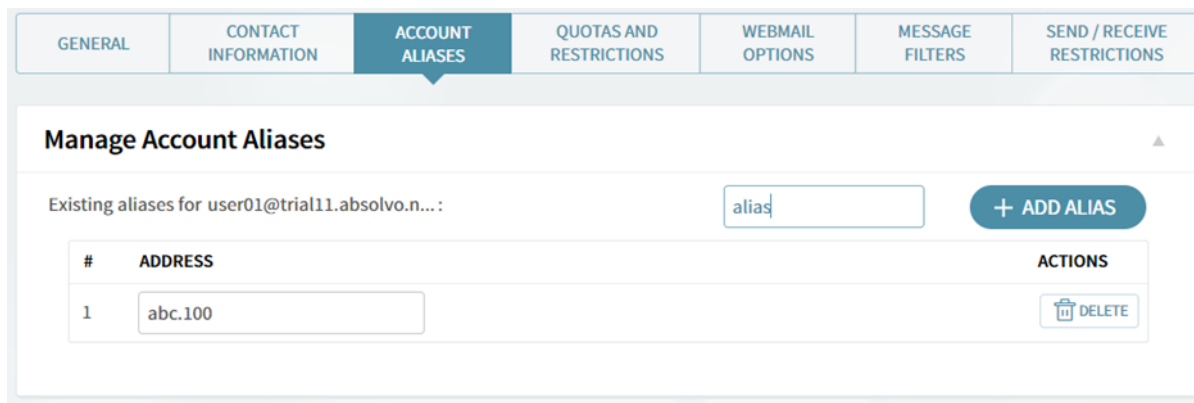
當您完成配置這些參數，記得打“保存配置”按鈕，保存您所做的更改。


### 3.3. Account Aliases / 帳號別名

The **Manage Accounts > Account Aliases** page allows system administrators to create a list of aliases for a certain user account.

管理帳戶>帳號別名頁面允許系統管理員創建一個特定使用者帳戶的別名的列表。

#### Account Aliases Management | 帳號別名管理





| GENERAL   | CONTACT INFORMATION                  | ACCOUNT ALIASES   | QUOTAS AND RESTRICTIONS            | WEBMAIL OPTIONS    | MESSAGE FILTERS | SEND / RECEIVE RESTRICTIONS |
|---|--------------------------------------|---|------------------------------------|--------------------|-----------------|-----------------------------|
| <b>Manage Account Aliases</b>                     |                                      |   |                                    |                    |                 |                             |
| Existing aliases for user01@trial11.absolvo.n...: |                                      |   | <input type="text" value="alias"/> | <b>+ ADD ALIAS</b> |                 |                             |
| #   | ADDRESS                              | ACTIONS   |                                    |                    |                 |                             |
| 1   | <input type="text" value="abc.100"/> |  |                                    |                    |                 |                             |

An **account alias** is a secondary account pointing to the account you are editing. For example, if you are currently editing the account user01@trial11.absolvo.net previously created and you add alias@trial11.absolvo.net as an alias, all emails sent to alias@trial11.absolvo.net will be delivered to user01@trial11.absolvo.net.

帳戶別名是指向您正在編輯的帳戶的次要帳戶。例如，如果您正在編輯先前創建的帳戶 user01@trial11.absolvo.net，作為一個別名你添加 alias@trial11.absolvo.net，發送到 alias@mycompany.com，所有郵件將被傳遞到 user01@trial11.absolvo.net。

Each of the previously defined account aliases can be edited in the text filed or deleted using their corresponding **Delete** buttons. To add a new alias, type its name in the upper right corner text field and hit the **Add Alias** button.

每一個先前定義的帳號別名可以編輯的文本提交或刪除其相應的刪除按鈕。要添加一個新的別名，在右上角的文本欄位中鍵入它的名稱和打“添加別名”按鈕。

| # | ADDRESS                              | ACTIONS   |
|---|--------------------------------------|---|
| 1 | <input type="text" value="abc.100"/> |  |
| 2 | <input type="text" value="alias"/>   |  |

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

當您完成配置這些參數，記得打“保存配置”按鈕，保存您所做的更改。

### 3.4. Configuring Quotas and Restrictions / 配置配額和限制

The **Manage Accounts > Quotas and Restrictions** page contains parameters relative to mailbox and folder level, notifications to be sent to account users and restrictions imposed to the account being edited.

管理帳戶>配額和限制包含郵箱和資料夾的參數，編輯施加限制到帳戶和發送通知到用戶。

#### Managing Account Quotas | 管理帳戶配額


At mailbox level, the total mailbox size, the total number of folders and the total number of messages can be limited by selecting the respective options in the **Mailbox** area and using the up and down arrows to adjust the limits to the desired value. For the total size limit, use the available drop-down menu to select if you want it calculated in KB, MB or GB.


At folder level, system administrators can set limits for the size of each folder and the total number of messages per each folder by checking the respective options in the **Folders** section and using the up and down arrows to adjust the limits to the desired value. For the folder size limit, use the available drop-down menu to select if you want it calculated in KB, MB or GB.


在郵箱中，郵箱大小，資料夾和消息的總數是可選擇相應的郵箱區域選項來限制，然後使用向上和向下箭頭來調整的範圍為所需的值。如果你想以 **KB**，**MB** 或 **GB** 計算可使用下拉式功能表選擇總規模的限制。

在資料夾中，系統管理員可以設置每個資料夾的大小和每份資料夾郵件總數的限制，按相關資料夾部分中的各個選項，使用向上和向下箭頭來調整所需的值的限制。對於資料夾的大小限制，使用下拉式功能表選擇，如果你想 **KB**，**MB** 或 **GB** 計算。

– **Notifications**

Notify user when usage reaches  % of allowed quota (webmail popup) 

Also send a notification email each time the user logs in but not more frequently than every  days   
(values: 60-43200 minutes)

Restrict user from sending emails when usage reaches  % of allowed quota   
(max value 100; must be higher than the quota usage warning value)

To have account users notified when they reach a certain level of their allowed quota through a pop-up displayed when accessing the WebMail interface, check the respective option in the **Notifications** section and use the up and down arrows to increase or decrease the default percentage of the quota. When this option is checked, the users are also notified at every login. You can set the frequency of these login notifications using the up and down arrows corresponding to this additional option. To select if the respective value is calculated in seconds, minutes, hours or days, check the respective drop-down menu.

要使用者訪問 **Webmail** 介面並當他們達到一定的水準配額時彈出一個限額通知，可按通知部分中的相應選項，並使用向上和向下箭頭來增加或減少的默認百分比。當這個選項被選中，在每次用戶登錄也將被通知。您可以使用向上和向下箭頭，以本附加選項對應的頻率設定這些登錄的通知。按相應的下拉式功能表 選擇相應計算在幾秒鐘，幾分鐘，幾小時或幾天的值。



## Configuring Restrictions | 配置限制

### Restrictions ▲

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**Contact Information**

Allow the users to edit their personal contact information (i)

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**Password policy**

Enable Password Policy enforcement (i)

Password length must be between  and  characters (values: 1-32 / 16-128) (i)

Password must include:  (i)

When changing the password, reject the last  used one(s) (values: 0-8) (i)

Allow the user to change the password (i)

Require a minimum time interval of  days (i)  
between two consecutive password changes (values: 1-365) days

---

**Password Expiration**

Enable password expiration (i)

Password expires in  days (i) from creation (values: 1-365)

Notify user at each login, starting from  days before the password expiration (values: 1-365) days (i)

### Password Policy Enforcement | 密碼策略實施

System administrators can define a **Password Policy** to be enforced when an account is created for a respective domain. First of all, they can set a minimum and maximum number of characters for each password, using the up and down arrows or editing directly the text field of the **Password length** parameters. They can further select from the **Password must include** drop-down menu if passwords should include letters, letters and numbers or letters, numbers and special characters. **Password Expiration** can also be defined by the text fields.

系統管理員可以定義各域創建一個帳戶時強制執行密碼策略。首先，他們可以設置每個密碼的最小和最大的字元數，使用向上和向下箭頭或直接編輯的文字欄位元密碼長度的參數。他們可以在下拉式功能表進一步選擇密碼應必須包含，如果密碼應包含英文字母，英文字母和數位或字母，數位和特殊字元。密碼過期也可以在文本欄位中定義的。

**WebMail**

Limit attachment size to:     (values: 0-102400 KB) (i)

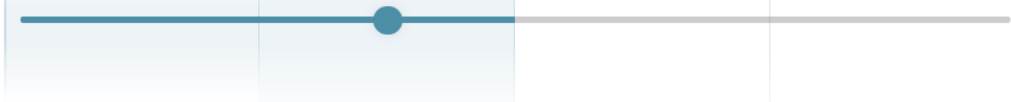
Limit number of attachments per message to:    (values: 0-1024) (i)

Limit message size to:     (values: 0-1048576 KB) (i)

Limit number of recipients to:    (values: 1-2048) (i)

**Minimum allowed HTML body filtering level (use the slider to change the value)** (i)

No Filtering
Low level filtering
Medium level filtering
High level filtering



To limit the size of email message attachments, check the respective option in the **WebMail** section and use the up and down arrow to select the desired size. To have the size measured in KB, MB or GB use the available drop-down menu.

Use the up and down arrows of the **Limit number of attachments per message** option or edit its corresponding text field to set a maximum number of attachments allowed to email messages sent or received using the WebMail interface

Check the **Limit message size** option to set a maximum size for sent and received messages through the WebMail interface. To do so either use the up and down arrows to select the desired size or edit the corresponding text field.

The **Limit number of recipients** option allows you to configure a maximum number of recipients for WebMail email messages using the up and down arrows to select the desired size or editing the corresponding text field.

To set the **HTML Body Filtering Level** for this specific account when connected via WebMail use the available slider. The HTML filtering levels stand for the following:

**No Filtering**

**Low level filtering** - converts the message to standard XHTML

**Medium level filtering** - generates the email body based on a list of known/allowed attributes and tags. Anything that is not on this 'allowed list' is removed. This level removes java script, styles, etc.

**High level filtering** - generates the email body based only on text components. This means that only plain text components remain in the message. This forth level is the strictest and may actually damage some formatting, but it is also the safest.

要設置所有通過 WebMail 域連接的帳戶的 **HTML** 正文過濾級別，使用可用滑杆。 **HTML** 過濾級別代表以下內容：

要限制電郵附件的大小可參考 **WebMail** 一節，使用向上和向下方向鍵選擇所需的大小。下拉式功能表有

KB，MB 或 GB 的大小。

使用向上和向下箭頭限制每封郵件的附件選項或編輯對應的文本欄位來設置使用 **Webmail** 介面允許最大數量的附件電郵發送或接收任何帳戶，

按郵件大小限制選項設置最大大小，通過 **Webmail** 介面發送和接收的消息。要做到這一點，請使用向

上和向下箭頭，選擇所需的大小或編輯相應的文本欄位。

收件人的數目限制選項允許您配置一個 WebMail 電郵最大收件人數。使用向上和向下箭頭，選擇所需的大小或編輯相應的文本欄位。

要設置所有通過 WebMail 域連接的帳戶的 HTML 正文過濾級別，使用可用滑杆。HTML 過濾級別代表以下內容：

無過濾


低級別的過濾 - 郵件轉換為標準的 XHTML


中等級別的過濾 - 身體/允許的屬性和標籤的清單的基礎上生成的電子郵件。任何不上這個'允許列表中被刪除。此級別中刪除的 java 腳本，樣式等。

高層次過濾 - 僅基於文本元件生成電子郵件正文中。這意味著，只有純文字元件留在該消息。這第四層是最嚴格的，可能會損害一些格式，但它也是最安全的。

## Remote POP Restrictions | 遠程 POP 限制

– Remote POP

Maximum RPOP accounts that can be defined:  (values: 0-16) 


Minimum message retrieval interval:   (values: 1-10080 minutes) 


System administrators can limit the number of remote POP accounts defined by a certain user. To do so, use the up and down arrows to select the desired size or edit the corresponding text field. Additionally, a minimum interval between two email retrievals for each RPOP connection can be specified. Use the **Minimum message retrieval interval** drop-down menu to have it calculated in seconds, minutes or hours.


系統管理員可以限制遠端 POP 帳戶定義用戶的數量。要做到這一點，請使用向上和向下箭頭選擇所需的大小或編輯相應的文本欄位。此外，您還可以指定兩個電子郵件檢索為每個 RPOP 連接之間的最短間隔。用最少的資訊檢索的時間間隔，下拉式功能表中有秒，分鐘或小時計算。

## Temporary Email Addresses Restrictions | 臨時電子郵寄地址的限制

– Temporary Email Addresses

Enable temporary email addresses 

Max number of temporary email addresses:  (values: 0-16) 



Delete temporary email addresses after:   (values: 3600-31536000 seconds) 



The administrator can set some limits on the usage of temporary email addresses. A user may request maximum 16 temporary email addresses (aliases), if the limit is set to '0' the 'Add' button in WebMail (in the 'Temporary Email Addresses' section) will be disabled but old temporary email address will still be available until they expire or are deleted. The time period from the creation of a temporary email address to its automatic deletion can be set between 10 minutes and 1 year.

