

HKBN Cloud Email Server Admin Manual

云电邮服务器管理手册

(Version 2.0)

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1. Mail Server Administration | 邮件服务器管理

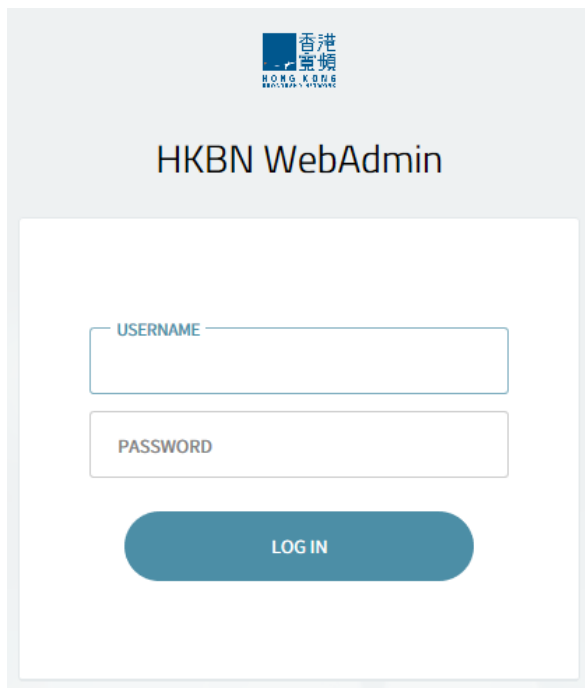
1.1 Working with WebAdmin | 使用 WebAdmin

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

Input Username and Password to login the WebAdmin console.

访问云电邮 WebAdmin: <https://cloudmailadmin.hkbnes.net>

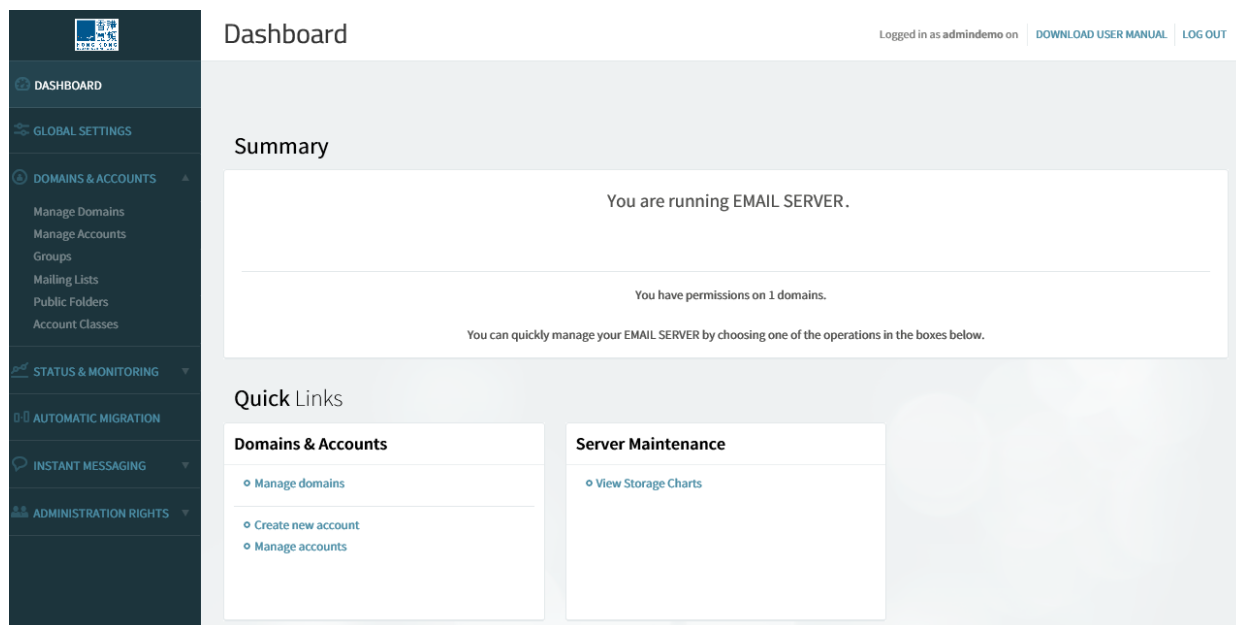
输入用户名和密码登录的 Web 管理后台。



The image shows the HKBN WebAdmin login interface. At the top, there is the HKBN logo and the text 'HKBN WebAdmin'. Below this, there is a login form with two input fields: 'USERNAME' and 'PASSWORD'. A blue 'LOG IN' button is positioned below the password field.

After login, you will see the Summary Page.

登录后，你会看到摘要页。



The image shows the HKBN WebAdmin Dashboard. The top bar includes the HKBN logo, the title 'Dashboard', and links for 'Logged in as admin demo on', 'DOWNLOAD USER MANUAL', and 'LOG OUT'. The main content area is divided into a left sidebar and a main panel. The sidebar contains a list of menu items: DASHBOARD, GLOBAL SETTINGS, DOMAINS & ACCOUNTS (with sub-items: Manage Domains, Manage Accounts, Groups, Mailing Lists, Public Folders, Account Classes), STATUS & MONITORING, AUTOMATIC MIGRATION, INSTANT MESSAGING, and ADMINISTRATION RIGHTS. The main panel has a 'Summary' section with the text 'You are running EMAIL SERVER.' and 'You have permissions on 1 domains.' Below this, there is a 'Quick Links' section with two columns: 'Domains & Accounts' (containing 'Manage domains', 'Create new account', and 'Manage accounts') and 'Server Maintenance' (containing 'View Storage Charts').

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

下面介绍一些你云电邮 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 改变任何参数值后，你需要在配置文件中保存新的值。为了做到这一点，你需要按在所有选项卡页和子页中“保存配置”的按钮。在下面的例子中，用户帐户设置一个随机密码被保存。

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 | 确认/错误信息

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.

當发出命令后，你应该检查页面上半部分显示的确认消息。在下面的例子中，帐户的参数已更改成功。

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

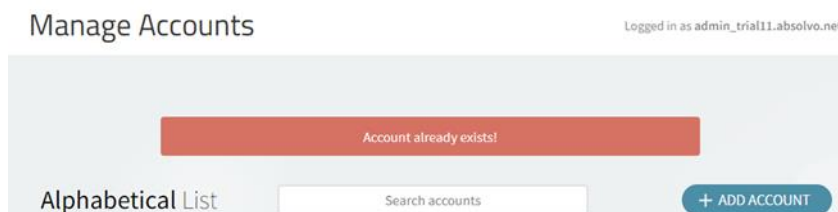
You can edit this user's personal data in the Contact Information section

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:

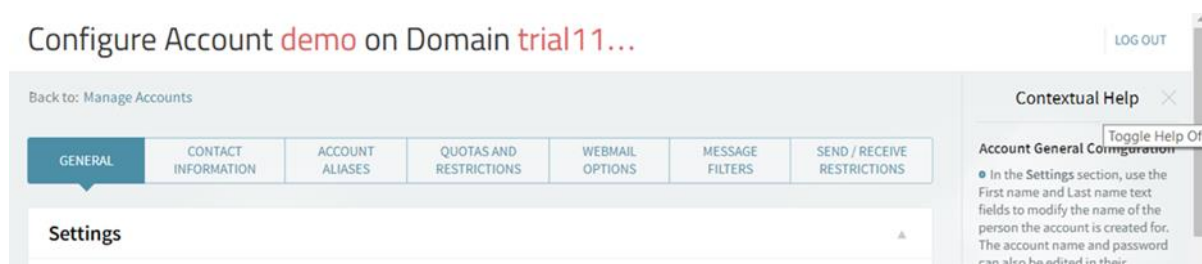
在下面的例子中，一个帐户创建操作失败，在系统上半部分会通知您更改状态：



Displaying/Hiding the Contextual Help | 显示/隐藏内容相关帮助

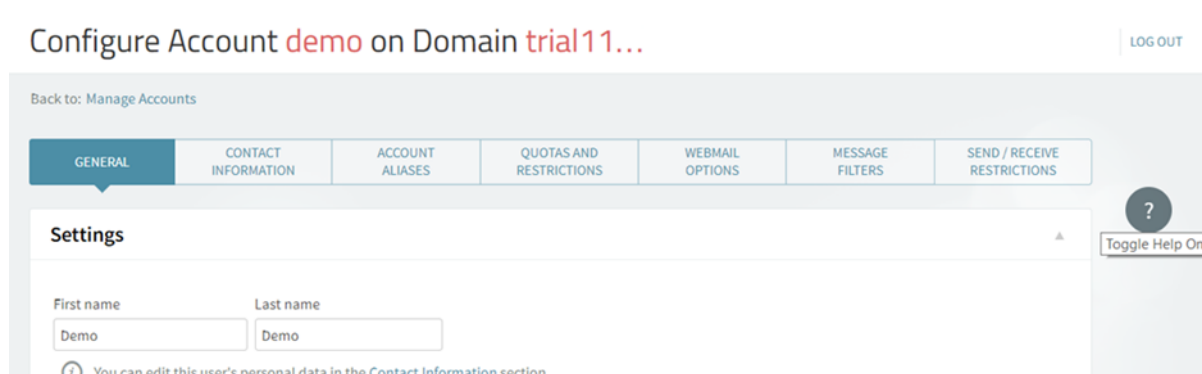
The WebAdmin Interface implements a **Contextual Help** feature, which guides system administrators through their daily actions by explaining all the available options and parameters. Contextual Help is activated by default and displayed in the right hand side of each page.

WebAdmin 的界面实现内容相关帮助功能，引导系统管理员解释所有可用的选项和参数。内容相关帮助默认情况下显示在每个页面的右边边。



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:

要关闭内容相关帮助窗口，按在上面截图所示的“X”按钮。一旦停用，你可以点击 **问号按钮** 打开它，如下图所示：



1.2 Mailbox Creation Step / 创建邮箱步骤

Add mailbox into Cloud Mail Admin console | 在云邮件管理后台添加邮箱

- i. Go to Domains & Accounts->Manage Accounts | 域账户 - >管理帐户

Manage Accounts

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

Alphabetical List

Search accounts

+ ADD ACCOUNT

DOMAIN	#	ACCOUNT NAME	ACTIONS
demo.com	1	demo	EDIT DELETE
	2	nmctest	EDIT DELETE
	3	postmaster	EDIT

Filter domains

Domain 1 of 1

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

- ii. Select your domain, Click "Add Account" | 选择你的域名，点击“添加帐户”

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

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 | 点击 “快速添加” 完成

(2) Add mailbox into Sentry EDS console | 添加邮箱到 Sentry EDS 后台

- i. Login Sentry-EDS console | 登录 Sentry EDS 后台
- ii. Go to Mailboxes and Groups->Mailbox Management | 转到邮箱和邮件组 -> 邮箱管理

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

- iii. Click “Add / Delete Mailboxes” | 单击 “添加/删除邮箱”
- iv. There have 2 method to add user mailbox | 有 2 个方法来添加用户邮箱
 - A. -Click “Add Mailbox” | 点击 “添加邮箱”

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 | 输入电邮地址，密码，确认密码
- Group: Select “Everyone” | 选 “所有人” 组
- Click “Add Mailbox” | 点击 “添加邮箱”

B. -Click “Add Multiple Mailboxes” | 点击 “添加多个邮箱”

Reporting Quarantines Allow/Deny Lists Policies Settings Mailboxes and Groups

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

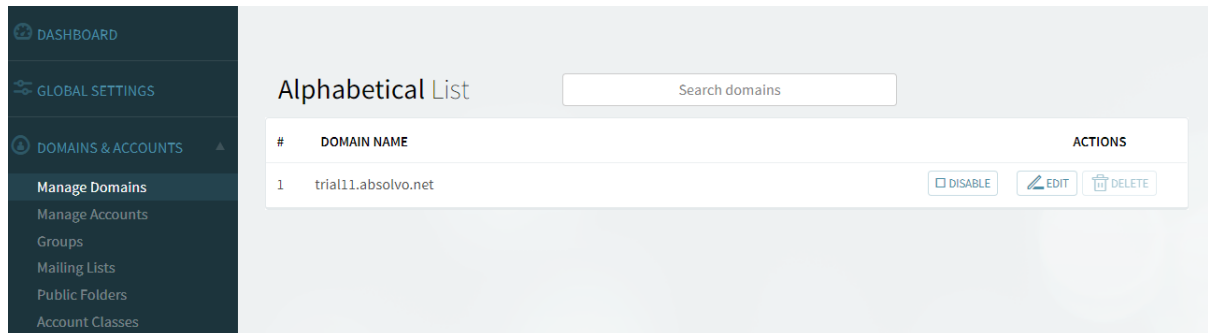
Save Cancel

- Input the Email Address | 输入电邮地址
(Please add one email address per row without other symbols)| （请添加一个每行没有其他符号的电邮地址）
- Click “Save” | 点击 “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) | （用户可以访问后台垃圾邮件隔离报告，通过这种方法创建不需要设置的密码）