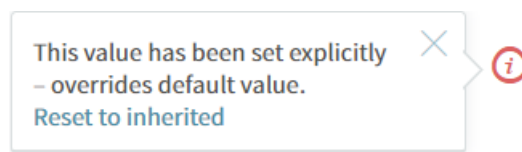
管理員可以設置一些限制使用的臨時電子郵寄地址。使用者可以請求最多 16 個臨時電子郵寄地址（化名）。如果限制設置為“0”，在 WebMail 的“添加”按鈕（“臨時電子郵寄地址”一節）將被禁用，但舊的臨時電子郵寄地址仍然可以使用，直到到期或刪除。可以設置在 10 分鐘到 1 年的時間內創建一個臨時的電子郵寄地址自動刪除。

當您完成配置這些參數，記得打“保存配置”按鈕，保存您所做的更改。

## Parameter inheritance | 參數繼承

Parameters or parameter groups that are inherited from the domain's account defaults are automatically marked with the  icon. When explicitly setting the value of an inherited parameter it will be marked with the  icon. Moreover, any further changes at parent level (domain's account defaults or account class) will only affect inherited parameters, while explicitly set ones will keep their value. You can, at any time, revert the explicit parameters to their inherited value, by clicking the 'Inherit' link related to the explicitly set parameter (orange) icon.

參數或參數組都繼承自域的帳戶被預設自動標記  圖示。當顯式設置 繼承的參數的值，它會被標記  圖示。此外，任何進一步的修改在父級（域帳戶的默認設置或帳戶類），只會影響繼承的參數，顯式設置的，而將保持其價值。您可以在任何時間，明確的參數恢復其繼承的值，點擊“繼承”連結顯式設置的參數（橙色）圖示。



When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

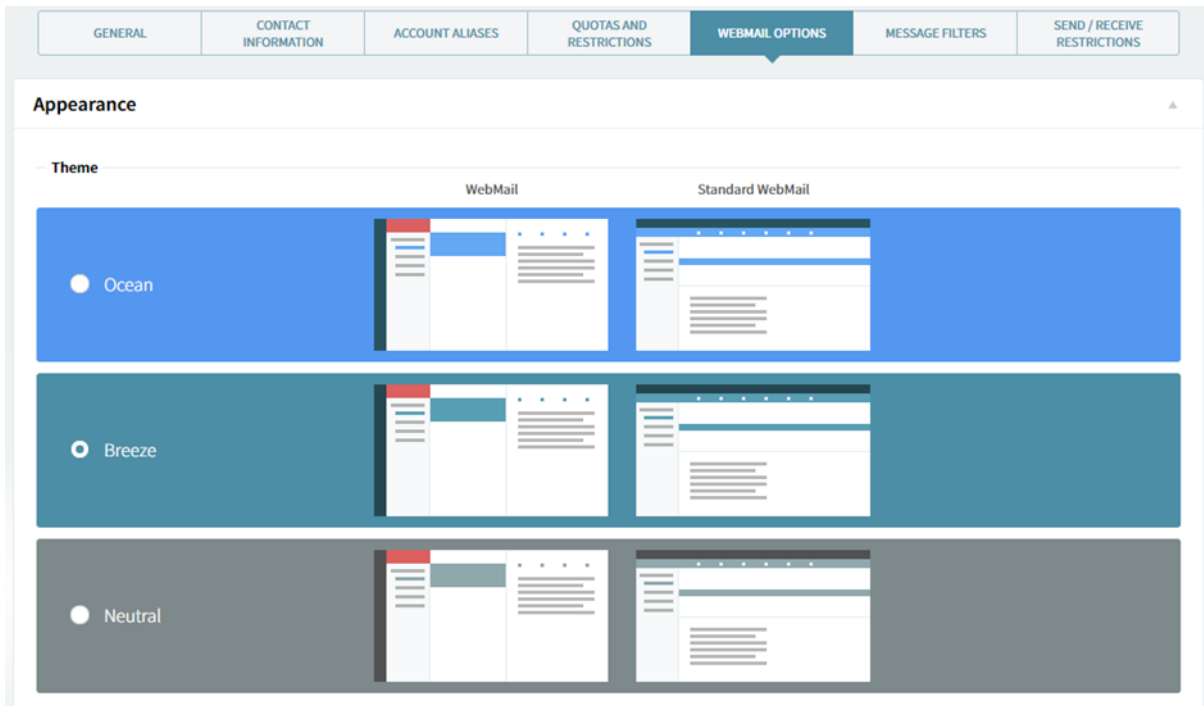
當您完成配置這些參數，記得打“保存配置”按鈕，保存您所做的更改。

### 3.5. Account WebMail Options / WebMail 帳戶的選項

The **Manage Accounts > WebMail Options** page allows you to configure an account's appearance and preferences. These options can also be set by each account user from the WebMail Interface.

管理帳戶 > **WebMail** 選項頁面允許您配置帳戶的外觀和喜好。這些選項也可以通過 **Webmail** 介面，每個帳戶的用戶設置。

#### Appearance Options | 外觀選項



Select the **WebMail Theme** that should be used for this account. It will apply to both AJAX WebMail and Standard WebMail.

選擇 **webmail** 主題功能表中此帳戶應使用的 **WebMail** 主題。它將適用於 **AJAX WebMail** 和 **Standard WebMail**。

**Language**

WebMail language:

---

Display  messages per page (values: 10-500)

To configure the WebMail language settings for the respective account use the **WebMail Language** dropdown menu. The available options are English, Chinese, Japanese, German, Spanish, Portuguese, Italian, Danish, Swedish, Polish, Russian, Czech...etc . The default selected language is English.

You can specify the number of messages to be displayed on a WebMail (Standard Interface only) page for the currently edited mailbox using the **Display...messages per page** dropdown menu.

配置 **WebMail** 語言設置 指定的帳戶，請使用 **WebMail** 語言下拉式功能表。可用的選項有英語，中國，日本，德國，西班牙語，葡萄牙語，義大利語，丹麥語，瑞典語，波蘭語，俄語，捷克語等等。選擇預設的語言是英語。

您可以使用下拉式功能表中的每頁顯示消息指定當前編輯的 **WebMail** (標準介面) 頁面上要顯示的消息數。

## Account Preferences | 帳戶首選項

### Preferences

Ask for confirmation on email deletion

Ask for confirmation on empty folder

Empty Trash on logout

Empty Spam on logout

---

Move deleted emails to Trash

Hide deleted messages

Save a copy of sent emails in Sent

---

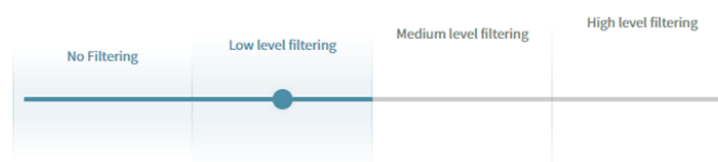
Automatically check for new emails every   (values: 1 - 1440 minutes)

Display notification when new email arrives

Request read receipt

Send read receipts

HTML Body Filtering Level (use the slider to change the value)



You can have a confirmation requested before deleting a message via WebMail from the currently edited account by checking the **Ask for confirmation on email deletion** option.

Check the **Ask for confirmation on empty folder** option to request a confirmation on emptying a folder in WebMail for the currently edited account.

To have messages deleted through the WebMail interface sent to Trash check the **Move deleted emails to Trash** option. If left unchecked messages will be permanently deleted.

Allow the WebMail interface to check for new emails automatically for the configured account by checking the **Automatically check for new emails** option. Use the available text field or its up and down arrows to define the time frame and the dropdown menu to have the period measured in minutes, hours or days. Check the **Display notification when new email arrives** option so the user receives a pop-up warning when a new email arrives.

To set the **HTML Body Filtering Level** for this specific account when connected via WebMail use the available slider. The HTML filtering levels stand for the following:

- No Filtering
- Low level filtering - converts the message to standard XHTML
- Medium level filtering - generates the email body based on a list of known/allowed attributes and tags. Anything that is not on this 'allowed list' is removed. This level removes java script, styles, etc.
- High level filtering - generates the email body based only on text components. This means that only plain text components remain in the message. This forth level is the strictest and may actually damage some formatting, but it is also the safest.

從當前編輯的帳戶按確認電子郵件刪除選項可以在 **WebMail** 刪除郵件時要求確認。

按要求確認清空資料夾選項可以在 **WebMail** 清空資料夾時要求確認。

要通過 **Webmail** 介面刪除郵件到回收站可按已刪除的郵件移動到廢紙箱選項，沒有查看的資訊也將被永久刪除。

允許 **Webmail** 介面，檢查是否有新的電子郵件配置的帳戶，通過自動檢查，自動檢查新郵件“選項。使用可用的文本欄位或向上和向下箭頭來定義時間框架，並在下拉式功能表中，有以分鐘，小時或天計測。檢查新郵件到達時顯示通知選項，這樣當新郵件到達時，用戶會收到一個彈出的警告。

要設置所有通過 **WebMail** 域連接的帳戶的 **HTML** 正文過濾級別，使用可用滑杆。**HTML** 過濾級別代表以下內容：

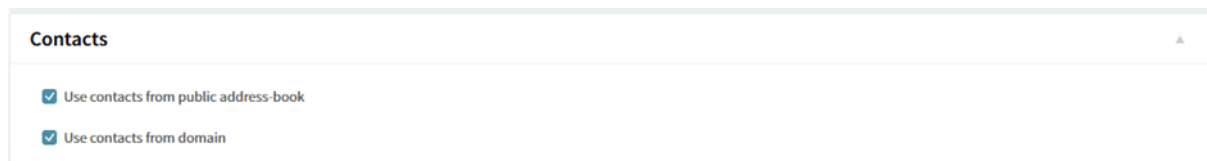
無過濾

低級別的過濾 - 郵件轉換為標準的 XHTML

中等級別的過濾 - 身體/允許的屬性和標籤的清單的基礎上生成的電子郵件。任何不上這個'允許列表中被刪除。此級別中刪除的 **java** 腳本，樣式等。

高層次過濾 - 僅基於文本元件生成電子郵件正文中。這意味著，只有純文字元件留在該消息。這第四層是最嚴格的，可能會損害一些格式，但它也是最安全的。

## Contacts Settings | 連絡人設置



The screenshot shows a settings panel titled "Contacts" with a dropdown arrow on the right. Below the title, there are two checkboxes, both of which are checked. The first checkbox is labeled "Use contacts from public address-book" and the second is labeled "Use contacts from domain".

System administrators can select which contacts to be used for the account they are currently editing. They can either use contacts from the public address-book and/or employ domain contacts. To do so please choose from (or both) available options: **Use contacts from public address-book** and **Use contacts from domain**.

系統管理員可以目前正在編輯的帳戶選擇將用那個連絡人。他們可以使用公共位址簿和/或採用功能變數名稱聯 系人的聯繫。要做到這一點，請選擇（或兩者）可用的選項：使用從域的公共位址簿和使用連絡人域。

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

當您完成配置這些參數，記得打“保存配置”按鈕，保存您所做的更改。

## 3.6. Managing Message Filters | 管理郵件篩檢程式

The **Manage Domains > Message Filters** page enables system administrators to configure a set of rules to be applied to messages received by specific accounts, as well as to view and change any of the similar rules created by the users themselves. The page gives access to other 2 sub-pages:

**Admin Filters** - containing the parameters relative to incoming message rules and filters.

**User Filters** - containing the parameters relative to incoming message rules and filters set by users in WebMail > Settings > Filters page.

管理域>郵件篩檢程式頁面可讓系統管理員配置特定帳戶所收到的消息，以及查看和更改任何由用戶自己創建的類似規則。該頁面提供了訪問其他子頁面：

管理員篩檢程式 - 含參數相對傳入郵件規則和篩檢程式。

使用者篩檢程式 - 含有傳入郵件規則和篩檢程式由使用者在 WebMail>設置>過濾頁面設置的相對參數。

| # | NAME      | STATUS  | ACTIONS  | PRIORITY |
|---|-----------|---------|--|----------|
| 1 | testrule1 | Enabled | <input type="checkbox"/> DISABLE <input type="button" value="EDIT"/> <input type="button" value="DELETE"/> | ↓        |
| 2 | testrule2 | Enabled | <input type="checkbox"/> DISABLE <input type="button" value="EDIT"/> <input type="button" value="DELETE"/> | ↑        |

### 3.6.1. Admin Filters | 管理員篩選

The **Message Filters > Admin Filters** sub-page enables system administrators to configure incoming message rules and filters for specific user accounts.

#### **Important:**

The Rules and Filters configured in this page replace the ones inherited from account defaults.

For a direct access to the account defaults parameters, click on the underlined **account defaults** option available right under the **Admin Filters** sub-page name.

郵件篩檢程式>管理員篩選子頁面，使系統管理員能夠配置傳入特定使用者帳戶的郵件規則和篩檢程式。重要提示：

在此頁中配置的規則和篩檢程式會取代帳戶預設繼承的配置。

對於直接訪問的帳戶默認參數，點擊帶底線的帳戶預設選項，選項可以根據管理員的篩檢程式子頁面名稱。





## Incoming Message Rules | 接收郵件規則

**Important!** When first accessing this tab to be able to add filters for this account click the **Define explicit** link.

重要！當第一次訪問這個標籤能夠此帳戶中添加篩檢程式，按一下“定義明確的連結”。



**Incoming Message Rules**

*The message rules below will run after any existing Server level rules and Domain level rules (common actions will be overridden).* + ADD MESSAGE RULE

| # | NAME      | STATUS                                   | ACTIONS   | PRIORITY  |
|---|-----------|--|---|---|
| 1 | testrule3 | Enabled <input type="checkbox"/> DISABLE | <input type="button" value="EDIT"/> <input type="button" value="DELETE"/> | <input type="button" value="↓"/>                                  |
| 2 | testrule2 | Enabled <input type="checkbox"/> DISABLE | <input type="button" value="EDIT"/> <input type="button" value="DELETE"/> | <input type="button" value="↑"/> <input type="button" value="↓"/> |
| 3 | testrule1 | Enabled <input type="checkbox"/> DISABLE | <input type="button" value="EDIT"/> <input type="button" value="DELETE"/> | <input type="button" value="↑"/>                                  |

To configure a new message rule, hit the **Add Message Rule** button and then fill in the specific parameters in the new sub-page, **New Message Rule**. Each message rule has an **Enabled/Disabled** status displayed, the action displayed by the button next to it is the opposite of the status. Each rule can be deleted or further configured using the **Delete** and **Edit** buttons.