2. The Manage Domains Tab | “管理域”选项卡

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

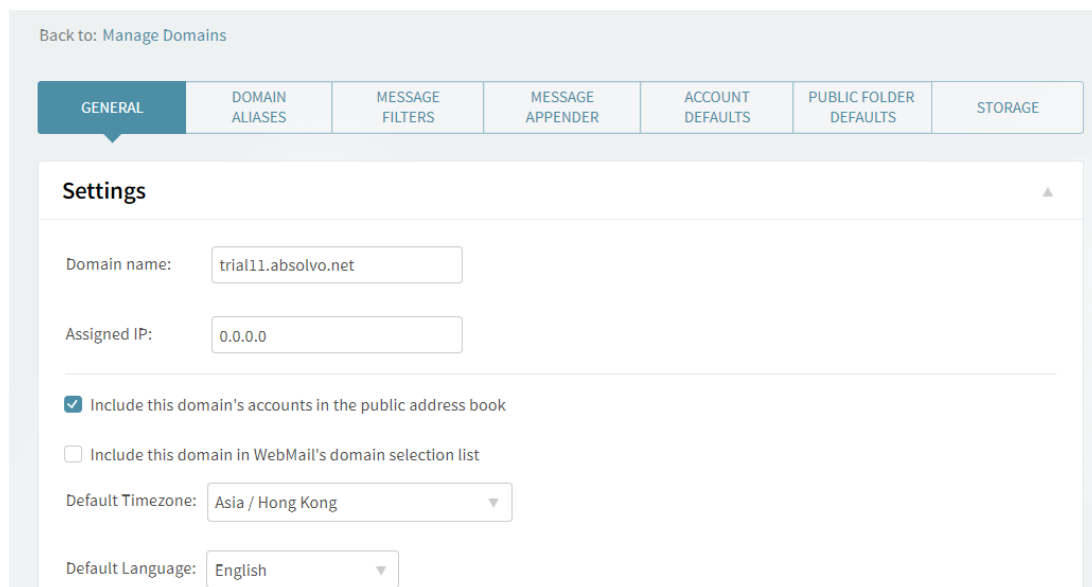
当第一次进入“域”选项卡，會显示先前定义的域列表。



2.1. Domains General Configuration | 域名一般配置

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> “常规” 选项卡允许系统管理员为特定正在运行服务的域和其他域的相关参数设置。



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.

如果你想有一个特定的域，包括在云电邮的公共地址簿创建的帐户，请确保选中相应的选项。如果你的用户默认语言不是英语，你可以切换到相应的语言。它会改变云电邮的默认语言。

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.

服务部显示列表中的域名服务和它们的当前状态。要启用或禁用服务，使用对应服务名称的相应按钮。请注意，在域级别中只显示影响域名行为的服务 - SMTP 接收，SMTP 发送，POP3，IMAP，远程 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

CHANGE FOLDER

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.

系统管理员可以在编辑域内的所有部分进一步决定如何处理邮件发送到不存在的用户。可用的选项中选择框，让他们拒绝，将它们重定向到一个现有的公共文件夹中，或将它们重定向到一个包罗万象的帐户。如果邮件被重定向到一个帐户，你也可以指定存储在一个文件夹中的邮件，使用“更改文件夹”按钮。

Groupware

Groupware is currently **enabled** for this domain

DISABLE GROUPWARE

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.

从常规页面管理员还可以为当前编辑的域启用或禁用组件功能。现在 MACL 支持状态由相对的按钮显示 操作状态。如果你错误按下按钮，你可以返回到以前的状态，通过点击撤消链接。

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.

信息部分显示特定的域创建，修改和上次登录日期和时间的详细信息。当您完成配置这些参数，记得按“保存配置”按钮，保存您所做的更改。

2.2. Defining Domain Aliases / 定义域别名

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

管理域>域别名页面允许系统管理员创建一个特定域别名的列表。

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:

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

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.

该页面显示先前定义的别名列表。每个人都可以编辑地址文本字段。要删除别名，请使用相应的“删除”按钮。要添加一个新的别名，在右上角的文本字段中键入它的名称和按“添加别名”按钮。

当您完成配置这些参数，记得打“保存配置”按钮，保存您所做的更改。

2.3. Domain Message Filters Page / 域邮件过滤器

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>邮件过滤器页面可帮助系统管理员创建和管理一个特定域的传入邮件规则。

重要！

域级别规则将运行在任何现有的服务器级规则（一般动作）将被覆盖

当第一次访问页，已定义的规则和过滤器列表将被显示。这两个列表可以通过点击列表中的名称栏最小化或最大化。每封邮件和过滤器有一个启用/禁用状态显示和它旁边的启用/禁用按钮显示的状态相反的操作。使用向上和向下箭头，根据优先级部分，优先级之间启用邮件规则是可以改变的。

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	ENABLE 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.

要添加一个新的规则配置域，单击添加邮件规则按钮。他们可以被删除或进一步使用“删除”和“编辑”按钮。在邮件规则名称文本提交传入邮件规则键入一个名称，选中”启用此传入规则选项来激活它。

General Settings

Message rule name:

☒ Enable this incoming rule

Matches

For incoming messages that match ANY of the conditions below

Subject

Contains

Subject

Contains

+ ADD CONDITION

Actions

Perform the actions below:

Delete

+ 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.

进一步选择，如果邮件过滤匹配全部或任何定义的标准時。您可以通过点击“添加条件”按钮添加尽可能多的条件。使用添加动作按钮来定义如果电邮符合指定的条件将要采取的行动。

当您完成配置这些参数，记得打“保存配置”按钮，保存您所做的更改。

2.4. Configuring the Message Appender / 配置信息追加工具

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 > 信息追加页允许系统管理员创建各域追加信息接所有邮件。

The screenshot shows the 'Message Appender' configuration page. 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 tabs, 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 message '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发送的邮件，请选启用邮件信息追加选项，并在文本框中编辑信息。

当您完成配置这些参数，记得打“保存配置”按钮，保存您所做的更改。

2.5. Managing Account Defaults / 管理帐户默认值

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

管理帐户>帐户默认页定义参数将自动继承所有新的帐户和帐户类，可以显式设置（覆盖）在各自的帐户或帐户类的高级配置中的默认值。

页面提供了三种不同的子页面的访问：

常规 - 允许系统管理员设置正在运行的被继承服务

配额和限制 - 使管理员能够设置某些信箱限制的水平，文件夹级别，通知，密码策略，等等。

邮件过滤器 - 允许创建邮件规则

2.5.1. Account Defaults General Parameters | 帐户默认参数

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.

默认帐户>通用的子页面列出了当前已启用或禁用的域级别服务。当这种服务在域级别被停止或启动，帐户内的特定域将继承此配置。

SERVICE NAME	ACTIONS
✓ SMTP Receiving	▶ □
✓ SMTP Sending	▶ □
✓ POP3	▶ □
✓ IMAP	▶ □
✗ Remote POP	▶ □
✓ WebMail	▶ □

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.

使用该服务对应的相应按钮启用或禁用服务。请注意，在域级别中，只影响服务显示域名的行为- SMTP 接收，SMTP 发送，POP3，IMAP，远程 POP 和 WebMail。

当您完成配置这些参数，记得打“保存配置”按钮，保存您所做的更改。

2.5.2. Configuring Account Quotas and Restrictions | 配置帐户的配额和限制

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.

配额和限制子页面所包含的参数与邮箱和文件夹级有关，通知被发送到所有创建在域级别的帐户的用户和限制。

Managing Account Quotas | 管理帐户配额

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.

在邮箱级别中，邮箱大小，文件夹和消息的总数是可限制的，选择相应选项的邮箱，然后使用向上和向下箭头来调整的范围为所需的值。如果你想以 KB，MB 或 GB 计算总规模的限制，可使用下拉菜单选择。

在文件夹级别，系统管理员可以设置每个文件夹的大小和每份文件夹的邮件总数检查的文件夹的限制，使用向上和向下箭头来调整所需的值的限制。如果你想以 KB，MB 或 GB 计算文件夹的大小，可使用下拉菜单选择。

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.

当帐户的用户限额达到一定的水平时，通过访问 Webmail 界面弹出窗口显示來通知他们，在“通知”一节，并检查相应的选项，使用向上和向下箭头来增加或降低默认的配额比例。当这个选项被选中，您可以设置这些登录通知的频率，通知在每次用户登录時。检查相应的下拉菜单选择相应的值在几秒钟，几分钟，几小时或几天。

Configuring Restrictions | 配置限制

Password policy

☒ Enable Password Policy enforcement

Password length must be between 8 and 32 characters (values: 1-32 / 16-128)

Password must include: letters, numbers and special characters

☒ When changing the password, reject the last 3 used one(s) (values: 0-8)

☒ Allow the user to change the password

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

Password Expiration

☐ Enable password expiration

Password expires in 60 days from creation (values: 1-365) days

Notify user at each login, starting from 3 days before the password expiration (values: 1-365) days

☐ Also send a notification email

Sessions

Max. number of POP3 sessions: 4 (values: 0-16)

Max. number of IMAP sessions: 16 (values: 0-255)

Max. number of Webmail sessions: 4 (values: 1-1024)

Password Policy Enforcement | 密码策略实施

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.

系统管理员创建一个帐户密码策略时可以定义自域强制执行。首先，他们可以设置每个密码的最小和最大的字符数，使用向上和向下箭头或直接编辑的文字栏位密码长度的参数。进一步他们可以选择密码必须包含下拉菜单，密码应包含英文字母，英文字母和数字或字母，数字和特殊字符。密码过期也可以在文本字段中定义。

Session restrictions | 会话限制

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 会话的数量可以限制某个特定领域的所有帐户。要选择所需的值，请使用向上和向下箭头或直接编辑的文本字段有关每种类型的会话。POP3 和 IMAP 会话值从 1 到 16，而 Webmail 会话值从 1 到 2048。

WebMail Restrictions | WebMail 限制

WebMail

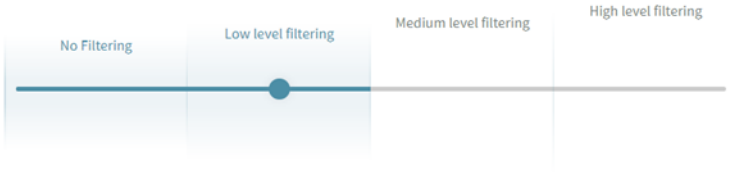
☒ Limit attachment size to: (values: 0-102400 KB)

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)



The slider shows four levels: No Filtering, Low level filtering, Medium level filtering, and High level filtering. The slider is currently positioned at the 'Low level filtering' level.

ⓘ 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.

要限制电邮附件的大小可参考 **WebMail** 一节，使用向上和向下箭头键选择所需的大小。下拉菜单有 KB，MB 或 GB 的大小。

使用向上和向下箭头限制每封邮件的附件选项或编辑对应的文本字段来设置使用 **Webmail** 界面允许最大数量的附件电邮发送或接收任何帐户，

按邮件大小限制选项设置最大大小，通过 **Webmail** 界面发送和接收的消息。要做到这一点，请使用向上和向下箭头，选择所需的大小或编辑相应的文本字段。

收件人的数目限制选项允许您配置一个 **WebMail** 电邮最大收件人数。使用向上和向下箭头，选择所需的大小或编辑相应的文本字段。

要设置所有通过 **WebMail** 域连接的帐户的 **HTML** 正文过滤级别，使用可用滑杆。 **HTML** 过滤级别代表以下内容：

无过滤

低级别的过滤 - 邮件转换为标准的 **XHTML**

中等级别的过滤 - 身体/允许的属性和标签的列表的基础上生成的电子邮件。任何不上这个'允许列表中被删除。此级别中删除的 **java** 脚本，样式等。

高层次过滤 - 仅基于文本组件生成电子邮件正文中。这意味着，只有纯文本组件留在该消息。这第四层是最严格的，可能会损害一些格式，但它也是最安全的。

Remote POP Restrictions | 远程 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.

系统管理员可以限制远程 POP 帐户定义用户的数量。要做到这一点，请使用向上和向下箭头选择所需的大小或编辑相应的文本字段。此外，您还可以指定两个电子邮件检索为每个 RPOP 连接之间的最短间隔。用最少的信息检索的时间间隔，下拉菜单中有秒，分钟或小时计算。

Temporary Email Addresses Restrictions | 临时电子邮件地址的限制

— 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.

管理员可以设置一些限制使用的临时电子邮件地址。用户可以请求最多 16 个临时电子邮件地址（化名）。如果限制设置为“0”，在 WebMail 的“添加”按钮（“临时电子邮件地址”一节）将被禁用，但旧的临时电子邮件地址仍然可以使用，直到到期或删除。可以设置在 10 分钟到 1 年的时间内创建一个临时的电子邮件地址自动删除。

当您完成配置这些参数，记得打“保存配置”按钮，保存您所做的更改。

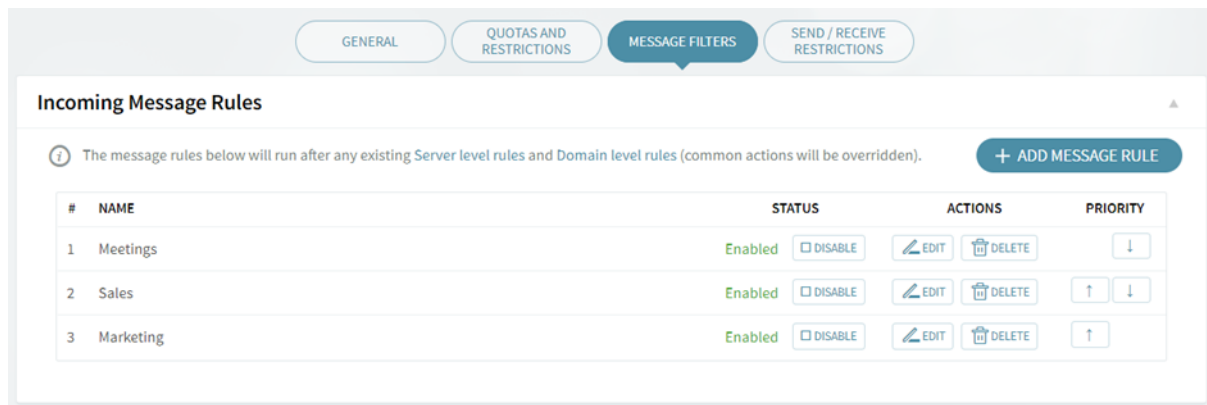
2.5.3. Managing Account Filters | 管理帐户过滤器

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).