To set the order in which defined rules should apply, use their corresponding up and down arrows available under the Priority section.

### Important:

All message rules available in this section will run after any existing Server Level Rules and Domain Level Rules (common actions will be overridden)

要配置一個新的消息規則，打“添加郵件規則”按鈕，然後填寫在新的子頁面，新建郵件規則的具體參數。每個郵件規則的啟用/禁用狀態顯示，它旁邊的按鈕顯示的動作是相反的狀態。每個規則都可以被刪除或進一步使用“刪除”和“編輯”按鈕配置。

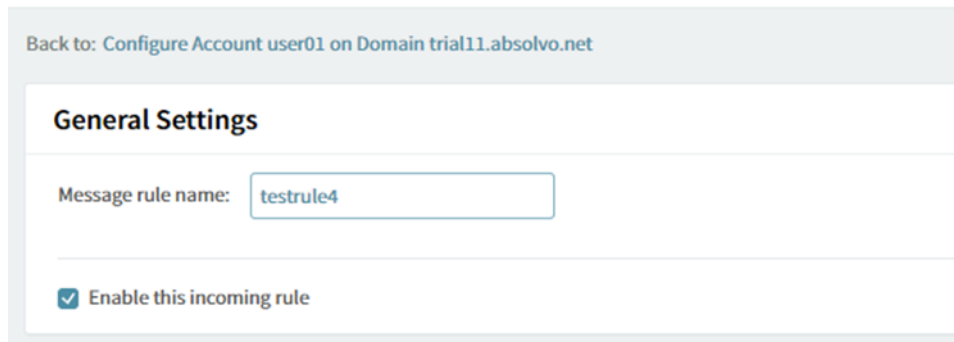
設置順序定義的規則應適用，使用其相應的向下箭頭可根據優先順序部分。

重要提示：

本節中提供的所有郵件規則將運行任何現有的伺服器級的規則和域級別規則後（共同行動將被覆蓋）

## General Settings for the New Message Rule | 設置新郵件規則常規

### New Message Rule for user01



Back to: Configure Account user01 on Domain trial11.absolvo.net

#### General Settings

Message rule name:

Enable this incoming rule

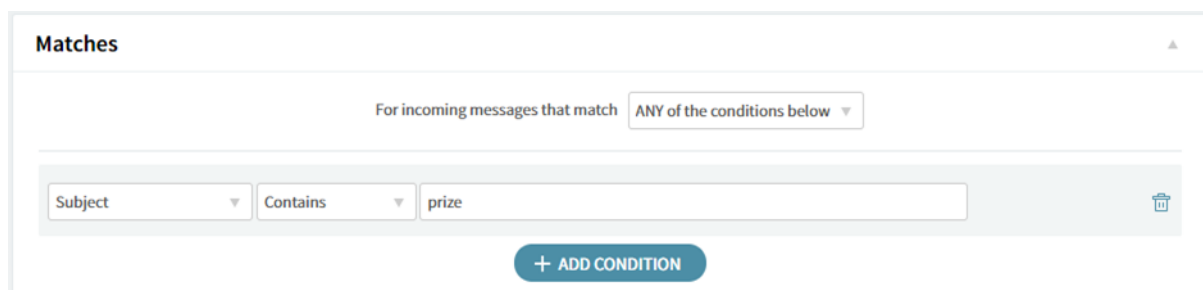
Use the text box under General Settings in order to specify the name of the new rule then enable the new rule by checking the box in front of the option called **Enable this incoming rule**.

使用“常規設置”下的文字方塊中以指定名稱的新規則，然後啟用新的規則傳入規則啟用此選項，稱為啟用此傳入規則。

## New Message Rule Conditions | 新郵件規則條件

In the Matches section, first decide the incoming messages for which you want the rule to apply. Next, choose the conditions you want to apply to those messages (e.g. for messages from 'abc@domain.com').

在“匹配”部分中，首先決定傳入的消息，而您想要的規則適用。接下來選擇您想要套用到那些消息的條件（例如，消息從'abc@domain.com'）。



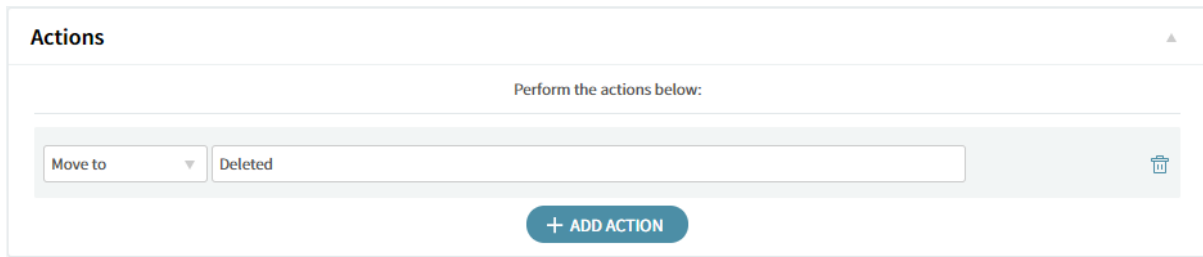
Matches

For incoming messages that match

Use the drop-down menu to select the type of the new condition. Available options include setting conditions relative to the subject, sender, receiver, Cc, To or Cc, size of the email, as well as a customization option, accessible by clicking on Custom. To delete one of the newly-added criteria hit its corresponding trash-bin shaped like button.

使用下拉式功能表中選擇新的類型。可用的選項包括設置條件相對的主題，寄件者，接收器，抄送，收件人 或抄送，郵件的大小，以及自訂選項，可通過按一下“自訂”。要刪除一個新增的標準擊中其相應的 垃圾桶按鈕。

## New Message Rule Actions | 新郵件規則操作



By editing the Actions section, you can decide what you want to do with the messages that match the above conditions. Use the drop-down menu to specify the actions corresponding to the mail message i.e. moving, copying, deleting, or redirecting it to a certain email address etc.

To add a new action, click on the **Add Action** button and then fill in all the corresponding details in the newly-displayed menus. To delete an action hit the trash-bin shaped like button displayed on the right hand side of the action in question.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

通過編輯“動作”部分，你可以決定你想要做什麼與符合上述條件的消息。使用下拉式功能表來指定相應的動作移動，複製，刪除，或重定向到一個特定的電子郵寄地址等。

要添加一個新的動作，點擊“添加動作按鈕”，然後填寫相應的細節在新顯示的功能表。要刪除動作打右手邊的垃圾桶。

當您完成配置這些參數，記得打“保存配置”按鈕來保存您的更改。

### 3.6.2. User Filters | 用戶篩檢程式

The **Message Filters > User Filters** sub-page enables system administrators to configure incoming message rules and filters for specific user accounts.

#### Important:

The **User Filters** subcategory, in particular, gives you access to the rules defined by the user for this account using the WebMail interface.

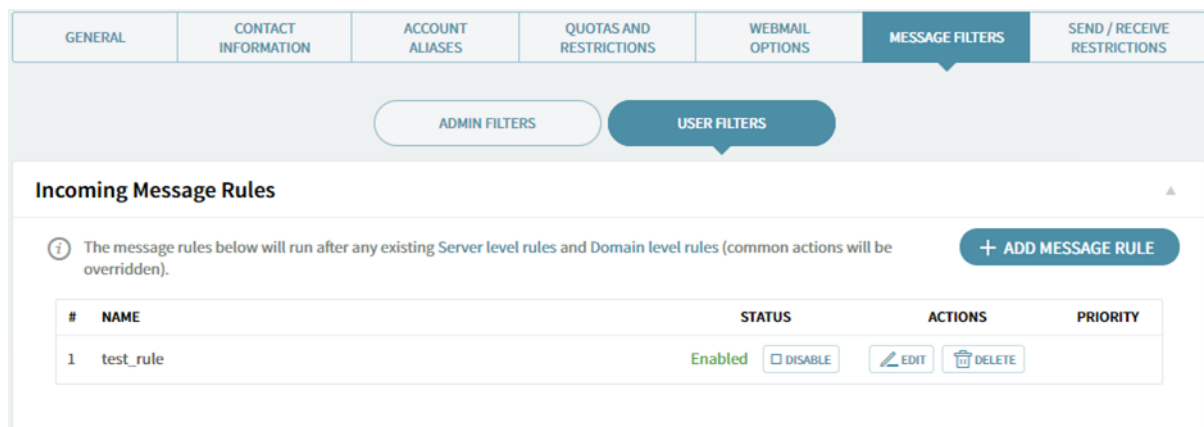
Editing these rules will actually edit the user-defined filters, and the changes will be seen by the user in the WebMail interface. Access to these rules has been introduced in order to allow the administrator to correct potential problems in user-generated rules through shared access.

郵件篩檢程式>管理員篩選子頁面，使系統管理員能夠配置傳入特定使用者帳戶的郵件規則和篩檢程式。

#### 重要提示：

用戶篩檢程式“子類別，特別是給你訪問這個帳號使用 **Webmail** 介面，由使用者定義的規則。編輯這些規則實際上將編輯使用者自訂篩檢程式，通過 **Webmail** 介面，使用者將會看到的變化。這些規則的訪問已被引入，以允許管理員來修正通過共用訪問的使用者生成的規則中的潛在問題。

### Incoming Messages Rules | 傳入郵件規則



| # | NAME      | STATUS  | ACTIONS  | PRIORITY |
|---|-----------|---------|--|----------|
| 1 | test_rule | Enabled | <input type="checkbox"/> DISABLE <input type="button" value="EDIT"/> <input type="button" value="DELETE"/> |          |

To configure a new message rule hit the **Add Message Rule** button and then fill in the specific parameters in the new sub-page, New Message Rule. Each message rule has an **Enabled/Disabled** status displayed, the action displayed by the button next to it is the opposite of the status. Each rule can be deleted or further configured using the **Delete** and **Edit** buttons.

To set the order in which defined rules should apply use their corresponding up and down arrows available under the Priority section.

#### Important:

The message rules below will run after any existing Server level rules and Domain level rules (common actions will be overridden).

要配置新的郵件規則打“添加郵件規則”按鈕，然後填寫在新的子頁面，新建郵件規則“的具體參數。每個郵件規則的啟用/禁用狀態顯示，它旁邊的按鈕顯示的動作是相反的狀態。每個規則都可以被刪除或進一步使用“刪除”和“編輯”按鈕配置。

設置順序定義的規則應適用使用相應向下箭頭可根據優先順序部分。

重要提示：

消息下面的規則後，將運行任何現有的伺服器級別的規則和域級別規則（共同行動將覆蓋）。

## General Settings of the New Message Rule | 一般設置新郵件規則



**General Settings**

Message rule name:

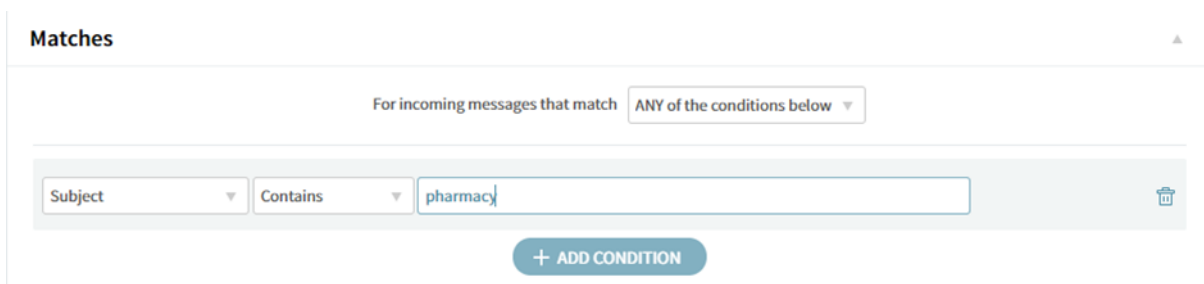
Enable this incoming rule

Use the text box under **General Settings** in order to specify the name of the new rule, then enable the new rule by checking the box in front of the option called **Enable this incoming rule**. 使用文字方塊，以指定新規則的名稱，然後在常規設置下啟用新的規則，在前面的選項啟用此傳入規則檢查框。

## New Message Rule Conditions | 新郵件規則條件

In the **Matches** section first decide the incoming messages for which you want the rule to apply. Next, choose the conditions you want to apply to those messages.

在“匹配”部分先決定您想要適用傳入消息的規則。接下來，選擇你想申請這些消息的條件。



**Matches**

For incoming messages that match **ANY of the conditions below**

Subject Contains pharmacy

+ ADD CONDITION

Use the drop-down menu to select the type of the new condition. Available options include setting conditions relative to the subject, sender, receiver, Cc, To or Cc, size of the email, as well as a customization option accessible by clicking on **Custom**. To delete one of the newly-added criteria hit its corresponding trash-bin shaped button. New message rules can be set to match all or just part of the specified conditions according to your choice.