管理帐户默认设置>邮件过滤器的子页面，使系统管理员能够创建和管理收到的邮件规则在帐户级别。

重要！帐户的级别规则将运行在任何现有域级别的规则和服务器的级别规则（共同的行动将被覆盖）。



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.

当第一次访问子页面會显示已经定义规则的列表。每封邮件规则可以使用“删除”和“编辑”按钮來删除或进一步配置。

每封邮件规则有一个启用/禁用状态显示和它旁边的启用/禁用按钮显示的状态相反的操作。使用向上和向下箭头，根据优先级部分，优先级之间的邮件规则是可以改变的。

要添加一个新的规则对于所有域帐户，单击“添加”邮件规则“按钮。输入传入邮件规则的名称，使用邮件规则的名称，并检查传入规则启用此选项来激活它。

General Settings

Message rule name:

☒ Enable this incoming rule

Matches

For incoming messages that match ANY of the conditions below ▼

Subject ▼

Contains ▼



+ ADD CONDITION

Actions

Perform the actions below:

Copy to ▼



+ 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.

进一步选择，如果邮件过滤全部或任何定义的标准相匹配。您可以添加尽可能多的**条件**，如果电子邮件符合指定的条件，你想通过点击“添加条件”按钮。使用添加操作按钮来定义将要采取的**行动**。

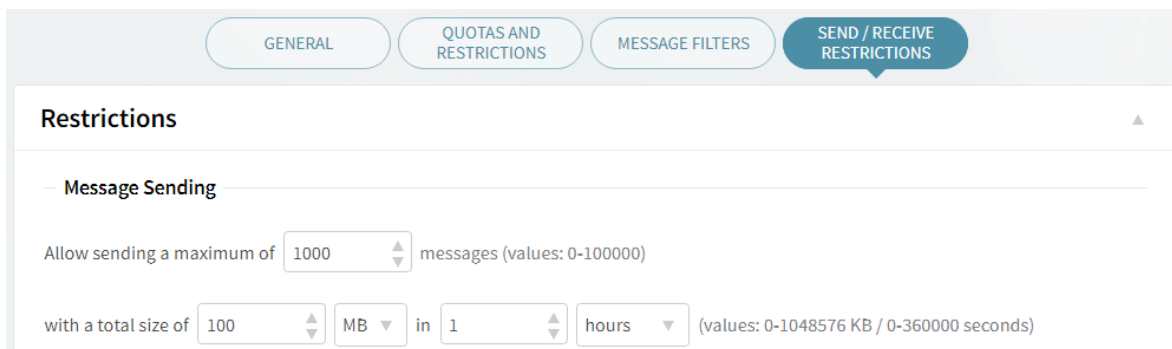
当您完成配置这些参数，记得打“**保存配置**”按钮，保存您所做的更改。

2.5.4. Managing Send / Receive Restrictions per Account Defaults | 每账户发件/收件限制的默认设置管理

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.

管理帐户默认设置>发送/接收限制子页面使系统管理员能够定义并启用或禁用限制，可以限制域和子域的邮件发送或接收的发送和接收。此外，他们还可以创建有限，可以或不能发送/接收电子邮件的收件人和发件人列表。

Message Sending Restrictions | 信息发送限制



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.

限制发送的邮件给系统管理员提供以防止用户产生垃圾邮件。因此，他们可以设置总大小的期间内最大数量的消息，使用向上和向下箭头键选择所需的大小或编辑相应的文本字段发送。使用相应的下拉菜单设置以 KB，GB，MB，单位计算的消息大小。消息的最大数目，使用相应的下拉菜单中的时间帧可以设置为以秒，分钟和小时计算。

Send

☐ Enable send restrictions

Domain option Disallow all domains ▼

Exceptions: + ADD EXCEPTION

There are no exceptions defined yet.

Receive

☐ Enable receive restrictions

Domain option Disallow all domains ▼

Exceptions: + ADD EXCEPTION

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.

管理员定义了以下选项：

启用/禁用发送限制

- 允许只发送到同一个域
 - 允许发送的子域
- 允许只有收件人/不允许收件人

启用/禁用接收限制

- 只允许接收来自同一个域
 - 允许接收来自子域
- 只允许原创/禁止原创

限制适用于发送的消息：

- 企业邮局：如果目的地址是不允许，NDR 将被退回。
- SMTP / Outlook 连接器：如果匹配，RCPT TO 命令将产生一个永久性的错误。
- Sendmail 的包装：如果目的地址是不允许，NDR 将被退回。

3. Manage Accounts Tab | “管理帐户” 选项页

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.

当第一次访问“管理帐户”选项卡時將會以列表显示现有的域。为了能够管理帐户，选择一个现有的域。

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.

选择某个域后，先前创建的帐户列表會被显示出来。要运行搜索一个特定的帐户使用**帐户搜索**字段。

Manage Accounts

The screenshot shows the 'Manage Accounts' interface. At the top, there's a section titled 'Alphabetical List' with a 'Search accounts' input field 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 and a list of domains: trial11.absolvo.net (selected), trial12.absolvo.net, and Domain 1 of 1. The table lists 6 accounts: demo, postmaster, user01, user02, user03, and user04. Each account has an 'EDIT' button and a 'DELETE' button. At the bottom, there's a 'Show 50 accounts per page' dropdown.

DOMAIN	#	ACCOUNT NAME	ACTIONS
trial11.absolvo.net	1	demo	EDIT DELETE
trial11.absolvo.net	2	postmaster	EDIT
trial12.absolvo.net	3	user01	EDIT DELETE
trial12.absolvo.net	4	user02	EDIT DELETE
trial12.absolvo.net	5	user03	EDIT DELETE
trial12.absolvo.net	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.

要编辑一个现有的帐户，请使用其相应的“**编辑**”按钮，要删除单击删除按钮。为了创建一个新的帐户，打“**添加帐户**”按钮。

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**.