使用下拉式功能表中選擇新的類型。可用的選項包括設置的條件相對的主題，寄件者，接收器，“抄送”，“收件人”或“抄送”的電子郵件的大小，以及自訂選項，可通過按一下“自訂”。要刪除一個新增

的標準擊中其相應的垃圾桶邊形按鈕。可以設置新郵件規則，以符合規定的條件下，根據您的選擇全部或只是其中的一部分。

## New Message Rule Actions | 新郵件規則操作

### Actions ▲

Perform the actions below:

|  |  |   |
|--|--|---|
| Redirect to                                      | <input type="text" value="abc@mycompany.com"/>         |  |
| <input checked="" type="checkbox"/> Keep message |  |   |
| Redirect to                                      | <input type="text" value="user3@trial11.absolvo.net"/> |  |
| <input checked="" type="checkbox"/> Keep message |  |   |

[+ ADD ACTION](#)

By editing the Actions section you can decide what you want to do with the messages that match the above conditions. Use the drop-down menu to specify the actions corresponding to the mail message i.e. moving, copying, deleting, or redirecting it to a certain email address etc.

To add a new action click on the **Add action** button and then fill in all the corresponding details in the newly-displayed menus. To delete an action hit the trash-bin shaped like button displayed on the right hand of the action in question.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

通過編輯“動作”部分，你可以決定你想要做什麼與符合上述條件的消息。使用下拉式功能表來指定相應的動作移動，複製，刪除，或重定向到一個特定的電子郵寄地址等的郵件，即

點擊添加操作按鈕添加一個新的動作，然後填寫相應的細節在新顯示的功能表。要刪除動作打的垃圾桶 垃圾桶狀如按鈕顯示在右手的動作有問題。

當您完成配置這些參數，記得打“保存配置”按鈕來保存您的更改。

### 3.7. Managing Send / Receive Restrictions | 管理發件/收件的限制

The **Manage Accounts Tab > Send/Receive Restrictions** sub-page enables system administrators to define and enable or disable sending and receiving restrictions that can limit the domains and subdomains emails are sent to or received from. Additionally, they can create limited lists of recipients and senders that can or cannot send/receive emails.

管理帳戶選項卡>發送/接收限制子頁面使系統管理員可以定義並啟用或禁用限制可以限制域和子域的郵件發送或接收的發送和接收。此外，他們還可以建立有限的列表，可以或不能發送/接收電子郵件的收件人和寄件者。

#### Message Sending Restrictions | 資訊發送限制

| GENERAL   | CONTACT INFORMATION | ACCOUNT ALIASES | QUOTAS AND RESTRICTIONS | WEBMAIL OPTIONS | MESSAGE FILTERS | SEND / RECEIVE RESTRICTIONS |
|---|---------------------|-----------------|-------------------------|-----------------|-----------------|-----------------------------|
| <b>Restrictions</b>   |                     |                 |                         |                 |                 |                             |
| <b>Message Sending</b>  |                     |                 |                         |                 |                 |                             |
| Allow sending a maximum of <input type="text" value="1000"/> messages (values: 0-100000) <span>?</span>   |                     |                 |                         |                 |                 |                             |
| with a total size of <input type="text" value="100"/> <input type="text" value="MB"/> in <input type="text" value="1"/> <input type="text" value="hours"/> (values: 0-1048576 KB / 0-360000 seconds) <span>?</span> |                     |                 |                         |                 |                 |                             |
| <input checked="" type="checkbox"/> Maximum number of recipients this user can send in the specified interval <input type="text" value="10000"/> (values: 0-1000000) <span>?</span>                                 |                     |                 |                         |                 |                 |                             |

Limits imposed to sent messages offer system administrators an easy possibility to prevent account users from generating spam. They can thus set a maximum number of messages, their total size and the period in which these are sent using the up and down arrows to select the desired size or editing the corresponding text field. To have the message size calculated in KB, GB or MB use the respective drop-down menu. The time frame for the maximum number of messages can be set to be calculated in seconds, minutes, and hours using the corresponding drop-down menu.

限制發送的郵件給系統管理員提供以防止使用者產生垃圾郵件。因此，他們可以設置總大小的期間內最大數量的消息，使用向上和向下方向鍵選擇所需的大小或編輯相應的文本欄位發送。使用相應的下拉式功能表設置以KB，GB，MB，單位計算的消息大小。消息的最大數目，使用相應的下拉式功能表中的時間幀可以設置為以秒，分鐘和小時計算。



The screenshot shows the configuration interface for email account restrictions. It is divided into two main sections: 'Send' and 'Receive'.  
In the 'Send' section, the 'Enable send restrictions' checkbox is checked. Below it, the 'Domain option' dropdown menu is set to 'Disallow all domains'. An information icon (i) is present to the right of the dropdown. Below the dropdown, a message states: 'Exceptions are inherited from trial11.absolvo.net account defaults. Define explicit exceptions for this account.'  
In the 'Receive' section, the 'Enable receive restrictions' checkbox is unchecked. Below it, the 'Domain option' dropdown menu is also set to 'Disallow all domains'. An information icon (i) is present to the right of the dropdown. Below the dropdown, a message states: 'Exceptions are inherited from trial11.absolvo.net account defaults. Define explicit exceptions for this account.'

The administrator defines the following options:

- Enable/Disable sending restrictions
  - Allow sending only to the same domain
    - Allow sending to subdomains
  - Allow only recipients /Disallow recipients
- Enable/Disable receiving restrictions
  - Allow receiving only from the same domain
    - Allow receiving from subdomains
  - Allow only originators /Disallow originators

Restrictions apply for messages sent from:

- WebMail: An NDR will be returned if the destination address is not allowed.
- SMTP/Outlook Connector: The 'RCPT TO' command will yield a permanent error, if matched.
- Sendmail wrapper: An NDR will be returned if the destination address is not allowed.

管理員定義了以下選項：

啟用/禁用發送限制

- 允許只發送到相同的域
  - 允許發送的子域。
- 允許只有領取/不允許收件人

啟用/禁用接收限制

- 允許只接收來自同一個域
  - 允許接收來自子功能變數名稱
- 允許唯一的發起人/不允許發起人

限制適用於發送的消息：

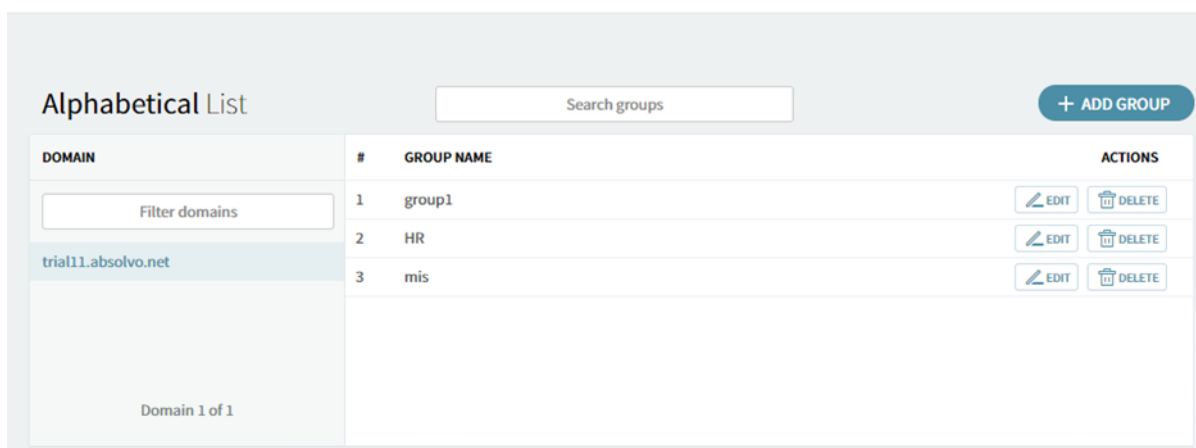
- WebMail：如果目的地址是不允許將返回一個 NDR。
- SMTP/ Outlook 連接器：RCPT TO 命令將產生一個永久性的錯誤，如果匹配的話。
- Sendmail 的包裝：如果目的地址是不允許將返回一個 NDR。

## 4. Groups Tab | 群組選項卡

When first accessing the Groups tab, a list of the existing domains is displayed. To be able to manage the groups you have to first select one of the existing domains.

當第一次訪問群組標籤會顯示現有網站的清單。為了能夠管理組，你必須先選擇一個現有的域。

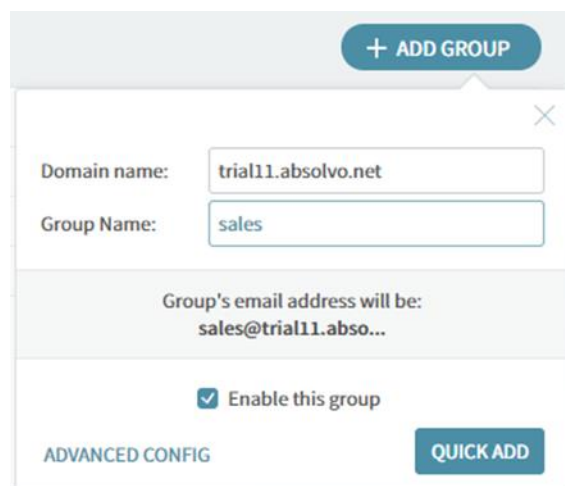
### Manage Groups



The screenshot shows the 'Manage Groups' interface. At the top, there is a search bar labeled 'Search groups' and a '+ ADD GROUP' button. Below this is a table with columns: DOMAIN, #, GROUP NAME, and ACTIONS. The DOMAIN column has a 'Filter domains' input field and a list of domains, with 'trial11.absolvo.net' selected. The table lists three groups: 'group1', 'HR', and 'mis'. Each group has 'EDIT' and 'DELETE' buttons. At the bottom left, it says 'Domain 1 of 1'.

After selecting a certain domain the list of previously created groups is displayed. To run a search for a specific group use the **Group Search** field. To edit an existing group use its corresponding **Edit** button, to delete it hit the **Delete** button. In order to create a new group press the **Add Group** button.

選擇某個域後，先前創建的組清單中顯示。為特定的一組使用組搜索欄位進行搜索。要編輯現有的組使用其對應的“編輯”按鈕，刪除它打“刪除”按鈕。為了創建一個新組，按“添加組”按鈕。



The screenshot shows the 'Add Group' modal form. It has a '+ ADD GROUP' button at the top right. The form contains:
 

- 'Domain name:' field with 'trial11.absolvo.net' entered.
- 'Group Name:' field with 'sales' entered.
- 'Group's email address will be:' field with 'sales@trial11.abso...' displayed.
- 'Enable this group' checkbox, which is checked.
- 'ADVANCED CONFIG' link on the bottom left.
- 'QUICK ADD' button on the bottom right.

The domain you are creating the group in is displayed in the **Domain name** field if you have already selected a certain domain. If you press the **Add Group** button prior to the domain selection you will have to type the desired domain. Specify a name for the group you are creating in the **Group Name** text field. After specifying these two parameters the groups email address will be displayed (generic address is Groupname@Domainname).

Check the **Enable this group option** if you want to render the group active. If you are done configuring the group hit the **Quick Add** button. Alternatively, should you prefer to further fine tune it,

click the **Advanced Config** link. This link and the **Edit** button of already configured link gives access to two configuration pages: **General** and **Message Filters**.

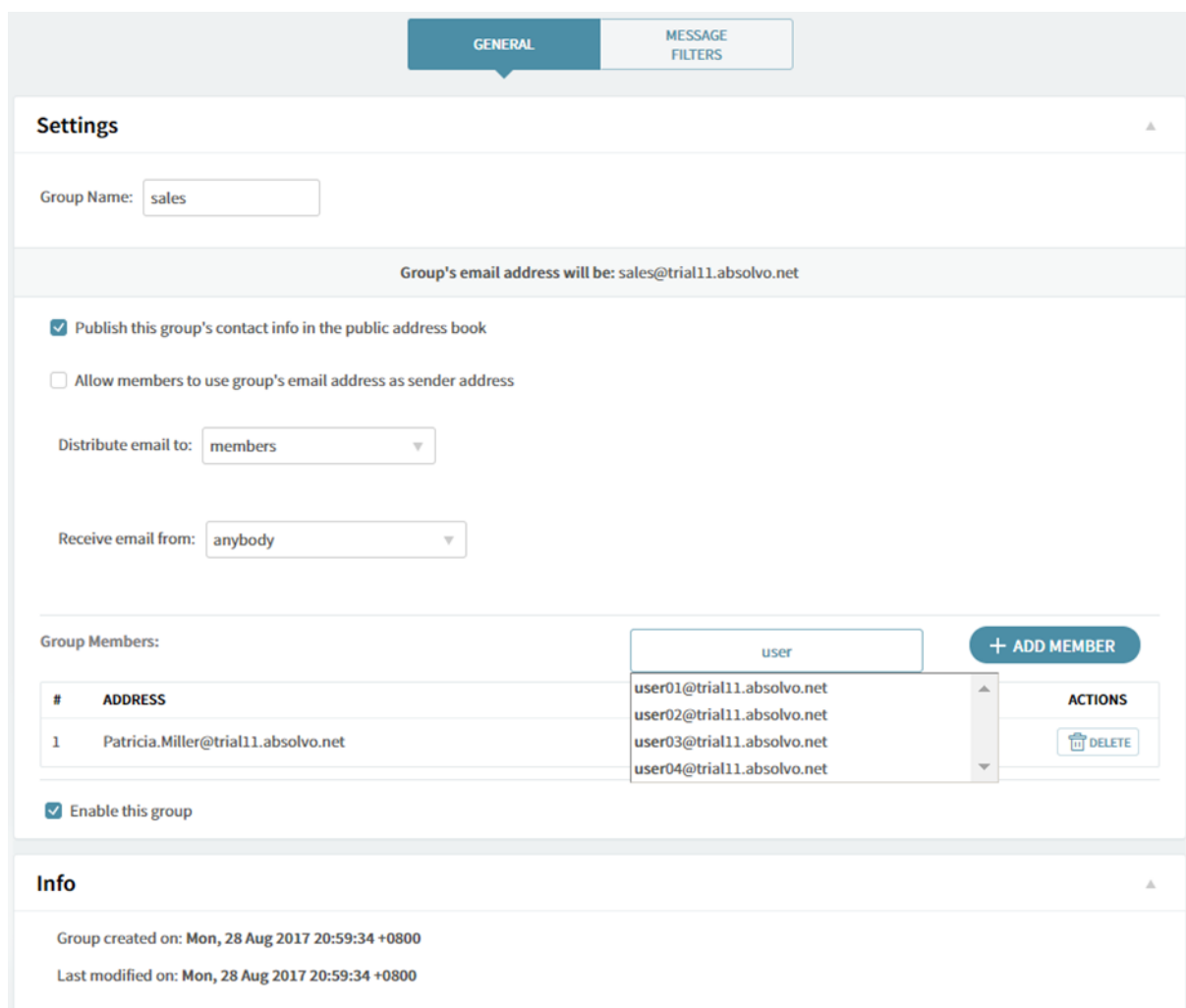
如果您已經選擇了某個域，域創建組將顯示在“功能變數名稱”欄位。如果按域選擇“添加組”按鈕之前，你將不得不鍵入所需的域。所創建組名稱“文本欄位中指定一個名稱。指定這兩個參數後組電子郵件地址 將被顯示的（通用位址是組名@功能變數名稱）。

如果你想使組有效，擊啟用此組選項。如果您完成配置群創“快速添加”按鈕。另外，如你需要進一步微調，按一下“高級配置”連結。此連結和編輯按鈕已經配置的鏈路提供了兩個配置頁面：總則和郵件過濾器的訪問。

## 4.1. Group General Configuration / 常規群組配置

The **Groups > General** page allows you to add and delete group members and also provides information on the group currently edited.

組>常規頁允許您添加和刪除組成員，並還提供了有關當前編輯組。



The screenshot shows the 'GENERAL' configuration page for a group. At the top, there are two tabs: 'GENERAL' (selected) and 'MESSAGE FILTERS'. Below the tabs is a 'Settings' section with a 'Group Name' field containing 'sales'. A message states: 'Group's email address will be: sales@trial11.absolvo.net'. There are two checkboxes: 'Publish this group's contact info in the public address book' (checked) and 'Allow members to use group's email address as sender address' (unchecked). Below these are two dropdown menus: 'Distribute email to:' set to 'members' and 'Receive email from:' set to 'anybody'. A 'Group Members' section contains a table with one member: Patricia.Miller@trial11.absolvo.net. To the right of the table is a '+ ADD MEMBER' button and a 'DELETED' button. Below the table is a checked checkbox 'Enable this group'. At the bottom, an 'Info' section shows 'Group created on: Mon, 28 Aug 2017 20:59:34 +0800' and 'Last modified on: Mon, 28 Aug 2017 20:59:34 +0800'.

Use the **Group Name** text field to edit the name you have previously assigned to your group.

To add a group member type his/her email address in the **Group members** text field. To add more than one member hit the **Add member** button which will generate additional text fields for email addresses. To delete an already added member use the **Delete** button. Check the **Enable this group**

**option** if you want to render the group active.

The **Info** section displays details referring to the creation and last modification date and time of the group.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

使用組名稱文本欄位編輯您先前已分配到組的名稱。要添加組成員類型，他/她的電子郵寄地址組成員

文本欄位。要添加多個成員打“添加成員”按鈕，這將產生額外的電子郵寄地址的文本欄位。要刪除已添加的成員使用“刪除”按鈕。如果你想來渲染該組處於活動狀態，請按啟用此組選項。

資訊部分顯示創建和最後修改的日期和時間組的詳細資訊。

當您完成配置這些參數，記得打“保存配置”按鈕來保存您的更改。

## 4.2. Groups Message Filters / 群組消息篩檢程式

### 式

The **Groups > Message Filters** page enables system administrators to create and manage incoming message rules for a specific group.

### Important!

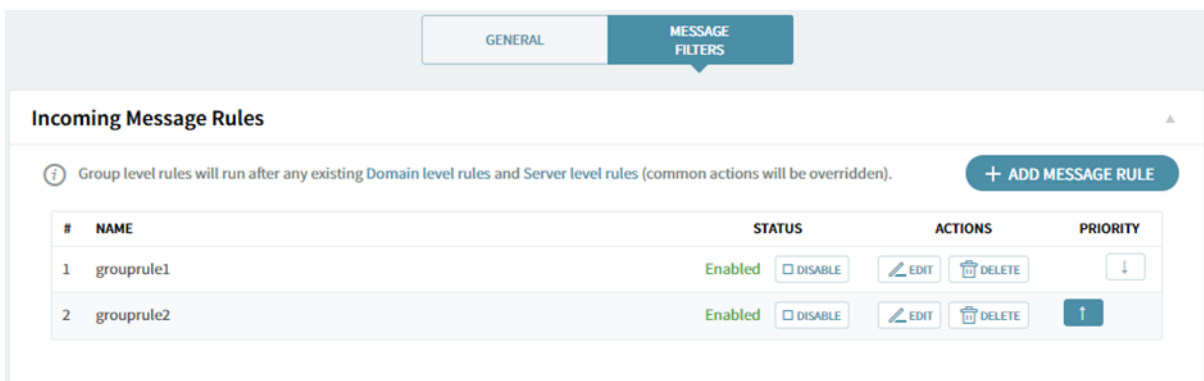
Group level rules will run after any existing Domain level rules and Server level rules (common actions will be overridden).

When first accessing the page a list with the already defined rules and filters is displayed. Both lists can be minimized or maximized by clicking the list name bar.

群組>郵件篩檢程式頁面可讓系統管理員創建和管理一組特定的傳入郵件規則。  
重要！

- 組層面規則將運行在任何現有域的級別規則和伺服器級別規則後（共同行動將覆蓋）。當第一次訪問

該頁面顯示已經定義的規則和篩檢程式清單。兩個列表可以通過點擊列表名稱欄最小化或最大化。



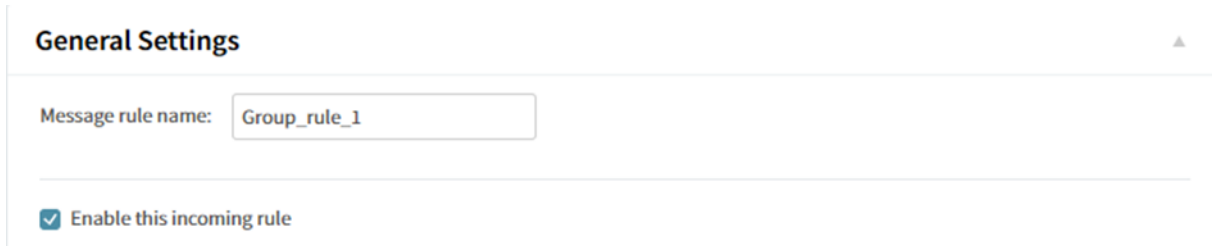
| # | NAME       | STATUS  | ACTIONS                                      | PRIORITY |
|---|------------|---------|--|----------|
| 1 | grouprule1 | Enabled | <input type="checkbox"/> DISABLE EDIT DELETE | ↓        |
| 2 | grouprule2 | Enabled | <input type="checkbox"/> DISABLE EDIT DELETE | ↑        |

Each message rule has an **Enabled/Disabled** status displayed, the action displayed by the button next to it is the opposite of the status. Each rule can be deleted or further configured using the **Delete** and **Edit** buttons.

To set the order in which defined rules should apply use their corresponding up and down arrows available under the Priority section. To configure a new message rule hit the **Add Message Rule** button and then fill in the specific parameters in the new sub-page, New Message Rule.

每個郵件規則的啟用/禁用狀態顯示，它旁邊的按鈕顯示的動作是相反的狀態。每個規則都可以被刪除或進一步使用刪除和編輯按鈕配置。

設置順序定義的規則應適用使用其相應的向下箭頭可根據優先順序部分。要配置新的郵件規則打添加郵件規則按鈕，然後填寫在新的子頁面，新建郵件規則的具體參數。



**General Settings**

Message rule name:

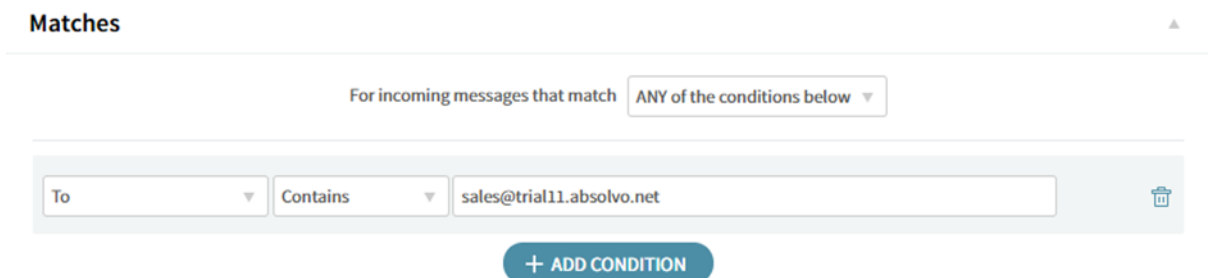
Enable this incoming rule

Use the text box under **General Settings** in order to specify the name of the new rule, then enable the new rule by checking the box in front of the option called **Enable this incoming rule**.

In the **Matches** section first decide the incoming messages for which you want the rule to apply. Next, choose the conditions you want to apply to those messages.

使用常規設置下的文字方塊以指定新規則的名稱，然後啟用新的規則，在前面的選項啟用此傳入規則檢查框。

在“匹配”部分先決定您想要的規則適用傳入的消息。接下來，選擇你想申請這些消息的條件。



**Matches**

For incoming messages that match

+ ADD CONDITION

Use the drop-down menu to select the type of the new condition. Available options include setting conditions relative to the subject, sender, receiver, Cc, To or Cc, size of the email, as well as a customization option accessible by clicking on **Custom**. To delete one of the newly-added criteria hit its corresponding trash-bin shaped button. New message rules can be set to match all or just part of the specified conditions according to your choice.

By editing the Actions section you can decide what you want to do with the messages that match the above conditions. Use the drop-down menu to specify the actions corresponding to the mail message i.e. moving, copying, deleting, or redirecting it to a certain email address etc.

使用下拉式功能表中選擇新的類型。可用的選項包括設置的條件相對的主題，寄件者，接收人，“抄送”，“收件人”或“抄送”的電子郵件的大小，以及自訂選項，可通過按一下“自訂”。要刪除一個新增的標準擊中其相應的垃圾桶邊形按鈕。可以設置新郵件規則，以符合規定的條件下，根據您的選擇全部或只是其中的一部分。

通過編輯“動作”部分，你可以決定你想要做什麼與符合上述條件的消息。使用下拉式功能表來指定相應的動作移動，複製，刪除，或重定向到一個特定的電子郵寄地址的郵件等等。


**Actions** ▲

---

Perform the actions below:

Move to ▼

Sales



+ ADD ACTION

To add a new action click on the **Add action** button and then fill in all the corresponding details in the newly-displayed menus. To delete an action hit the trash-bin shaped button displayed on the right hand side of the action in question.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

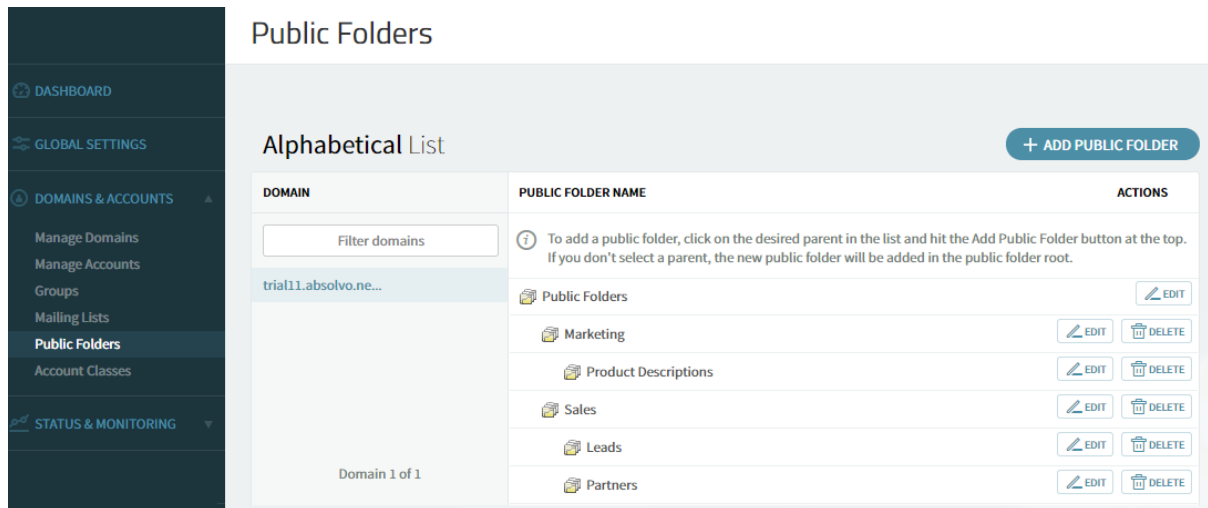
點擊添加操作按鈕添加一個新的動作，然後在新顯示的功能表填寫相應的細節。要刪除動作按按鈕上顯示的右邊動作的垃圾桶。

當您完成配置這些參數，記得打“保存配置”按鈕來保存您的更改。

## 5. Configuring Public Folders | 配置公用資料夾

Use the **Public Folders** tab to manage public folders in CloudMail Mail Server. When selecting this tab the currently existing public folders and sub-folders are displayed.