您正在创建的帐户在域名领域中显示的域名，如果您已经选择了某个特定领域。按域选择“添加帐户”按钮之前，你必须键入所需的域名。对正在创建的帐户，在帐户名文本字段指定一个名称。帐户密码文本字段中键入密码的选择或随机单击“设置”按钮，选择一个随机的密码组合。使用此按钮时随机分配的密码显示在它之下。

如果您已配置好帐户可按“快速添加”按钮。或者，如果您喜欢，请点击“高级设置”链接，以进一步微调。已经配置提供了链接和“编辑”按钮进入 4 个配置页面、常规、配额和限制，**WebMail** 选项和消息过滤器。

3.1. Accounts General Page / 帐户常规页

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.

管理帐户>常规页允许系统管理员配置基本设置，如帐户名，密码，同时还显示一般信息与帐户相关的问题。

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字段修改创建的帐户名称。该帐户名称，也可以在其各自的文本字段编辑。要更改帐户的密码，键入帐户密码文本字段或随机单击设置按钮，选择一个随机的密码组合。使用此按钮时随机分配的密码显示在它之下。

要选择在域级别的默认设置是否应被继承您目前管理的帐户，或如果该帐户应与已定义的帐户类使用继承配置的详细信息下拉菜单。

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.

服务頁中显示账户服务和它们当前的状态。要启用或禁用服务，使用该服务的名称，对应的相应按钮。请注意，在帐户级别只服务帐号的行为显示 - SMTP 接收，SMTP 发送，POP3，IMAP，远程 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:	
IMAP never	POP3 never
WebMail never	Outlook Connector never
ActiveSync 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.

在帐户信息部分显示使用帐户的配额，创建日期和时间，IMAP，POP3，WebMail 等服务最后登录 IP 坐标和时间的详细信息。



当您完成配置这些参数，记得打“保存配置”按钮，保存您所做的更改。

3.2. Contact Information | 联络资料

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.

管理帐户>联络资料页面允许系统管理员修改用户的联络资料（包括姓名，联络电话及地址等）。联络资料会显示在域名的地址清单。

Editing Account Contact Information | 修改用户的联络资料

GENERAL	CONTACT INFORMATION	ACCOUNT ALIASES	QUOTAS AND RESTRICTIONS	WEBMAIL OPTIONS	MESSAGE FILTERS	SEND / RECEIVE RESTRICTIONS
<h4>General Info</h4> <p><i>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).</i></p> <div>  <div> <p>Full name</p> <p>Title: <input type="text"/></p> <p>First name: <input type="text" value="Patricia"/></p> <p>Middle name: <input type="text"/></p> <p>Last name: <input type="text" value="Miller"/></p> <p>Suffix: <input type="text"/></p> </div> </div> <div> <p>UPLOAD PHOTO</p> <p> DELETE</p> </div> <div> <p>Email address: <input type="text" value="Patricia.Miller@trial11.absolvo.net"/></p> <p>Mobile phone: <input type="text"/></p> </div>						

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

当您完成配置这些参数，记得打“保存配置”按钮，保存您所做的更改。

3.3. Account Aliases / 帐户别名

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

管理帐户>帐户别名页面允许系统管理员创建一个特定用户帐户的别名的列表。

Account Aliases Management | 帐户别名管理

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`.

帐户别名是指向您正在编辑的帐户的次要账户。例如，如果您正在编辑先前创建的帐户 `user01@trial11.absolvo.net`，作为一个别名你添加 `alias@trial11.absolvo.net`，发送到 `alias@mycompany.com`，所有邮件将被传递到 `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.

每一个先前定义的帐户别名可以编辑的文本提交或删除其相应的删除按钮。要添加一个新的别名，在右上角的文本字段中键入它的名称和打“添加别名”按钮。

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

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

当您完成配置这些参数，记得打“保存配置”按钮，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文件夾的參數，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，文件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** 計算可使用下拉菜單選擇總規模的限制。

在文件夾中，系統管理員可以設置每個文件夾的大小和每份文件夾郵件總數的限制，按相關文件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。對於文件夾的大小限制，使用下拉菜單選擇，如果你想 **KB**，**MB** 或 **GB** 計算。

Notifications

Notify user when usage reaches

90

% of allowed quota (webmail popup)

☐ Also send a notification email each time the user logs in but not more frequently than every

1

days

(values: 60-43200 minutes)

Restrict user from sending emails when usage reaches

0

% 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.

要用戶訪問 **Webmail** 界面並當他們達到一定的水平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。按相應的下拉菜單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

Contact Information

☒ Allow the users to edit their personal contact information

Password policy

☒ Enable Password Policy enforcement

Password length must be between

8

and

16

characters (values: 1-32 / 16-128)

Password must include:

letters and numbers

☒ When changing the password, reject the last

3

used one(s) (values: 0-8)

☒ Allow the user to change the password

☐ Require a minimum time interval of

1

days

between two consecutive password changes (values: 1-365) days

Password Expiration

☐ Enable password expiration

Password expires in

60

days
from creation (values: 1-365)

Notify user at each login, starting from

3

days before the password expiration (values: 1-365) days

Password Policy Enforcement | 密码策略实施

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.

系统管理员可以定义各域创建一个帐户时强制执行密码策略。首先，他们可以设置每个密码的最小和最大的字符数，使用向上和向下箭头或直接编辑的文字栏位密码长度的参数。他们可以在下拉菜单进一步选择密码应必须包含，如果密码应包含英文字母，英文字母和数字或字母，数字和特殊字符。密码过期也可以在文本字段中定义的。

32

WebMail

☒ Limit attachment size to: MB (values: 0-102400 KB) [i](#)

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

☒ Limit message size to: MB (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.

要设置所有通过 WebMail 域连接的帐户的 **HTML** 正文过滤级别，使用可用滑杆。 **HTML** 过滤级别代表以下内容：

要限制电邮附件的大小可参考 **WebMail** 一节，使用向上和向下箭头键选择所需的大小。下拉菜单有 KB，MB 或 GB 的大小。

使用向上和向下箭头限制每封邮件的附件选项或编辑对应的文本字段来设置使用 **Webmail** 界面允许最大数量的附件电邮发送或接收任何帐户，

按邮件大小限制选项设置最大大小，通过 **Webmail** 界面发送和接收的消息。要做到这一点，请使用向

上和向下箭头，选择所需的大小或编辑相应的文本字段。

收件人的数目限制选项允许您配置一个 **WebMail** 电邮最大收件人数。使用向上和向下箭头，选择所需的大小或编辑相应的文本字段。

要设置所有通过 **WebMail** 域连接的帐户的 **HTML** 正文过滤级别，使用可用滑杆。 **HTML** 过滤级别代表以下内容：

无过滤


低级别的过滤 - 邮件转换为标准的 **XHTML**


中等级别的过滤 - 身体/允许的属性和标签的列表的基础上生成的电子邮件。任何不上这个'允许列表中被删除。此级别中删除的 **java** 脚本，样式等。

高层次过滤 - 仅基于文本组件生成电子邮件正文中。这意味着，只有纯文本组件留在该消息。这第四层是最严格的，可能会损害一些格式，但它也是最安全的。

Remote POP Restrictions | 远程 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.