使用公共資料夾標籤在 CloudMail 郵件伺服器公共資料夾管理。當選擇此選項卡中，目前現有的公共文件夾和子資料夾都顯示。



The screenshot shows the 'Public Folders' management interface. On the left is a dark sidebar with navigation links: DASHBOARD, GLOBAL SETTINGS, DOMAINS & ACCOUNTS (with sub-links for Manage Domains, Manage Accounts, Groups, Mailing Lists, Public Folders, and Account Classes), and STATUS & MONITORING. The main content area is titled 'Public Folders' and features an 'Alphabetical List' of folders. At the top right of this area is a '+ ADD PUBLIC FOLDER' button. Below the title is a 'Filter domains' input field. A table lists the public folders for the selected domain, 'trial11.absolvo.ne...'. The table has three columns: 'DOMAIN', 'PUBLIC FOLDER NAME', and 'ACTIONS'. The folders listed are 'Public Folders', 'Marketing', 'Product Descriptions', 'Sales', 'Leads', and 'Partners'. Each folder has an 'EDIT' button and a 'DELETE' button. A tooltip explains that to add a public folder, one should click on a parent folder and hit the 'Add Public Folder' button, or it will be added to the root if no parent is selected.

If you have defined a large number of public folders, you can quickly locate a certain one by using the **Domain** search menu available on the left of the screen. Just fill in the domain name in order to see all the corresponding public folders and they will be filtered out as you type. Clicking directly on one of the listed domains will also result in displaying all the public folders defined for that specific domain.

To add a new public folder click on the desired parent in the list and hit the **Add Public Folder** button at the top. If you don't select a parent the new public folder will be added in the public folder root. To delete an already defined public folder click its respective **Delete** button.

如果您已經定義了大量的公共資料夾，你可以迅速找到某一個使用域搜索功能表可在螢幕左側。只需填寫功能變數名稱中才能看到相應的公共資料夾，他將基於您鍵入的功能變數名稱作過濾。直接點擊列出的域，也將導致顯示定義特定域的所有公用資料夾。

要添加一個新的公共資料夾上按一下列表中的所需的父，並在上面打添加公共資料夾“按鈕。如果你不選擇父新的公共資料夾將被添加在公共資料夾的根。要刪除一個已定義的公共資料夾，請按一下其各自的“刪除”按鈕。



Fill in the folder name, select the parent folder from the drop-down menu and specify the email address for this public folder. You can insert multiple email addresses: fill in the email address and then click on the **Add Address** button. Should you like to delete one of the listed email addresses, click on the trash bin icon available on the right of the email address. Hit the **Quick Add** button in order to complete the creation of the public folder with these settings or use the **Advanced Config** link to further fine tune it.

When pressing the **Edit** button for an existing public folder or the **Advanced Config** link when creating it, you will be able to make more settings in the **General** and **Quotas** configuration pages.

填寫的資料夾名稱中，選擇從下拉式功能表中的電子郵寄地址，並指定這個公共資料夾的父資料夾。您可以插入多個電子郵寄地址：填寫的電子郵寄地址，然後點擊“添加位址按鈕。如果你想刪除一個上市的電子郵寄地址，按一下回收站圖示，可在右邊的電子郵寄地址。為了完成這些設置公共資料夾的創建或進一步微調它使用高級的配置連結，打“快速添加”按鈕。

現有的公共資料夾或“高級配置”連結“編輯”按鈕，當按下創建它時，您將能夠使更多的設置在通用和配額配置頁。

## Configure Public Folder **Leads** on Domain **trial11.absolvo...**

The name of the configured public folder will be displayed in the upper section of the screen at all times.

配置的公共資料夾的名稱在任何時候都將顯示在螢幕的上半部分。

## 5.1. Public Folders General Configuration / 公共資料夾一般配置

The **Public Folders > General** page allows system administrators to begin the configuration of a public folder.

公共資料夾 > 常規頁，允許系統管理員開始一個公共資料夾的配置。

### Settings | 設置

The screenshot shows the 'Settings' page for a public folder. At the top, there are two tabs: 'GENERAL' (selected) and 'QUOTAS'. Below the tabs, the 'Folder Path' is set to 'Public Folders/Sales/Leads'. The 'Email address(es)' field contains 'leads@trial11.absolvo.net'. To the right of this field is a '+ ADD' button. Below the field is a table with the following structure:

| # | EMAIL ADDRESS                  | ACTIONS     |
|---|--------------------------------|-------------|
| 1 | salesleads@trial11.absolvo.net | EDIT DELETE |

The system administrator can specify here the email address for this public folder. Multiple email addresses can be defined: fill in the email address and then click on the **Add** button. Should you like to delete one of the listed email addresses, click the **Delete** button available on the right of the email address.

系統管理員可以指定此公用資料夾的電子郵寄地址。可以定義多個電子郵寄地址：填寫的電子郵寄地址，然後按一下“添加”按鈕。如果你想刪除一個上市的電子郵寄地址，按一下“刪除”按鈕，可在右邊的電子郵寄地址。

## 5.2. Configuring Public Folders Quotas / 配置公共資料夾配額

The **Public Folders > Quotas** page contains parameters relative to the mailbox and folder levels of the public folder being edited.

公共資料夾 > 配額頁面包含的參數相對郵箱，並正在編輯的“公共資料夾”中的“資料夾級別”。

The screenshot shows the 'Quotas' page for a public folder. At the top, there are two tabs: 'GENERAL' and 'QUOTAS' (selected). Below the tabs, there are two checked options:

- Limit folder size to: 100 MB (values: 0-4294967295 KB)
- Limit total number of messages to: 100000 (values: 0-10000000)

System administrators can set limits for the size of each folder and the total number of messages per each folder by checking the respective options and using the up and down arrows to adjust the limits

to the desired value. For the folder size limit, use the available drop-down menu to select if you want it calculated in KB, MB or GB.

### Important!

The values set will be used by any new public folder you create for this domain. You can override them by editing the **Quotas** section of any specific public folder.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

系統管理員可以限制每個資料夾的大小，檢查各自的選擇和使用向上和向下箭頭調整到所需的值的限制，每份資料夾的郵件的總數。對於資料夾的大小限制，如果你想讓它以 **KB**，**MB** 或 **GB** 計算可使用下拉菜單來選擇。

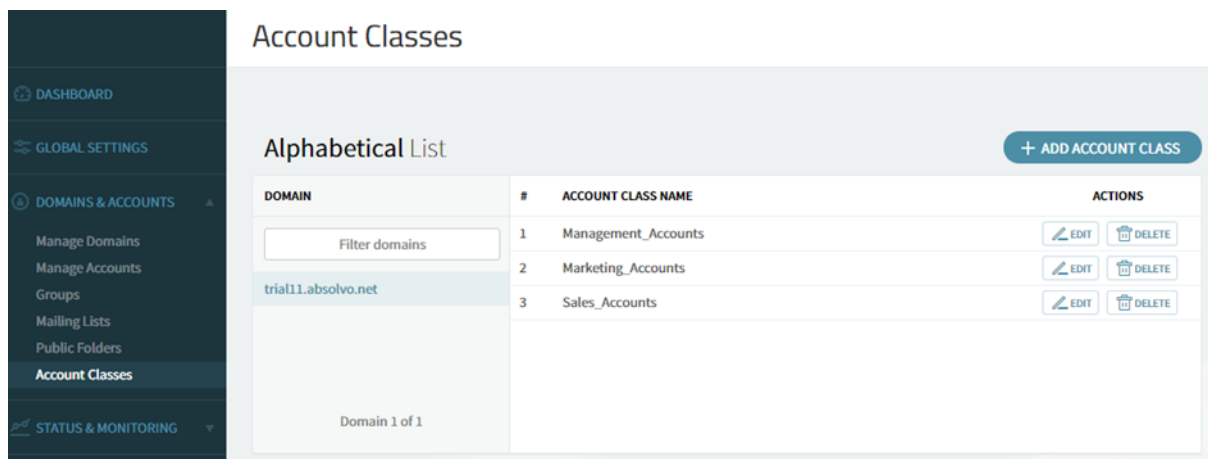
重要！設置的值將被用於此域創建任何新的公共資料夾。您可以編輯任何特定的公共資料夾的配額部分覆蓋它們。

當您完成配置這些參數，記得打“保存配置”按鈕來保存您的更改。

## 6. Account Classes Tab | 帳戶類別選項

Use the **Account Classes** tab to manage the account classes in CLOUDMAIL Mail Server. When selecting this tab the currently existing account classes are displayed.

使用帳戶類標籤管理帳戶類在 CLOUDMAIL 郵件伺服器。當選擇該選項卡目前現有的帳戶分類顯示。



| DOMAIN              | # | ACCOUNT CLASS NAME  | ACTIONS                                     |
|---------------------|---|---------------------|---|
| Filter domains      | 1 | Management_Accounts | <a href="#">EDIT</a> <a href="#">DELETE</a> |
| trial11.absolvo.net | 2 | Marketing_Accounts  | <a href="#">EDIT</a> <a href="#">DELETE</a> |
|                     | 3 | Sales_Accounts      | <a href="#">EDIT</a> <a href="#">DELETE</a> |

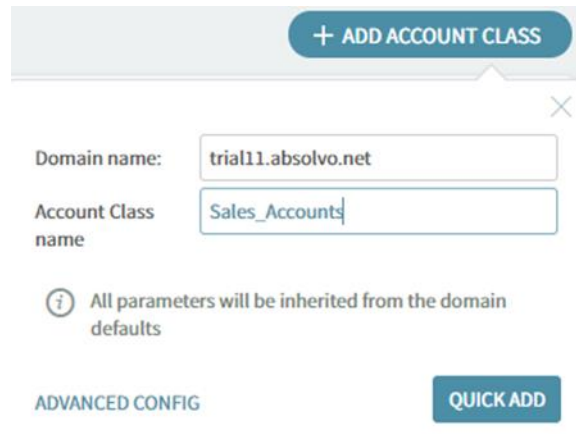
If you have defined a large number of account classes, you can quickly locate a certain one by using the **Domain** search menu available on the left of the screen. Just fill in the domain name in order to see all corresponding account classes, they will be filtered out as you type. Clicking directly on one of the listed domains will also result in displaying all the account classes defined for that specific domain. The above screen-shot displays all the account classes created for the trial11.absolvo.net domain: Marketing\_Accounts, Management\_Accounts and Sales\_Accounts.

To edit an already defined account class hit the **Edit** button on the right side of its name, to delete an

already defined account class click its corresponding **Delete** button. Should you like to add a new account class hit the **Add Account Class** button displayed in the upper right corner of the screen.

如果您已經定義了大量的帳戶類，您可以在螢幕左側快速找到一定的使用域搜索功能表。只需填寫功能變數名稱，才能看到所有相應的帳戶類，他們將被過濾掉，你鍵入。點擊直接上市的域之一，也將導致顯示特定域的所有帳戶定義的類。上面的螢幕截圖顯示 `trial11.absolvo.net` 域的帳戶創建的類：`Marketing_Accounts` `Management_Accounts` `Sales_Accounts`。

要編輯一個已經定義的帳戶類擊中其名稱右側的“編輯”按鈕，按一下其對應的“刪除”按鈕刪除已定義的帳戶類。如果你想添加一個新帳戶類打“添加帳戶類”按鈕顯示在螢幕的右上角。



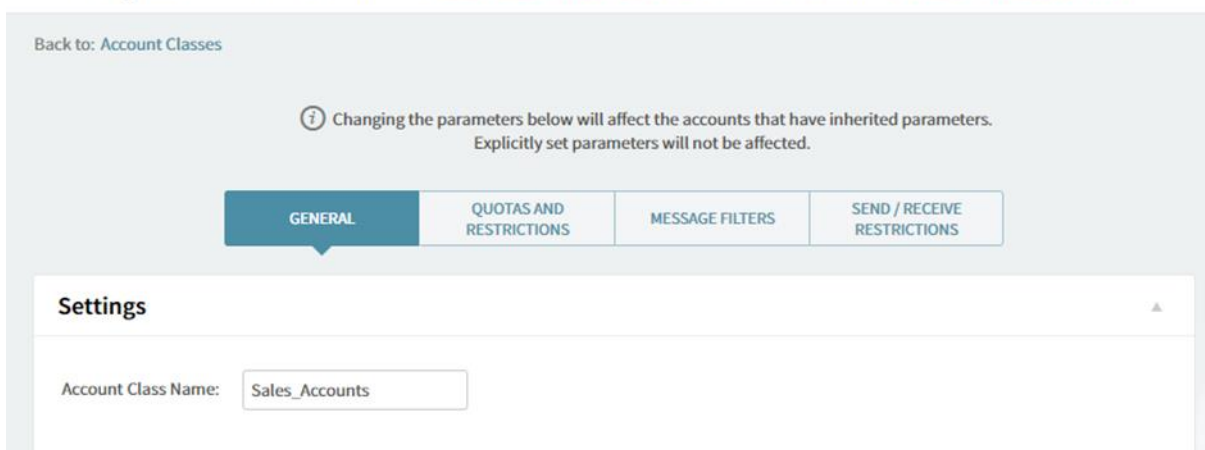
Add a new account class for the currently selected domain, in our case the `mycompany.com` domain, which is also automatically filled in the **Domain Name** field and can be edited.