系统管理员可以限制远程 **POP** 帐户定义用户的数量。要做到这一点，请使用向上和向下箭头选择所需的大小或编辑相应的文本字段。此外，您还可以指定两个电子邮件检索为每个 **RPOP** 连接之间的最短间隔。用最少的信息检索的时间间隔，下拉菜单中有秒，分钟或小时计算。

Temporary Email Addresses Restrictions | 临时电子邮件地址的限制

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.

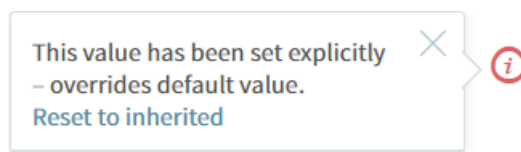
管理员可以设置一些限制使用的临时电子邮件地址。用户可以请求最多 **16** 个临时电子邮件地址（化名）。如果限制设置为“0”，在 **WebMail** 的“添加”按钮（“临时电子邮件地址”一节）将被禁用，但旧的临时电子邮件地址仍然可以使用，直到到期或删除。可以设置在 **10** 分钟到 **1** 年的时间内创建一个临时的电子邮件地址自动删除。

当您完成配置这些参数，记得打“保存配置”按钮，保存您所做的更改。

Parameter inheritance | 参数继承

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.

参数或参数组都继承自域的帐户被默认自动标记  图标。当显式设置 继承的参数值，它会被标记  图标。此外，任何进一步的修改在父级（域帐户的默认设置或帐户类），只会影响继承的参数，显式设置的，而将保持其价值。您可以在任何时间，明确的参数恢复其继承的值，点击“继承”链接显式设置的参数（橙色）图标。



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

当您完成配置这些参数，记得打“保存配置”按钮，保存您所做的更改。

3.5. Account WebMail Options / WebMail 帐户的选项

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.

管理帐户 > **WebMail** 选项页面允许您配置帐户的外观和喜好。这些选项也可以通过 Webmail 界面，每个帐户的用户设置。

Appearance Options | 外观选项

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

选择 **webmail** 主题菜单中此帐户应使用的 **WebMail** 主题。它将适用于 **AJAX WebMail** 和 **Standard WebMail**。

Language

WebMail language: English ▼

Display 50 ▼ 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** 语言设置 指定的帐户，请使用 **WebMail** 语言下拉菜单。可用的选项有英语，中国，日本，德语，西班牙语，葡萄牙语，意大利语，丹麦语，瑞典语，波兰语，俄语，捷克语等等。选择默认的语言是英语。

您可以使用下拉菜单中的每页显示消息指定当前编辑的 **WebMail** (标准介面)页面上要显示的消息数。

Account Preferences | 帳戶首选项

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

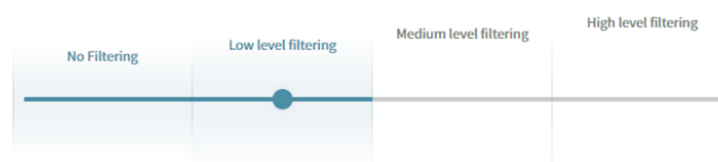
☒ Automatically check for new emails every (values: 1 - 1440 minutes)

☒ 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.

从当前编辑的帐户按确认电子邮件删除选项可以在 **WebMail** 删除邮件時要求确认。

按要求确认清空文件夹选项可以在 **WebMail** 清空文件夹時要求确认。

要通过 **Webmail** 界面删除邮件到回收站可按已删除的邮件移动到废纸箱选项，沒有查看的信息也将被永久删除。

允许 **Webmail** 界面，检查是否有新的电子邮件配置的帐户，通过自动检查，自动检查新邮件“选项。使用可用的文本字段或向上和向下箭头来定义时间框架，并在下拉菜单中，有以分钟，小时或天计测。检查新邮件到达时显示通知选项，这样当新邮件到达时，用户会收到一个弹出的警告。

要设置所有通过 **WebMail** 域连接的帐户的 **HTML** 正文过滤级别，使用可用滑杆。 **HTML** 过滤级别代表以下内容：

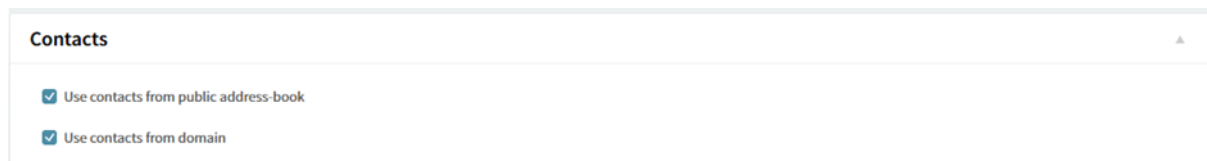
无过滤

低级别的过滤 - 邮件转换为标准的 **XHTML**

中等级别的过滤 - 身体/允许的属性和标签的列表的基础上生成的电子邮件。任何不上这个'允许列表中被删除。此级别中删除的 **java** 脚本，样式等。

高层次过滤 - 仅基于文本组件生成电子邮件正文中。这意味着，只有纯文本组件留在该消息。这第四层是最严格的，可能会损害一些格式，但它也是最安全的。

Contacts Settings | 联系人设置



Contacts

- ☒ Use contacts from public address-book
- ☒ 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**.

系统管理员可以目前正在编辑的帐户选择将用那个联系人。他们可以使用公共地址簿和/或采用域名联系人的联系。要做到这一点，请选择（或两者）可用的选项：使用从域的公共地址簿和使用联系人域。

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

当您完成配置这些参数，记得打“保存配置”按钮，保存您所做的更改。

3.6. Managing Message Filters | 管理邮件过滤器

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>邮件过滤器页面可让系统管理员配置特定账户所收到的消息，以及查看和更改任何由用户自己创建的类似规则。该页面提供了访问其他子页面：

管理员过滤器 - 含参数相对传入邮件规则和过滤器。

用户过滤器 - 含有传入邮件规则和过滤器由用户在 **WebMail>设置>过滤** 页面设置的相对参数。

#	NAME	STATUS	ACTIONS	PRIORITY
1	testrule1	Enabled	DISABLE EDIT DELETE	↓
2	testrule2	Enabled	DISABLE EDIT DELETE	↑

3.6.1. Admin Filters | 管理员筛选

选

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.