For successfully creating a new account class fill in its name in the **Account Class Name** field, then hit the **Quick Add** button in order to create it using the default domain inherited parameters or the **Advanced Config** link to explicitly define account parameters. When pressing the **Edit** button for an existing account class or the **Advanced Config** link, you access the three pages shown in the below screenshot. The name of the configured account class is listed in the upper section of the screen at all times.

當前所選的域類添加一個新的帳戶，在我們的例子中 `mycompany.com` 域的，這也是自動填充在功能變數名稱，可以進行編輯。

為了成功地創建一個新帳戶類填寫其名稱，的帳戶類別名稱欄位中，然後按”快速添加“按鈕以創建它 使用的默認域繼承的參數或高級配置鏈路明確定義帳戶參數。當現有帳戶類或“高級配置”連結，按“編輯”按鈕訪問三個頁面下麵的截圖所示。配置的帳戶類的名稱在任何時候都在螢幕的上半部分中列出的。

## Configure Account Class `Sales_Accounts` on Domain `trial11.absol...`



## 6.1. Account Classes General Parameters / 帳戶類常規參數

The **Account Class > General** page displays the list of class services and their current status.

帳戶類>常規頁面顯示的清單一類的服務和他們目前的狀態。

| SERVICE NAME                                       | ACTIONS   |
|--|---|
| <input checked="" type="checkbox"/> SMTP Receiving | <input type="button" value="▶"/> <input type="button" value="□"/> |
| <input checked="" type="checkbox"/> SMTP Sending   | <input type="button" value="▶"/> <input type="button" value="□"/> |
| <input checked="" type="checkbox"/> POP3           | <input type="button" value="▶"/> <input type="button" value="□"/> |
| <input checked="" type="checkbox"/> IMAP           | <input type="button" value="▶"/> <input type="button" value="□"/> |
| <input type="checkbox"/> Remote POP                | <input type="button" value="▶"/> <input type="button" value="□"/> |
| <input checked="" type="checkbox"/> WebMail        | <input type="button" value="▶"/> <input type="button" value="□"/> |

To enable or disable a service use the respective buttons corresponding to that service's name. Please note that at account class level only services affecting account class behavior are displayed - SMTP Receiving, SMTP Sending, POP3, IMAP, Remote POP and WebMail.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

要啟用或禁用服務使用該服務的名稱相對應的相應按鈕。請注意，帳戶帳戶類級別唯一影響帳戶類的行為 - SMTP 接收，發送 SMTP，POP3，IMAP，遠程 POP 和 WebMail。

當您完成配置這些參數，記得打“保存配置”按鈕來保存您的更改。

## 6.2. Configuring Quotas and Restrictions / 配置配額和限制

The **Account Classes > Quotas and Restrictions** page contains parameters relative to mailbox and folder level, notifications to be sent to users and restrictions imposed for all created account classes.

### Important!

Changing the parameters below will affect the account classes that have inherited parameters. Explicitly set parameters will not be affected.

帳戶類>配額和限制頁面包含相對郵箱和資料夾級的參數，通知被發送到用戶所有創建的帳戶類和限制。

重要！改變下面的參數會影響帳戶類繼承的參數。顯式設置的參數將不會受到影響。

## Managing Account Quotas | 管理帳戶配額

**Quotas**

**Mailbox Level**

- Limit total mailbox size to: 1 GB (values: 0-4294967295 KB) (i)
- Limit total number of folders to: 1000 (values: 0-1000000) (i)
- Limit total number of messages to: 500000 (values: 0-100000000) (i)

**Folder Level**

- Limit each folder size to: 4294967295 KB (values: 0-4294967295 KB) (i)
- Limit total number of messages to: 100000 (values: 0-100000000) (i)

**Notifications**

- Notify user when usage reaches 90 % of allowed quota (webmail popup) (i)
- Also send a notification email each time the user logs in but not more frequently than every 1 days (values: 60-43200 minutes) (i)
- Restrict user from sending emails when usage reaches 0 % of allowed quota (max value 100; must be higher than the quota usage warning value) (i)

The total mailbox size, the total number of folders and the total number of messages can be limited by selecting the respective options in the **Mailbox level** area and using the up and down arrows to adjust the limits to the desired value. For the total size limit use the available drop-down menu to select if you want it calculated in KB, MB or GB.

System administrators can set limits for the size of each folder and the total number of messages per each folder by checking the respective options in the **Folder level** section and using the up and down arrows to adjust the limits to the desired value. For the folder size limit use the available drop-down menu to select if you want it calculated in KB, MB or GB.

To have account users notified when they reach a certain level of their allowed quota, through a pop-up displayed when accessing the WebMail interface, check the respective option in the **Notifications** section and use the up and down arrows to increase or decrease the default percentage of the quota. When this option is checked the users are also notified at every login. You can set the frequency of these login notifications using the up and down arrows corresponding to this additional option. To select if the respective value is calculated in seconds, minutes, hours or days check the respective drop-down menu.

郵箱總大小，資料夾的總數和總數的消息可以被限制在郵箱級別區域中選擇相應的選項，並使用向上和向下箭頭來調整限制到所需的值。對於總規模限制如果你想讓它以 **KB**，**MB** 或 **GB** 計算可使用下拉式功能表來選擇。

系統管理員可以設置每個資料夾的大小，並檢查在資料夾級別部分和相應的選項，使用向上和向下箭頭來調整到所需的值的限制，每份資料夾的消息總數的限制。如果你想讓它以 **KB**，**MB** 或 **GB** 計算可使用下拉式功能表來選擇。

有帳戶通知用戶，當他們達到一定的水準，其允許的配額，通過一個彈出訪問 WebMail 介面時顯示，檢查相應的選項，在“通知”部分，並使用向上和向下箭頭來增加或減少的默認百分比配額。當這個選項被選中的使用者在每次登錄的通知。您可以設置使用向上和向下箭頭，以本附加選項對應的頻率，這些登錄通知。如果要選擇各自的價值計算秒，分鐘，小時或幾天檢查相應的下拉式功能表。

## Configuring Restrictions | 配置限制

### Restrictions ▲

---

**Contact Information**

Allow the users to edit their personal contact information (i)

---

**Password policy**

Enable Password Policy enforcement (i)

Password length must be between  and  characters (values: 1-32 / 16-128) (i)

Password must include:  (i)

When changing the password, reject the last  used one(s) (values: 0-8) (i)

Allow the user to change the password (i)

Require a minimum time interval of  days between two consecutive password changes (values: 1-365) days (i)

---

**Password Expiration**

Enable password expiration (i)

Password expires in  days from creation (values: 1-365) (i)

Notify user at each login, starting from  days before the password expiration (values: 1-365) days (i)

Also send  (i)

### Password Policy Enforcement

System administrators can define a **Password Policy** to be enforced when an account is created for a respective domain. First of all, they can set a minimum and maximum number of characters for each password, using the up and down arrows or editing directly the text field of the **Password length** parameters. They can further select from the **Password must include** drop-down menu if passwords should include letters, letters and numbers or letters, numbers and special characters. **Password Expiration** can also be defined by the text fields.

– **WebMail**

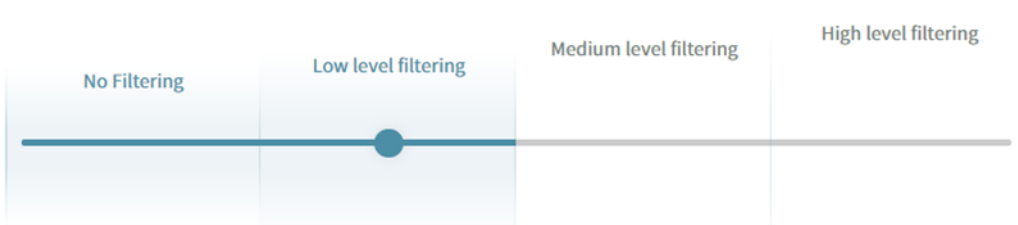
Limit attachment size to:   (values: 0-102400 KB) i

Limit number of attachments per message to:  (values: 0-1024) i

Limit message size to:   (values: 0-1048576 KB) i

Limit number of recipients to:  (values: 1-2048) i

– **Minimum allowed HTML body filtering level (use the slider to change the value)** i



The slider is positioned between 'No Filtering' and 'Low level filtering'.

To limit the size of email message attachments check the respective option in the **WebMail** section and use the up and down arrows to select the desired size. To have the size measured in KB, MB or GB use the available dropdown menu.

Use the up and down arrows of the **Limit number of attachments per message** option or edit its corresponding text field to set a maximum number of attachments allowed to email messages sent or received from any account using the WebMail interface

Check the **Limit message size** option to set a maximum size for sent and received messages through the WebMail interface. To do so, use the up and down arrow to select the desired size or edit the corresponding text field.

The **Limit number of recipients** option allows you to configure a maximum number of recipients for WebMail email messages using the up and down arrow to select the desired size or editing the corresponding text field.

To set the **HTML Body Filtering Level** for this specific account when connected to via WebMail, use the available slider. The HTML filtering level stand for the following:

No Filtering

Low level filtering - converts the message to standard XHTML

Medium level filtering - generates the email body based on a list of known/allowed attributes and tags. Anything that is not on this 'allowed list' is removed. This level removes java script, styles, etc.

High level filtering - generates the email body based only on text components. This means that only plain text components remain in the message. This forth level is the strictest and may actually damage some formatting, but it is also the safest.

要限制電郵附件的大小可參考 **WebMail** 一節，使用向上和向下方向鍵選擇所需的大小。下拉式功能表有

KB，MB 或 GB 的大小。

使用向上和向下箭頭限制每封郵件的附件選項或編輯對應的文本欄位來設置使用 **Webmail** 介面允許最大數量的附件電郵發送或接收任何帳戶，



按郵件大小限制選項設置最大大小，通過 **Webmail** 介面發送和接收的消息。要做到這一點，請使用向上和向下箭頭，選擇所需的大小或編輯相應的文本欄位。

收件人的數目限制選項允許您配置一個 **WebMail** 電郵最大收件人數。使用向上和向下箭頭，選擇所需的大小或編輯相應的文本欄位。

要設置所有通過 **WebMail** 域連接的帳戶的 **HTML** 正文過濾級別，使用可用滑杆。**HTML** 過濾級別代表以下內容：

無過濾

低級別的過濾 - 郵件轉換為標準的 **XHTML**

中等級別的過濾 - 身體/允許的屬性和標籤的清單的基礎上生成的電子郵件。任何不上這個'允許列表中被刪除。此級別中刪除的 **java** 腳本，樣式等。

高層次過濾 - 僅基於文本元件生成電子郵件正文中。這意味著，只有純文字元件留在該消息。這第四層是最嚴格的，可能會損害一些格式，但它也是最安全的。

## Remote POP Restrictions | 遠程 POP 限制

**Remote POP**

Maximum RPOP accounts that can be defined:  (values: 0-16) ⓘ

Minimum message retrieval interval:   (values: 1-10080 minutes) ⓘ

System administrators can limit the number of remote POP accounts for account classes. To do so use the up and down arrows to select the desired size or edit the corresponding text field. Additionally you can specify a minimum interval between two email retrievals for each RPOP connection. Use the **Minimum message retrieval interval** dropdown menu to have it calculated in seconds, minutes or hours.

系統管理員可以限制遠端 POP 帳戶定義用戶的數量。要做到這一點，請使用向上和向下箭頭選擇所需的大小或編輯相應的文本欄位。此外，您還可以指定兩個電子郵件檢索為每個 RPOP 連接之間的最短間隔。用最少的資訊檢索的時間間隔，下拉式功能表中有秒，分鐘或小時計算。

## Temporary Email Addresses Restrictions

**Temporary Email Addresses**

Enable temporary email addresses ⓘ

Max number of temporary email addresses:  (values: 0-16) ⓘ



Delete temporary email addresses after:   (values: 3600-31536000 seconds) ⓘ



The administrator can set some limits on the usage of temporary email addresses. A user may request maximum 16 temporary email addresses (aliases), if the limit is set to '0' the 'Add' button in WebMail (in the 'Temporary Email Addresses' section) will be disabled but old temporary email address will still be available until they expire or are deleted. The time period from the creation of a temporary email address to its automatic deletion can be set between 10 minutes and 1 year.

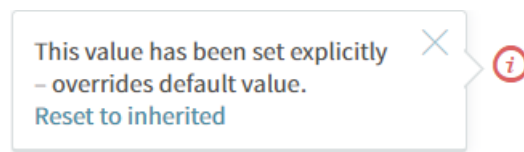
管理員可以設置一些限制使用的臨時電子郵寄地址。使用者可以請求最多 16 個臨時電子郵寄地址（化名）。如果限制設置為“0”，在 **WebMail** 的“添加”按鈕（“臨時電子郵寄地址”一節）將被禁用，但舊的臨時電子郵寄地址仍然可以使用，直到到期或刪除。可以設置在 10 分鐘到 1 年的時間內創建一個臨時的電子郵寄地址自動刪除。

當您完成配置這些參數，記得打“保存配置”按鈕，保存您所做的更改。

## Parameter inheritance | 參數繼承

Parameters or parameter groups that are inherited from the domain's account defaults are automatically marked with the  icon. When explicitly setting the value of an inherited parameter it will be marked with the  icon. Moreover, any further changes at parent level (domain's account defaults or account class) will only affect inherited parameters, while explicitly set ones will keep their value. You can, at any time, revert the explicit parameters to their inherited value, by clicking the 'Inherit' link related to the explicitly set parameter (orange) icon.

參數或參數組都繼承自域的帳戶被預設自動標記  圖示。當顯式設置 繼承的參數的值，它會被標記  圖示。此外，任何進一步的修改在父級（域帳戶的默認設置或帳戶類），只會影響繼承的參數，顯式設置的，而將保持其價值。您可以在任何時間，明確的參數恢復其繼承的值，點擊“繼承”連結顯式設置的參數（橙色）圖示。



When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

當您完成配置這些參數，記得打“保存配置”按鈕，保存您所做的更改。

### **6.3. Managing Message Filters** | 管理郵件篩檢程式

The **Account Classes > Message Filters** page enables system administrators to create and manage incoming message rules for an account class.

#### **Important!**

Changing the parameters below will affect the account classes that have inherited parameters. Explicitly set parameters will not be affected.

Account level rules will run after any existing Domain level rules and Server level rules (common actions will be overridden).

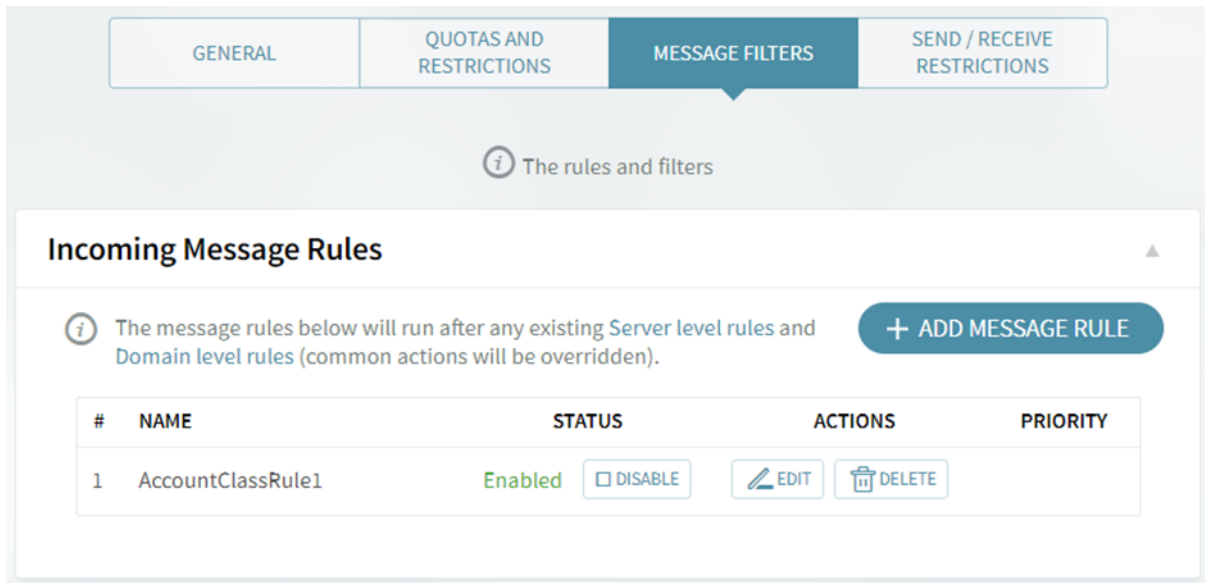
**Important!** When first accessing this tab to be able to add filters for this account class click the **Define explicit** link.

帳戶類>郵件篩檢程式頁面可讓系統管理員創建和管理一個帳戶類的傳入郵件規

則。重要！改變下面的參數會影響帳戶類繼承的參數。顯式設置的參數將不會受到影響。

帳戶級別的規則將運行後，任何現有的域級別規則和伺服器級別規則（共同行動將覆蓋）。

重要！當第一次訪問這個標籤能夠此帳戶類添加篩檢程式，按一下定義明確連結。



GENERAL QUOTAS AND RESTRICTIONS **MESSAGE FILTERS** SEND / RECEIVE RESTRICTIONS

*i* The rules and filters

### Incoming Message Rules

*i* The message rules below will run after any existing Server level rules and Domain level rules (common actions will be overridden). **+ ADD MESSAGE RULE**

| # | NAME              | STATUS  | ACTIONS  | PRIORITY |
|---|-------------------|---------|--|----------|
| 1 | AccountClassRule1 | Enabled | <input type="checkbox"/> DISABLE <input type="button" value="EDIT"/> <input type="button" value="DELETE"/> |          |

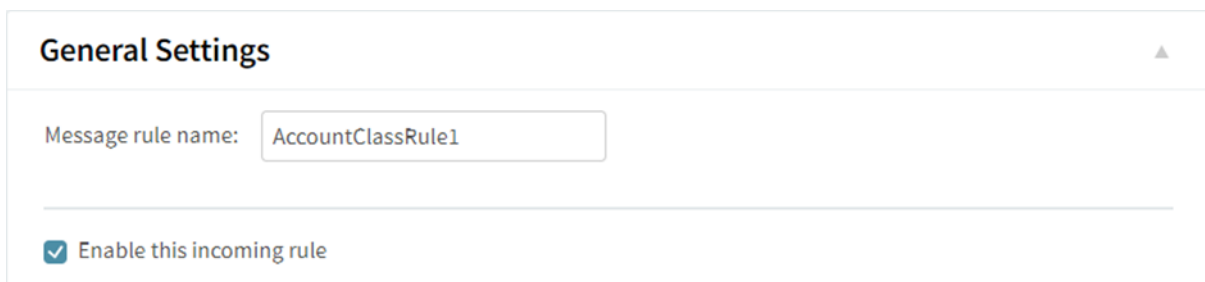
Each message rule has a Enabled/Disabled status displayed and next to it, the **Enabled/Disabled** button displays the opposite action of the status. To set the order in which defined rules should apply use their corresponding up and down arrows available under the Priority section.

Message rules can be deleted or further configured using the **Delete** and **Edit** buttons. To add a new message rule click the **Add Message Rule** button. In the new window type a name for the incoming message rule in the **Message rule name** field and check the **Enable this incoming rule** option to activate it.

每一個消息規則有一個啟用/禁用狀態顯示在它旁邊，啟用/禁用按鈕顯示的狀態相反的動作。設置順序定義的規則應適用使用其相應的向下箭頭可根據優先順序部分。

郵件規則可以被刪除或進一步使用“刪除”和“編輯”按鈕配置。要添加一個新的郵件規則按一下“添加

郵件規則”按鈕。在新視窗中鍵入消息規則名稱欄位中傳入的消息規則的名稱，選中啟用此傳入規則選項來啟動它。



### General Settings

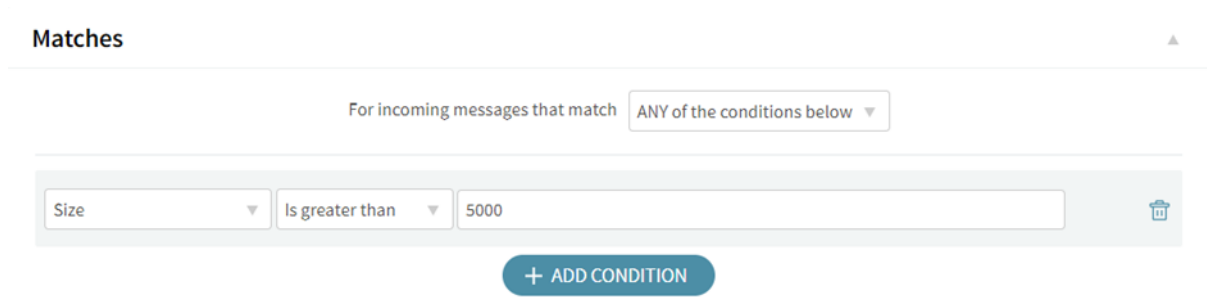
Message rule name:

---

Enable this incoming rule

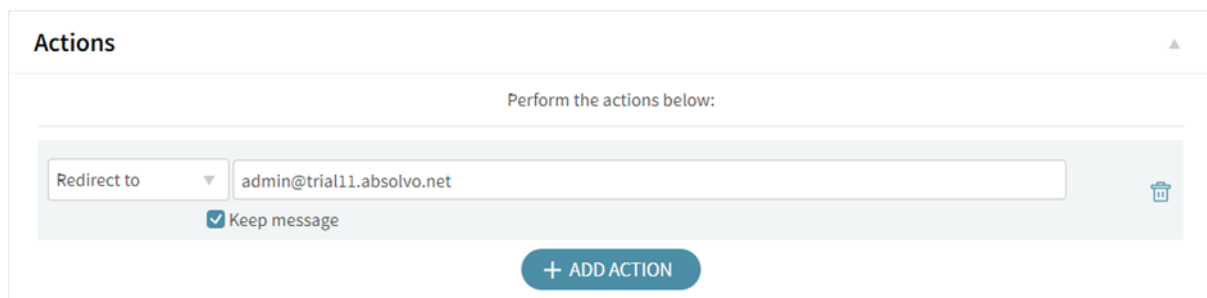
In the **Matches** section first decide the incoming messages for which you want the rule to apply. Next, choose the conditions you want to apply to those messages (e.g. for messages greater than 5000kb).

在“匹配”部分先決定您想要的規則適用傳入的消息。接下來，選擇你想要的條件，申請到這些消息（例如大於 5000KB 的消息）。



By editing the **Actions** section, you can decide what you want to do with the messages that match the above conditions. Use the drop-down menu to specify the actions corresponding to the mail message, i.e. moving, copying, deleting, or redirecting it to a certain email address etc.

通過編輯“動作”一節中，你可以決定你想要做什麼與符合上述條件的消息。使用下拉式功能表指定動作對應到郵件，即移動，複製，刪除，或重定向到一個特定的電子郵寄地址等。



Several actions to be performed can be added, click on the **Add action** button and fill in all the corresponding details in the newly-displayed menus. To delete an action click the trash-bin shaped button displayed on the right hand side of the action in question.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

一些需要執行的操作，可以添加，點擊“添加動作按鈕並填寫相應的細節在新顯示的功能表。要刪除動作 按一下右手邊的動作在問題頁面上顯示的垃圾桶邊形按鈕。

當您完成配置這些參數，記得打“保存配置”按鈕來保存您的更改。

## 6.4. Managing Send / Receive Restrictions per Account Class / 限制每帳戶類 發件/收件的管理

The **Account Classes Tab > Send/Receive Restrictions** sub-page enables system administrators to define and enable or disable sending and receiving restrictions that can limit the domains and subdomains emails are sent to or received from. Additionally, they can create limited lists of recipients and senders that can or cannot send/receive emails.

帳戶類別選項>發送/接收限制子頁面，使系統管理員能夠定義並啟用或禁用限制可以限制域和子域的郵件發送或接收的發送和接收。此外，他們還可以建立有限的列表，可以或不能發送/接收電子郵件的收件人和寄件者。

### Message Sending Restrictions | 資訊發送限制

The screenshot shows the 'SEND / RECEIVE RESTRICTIONS' configuration page. The 'Restrictions' section is expanded to show 'Message Sending' settings. It includes a text field for 'Allow sending a maximum of' (set to 1000), a unit dropdown (set to MB), and a time frame dropdown (set to hours). The text below the form indicates that values for the number of messages range from 0 to 1000000, and values for the time frame range from 0 to 1048576 KB / 0-360000 seconds.

Limits imposed to send messages offer system administrators an easy possibility to prevent account users from generating spam. They can thus set a maximum number of messages, their total size and the period in which these are sent using the up and down arrows to select the desired size or editing the corresponding text field. To have the message size calculated in KB, GB or MB use the respective drop-down menu. The time frame for the maximum number of messages can be set to be calculated in seconds, minutes, and hours using the corresponding drop-down menu.

限制發送的郵件給系統管理員提供以防止使用者產生垃圾郵件。因此，他們可以設置總大小的期間內最大數量的消息，使用向上和向下方向鍵選擇所需的大小或編輯相應的文本欄位發送。使用相應的下拉式功能表設置以 KB，GB，MB，單位計算的消息大小。消息的最大數目，使用相應的下拉式功能表中的時間幀可以設置為以秒，分鐘和小時計算。

**Send**

Enable send restrictions

Domain option:

Exceptions:

There are no exceptions defined yet.

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**Receive**

Enable receive restrictions

Domain option:

Exceptions:

There are no exceptions defined yet.

The administrator defines the following options:

**Enable/Disable sending restrictions**

- Allow sending only to the same domain
  - Allow sending to subdomains
- Allow only recipients /Disallow recipients

**Enable/Disable receiving restrictions**

- Allow receiving only from the same domain
  - Allow receiving from subdomains
- Allow only originators /Disallow originators

Restrictions apply for messages sent from:

WebMail: An NDR will be returned if the destination address is not allowed.

SMTP/Outlook Connector: The 'RCPT TO' command will yield a permanent error, if matched.

Sendmail wrapper: An NDR will be returned if the destination address is not allowed.

管理員定義了以下選項：

**啟用/禁用發送限制**

- 允許只發送到相同的域
  - 允許發送的子域。
- 允許只有領取/不允許收件人

**啟用/禁用接收限制**

- 允許只接收來自同一個域
  - 允許接收來自子功能變數名稱
- 允許唯一的發起人/不允許發起人

限制適用於發送的消息：

- **WebMail**：如果目的地址是不允許將返回一個 **NDR**。
- **SMTP/ Outlook 連接器**：RCPT TO 命令將產生一個永久性的錯誤，如果匹配的話。
- **Sendmail** 的包裝：如果目的地址是不允許將返回一個 **NDR**。