邮件过滤器>管理员筛选子页面，使系统管理员能够配置传入特定用户帐户的邮件规则和过滤器。
重要提示：

在此页中配置的规则和过滤器會取代帐户默认继承的配置。

对于直接访问的帐户默认参数，点击带下划线的帐户默认选项，选项可以根据管理员的过滤器子页面名称。

Incoming Message Rules | 接收邮件规则

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

重要！当第一次访问这个标签能够此帐户中添加过滤器，单击“定义明确的链接”。



Incoming Message Rules				
<div> ⓘ The message rules below will run after any existing Server level rules and Domain level rules (common actions will be overridden). + ADD MESSAGE RULE </div>				
#	NAME	STATUS	ACTIONS	PRIORITY
1	testrule3	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	testrule1	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:

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

要配置一个新的消息规则，打“添加邮件规则”按钮，然后填写在新的子页面，新建邮件规则的具体参数。每个邮件规则的启用/禁用状态显示，它旁边的按钮显示的动作是相反的状态。每个规则都可以被删除或进一步使用“删除”和“编辑”按钮配置。

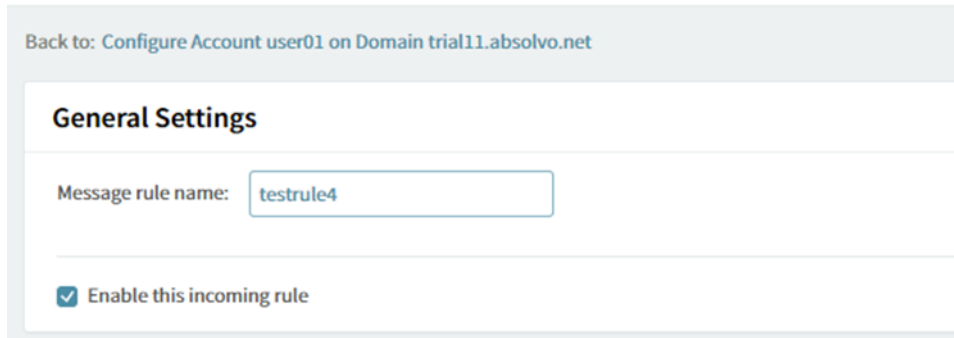
设置顺序定义的规则应适用，使用其相应的向下箭头可根据优先级部分。

重要提示：

本节中提供的所有邮件规则将运行任何现有的服务器级的规则和域级别规则后（共同行动将被覆盖）

General Settings for the New Message Rule | 设置新邮件规则常规

New Message Rule for user01



Back to: [Configure Account user01 on Domain trial11.absolvo.net](#)

General Settings

Message rule name:

☒ Enable this incoming rule

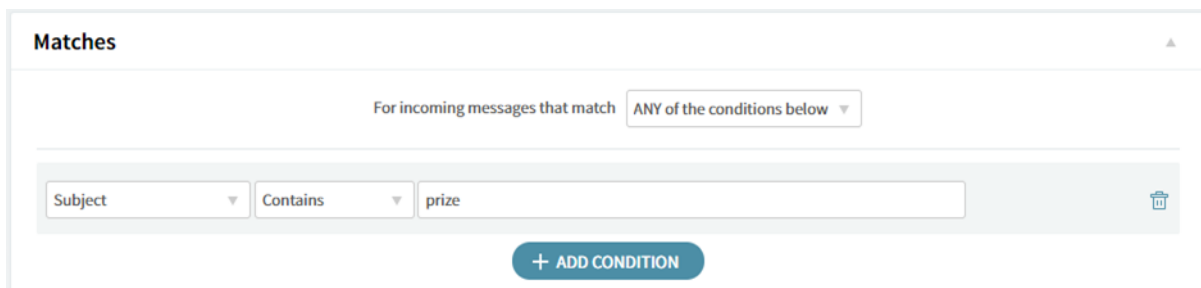
Use the text box under General Settings in order to specify the name of the new rule then enable the new rule by checking the box in front of the option called **Enable this incoming rule**.

使用“常规设置”下的文本框中以指定名称的新规则，然后启用新的规则传入规则启用此选项，称为启用此传入规则。

New Message Rule Conditions | 新邮件规则条件


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，首先决定传入的消息，而您想要的规则适用。接下来选择您想要套用到那些消息的条件（例如，消息从'abc@domain.com'）。



Matches

For incoming messages that match

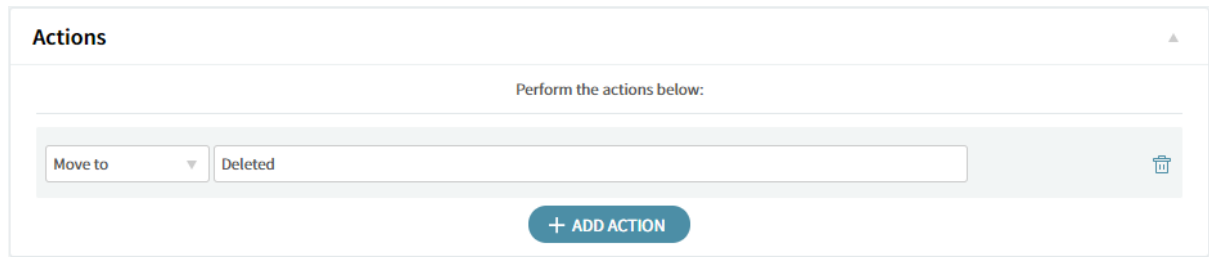


[+ ADD CONDITION](#)

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 like button.


使用下拉菜单中选择新的类型。可用的选项包括设置条件相对的主题，发件人，接收器，抄送，收件人或抄送，邮件的大小，以及自定义选项，可通过单击“自定义”。要删除一个新增的标准击中其相应的垃圾桶按钮。

New Message Rule Actions | 新邮件规则操作



Actions

Perform the actions below:

Move to	Deleted	
---------	---------	---

+ 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 side of the action in question.

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

通过编辑“动作”部分，你可以决定你想要做什么与符合上述条件的消息。使用下拉菜单来指定相应的动作移动，复制，删除，或重定向到一个特定的电子邮件地址等。

要添加一个新的动作，点击“添加动作按钮”，然后填写相应的细节在新显示的菜单。要删除动作打右手边的垃圾桶。

当您完成配置这些参数，记得打“保存配置”按钮来保存您的更改。

3.6.2. User Filters | 用户过滤器

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.

邮件过滤器 > 管理员筛选子页面，使系统管理员能够配置传入特定用户帐户的邮件规则和过滤器。
重要提示：

用户过滤器 “子类别，特别是给你访问这个帐号使用 **Webmail** 界面，由用户定义的规则。编辑这些规则实际上将编辑用户自定义过滤器，通过 **Webmail** 界面，用户将会看到的变化。这些规则的访问已被引入，以允许管理员来修正通过共享访问的用户生成的规则中的潜在问题。

Incoming Messages Rules | 传入邮件规则

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).

要配置新的邮件规则打“添加邮件规则”按钮，然后填写在新的子页面，新建邮件规则“的具体参数。每个邮件规则的启用/禁用状态显示，它旁边的按钮显示的动作是相反的状态。每个规则都可以被删除或进一步使用“删除”和“编辑”按钮配置。

设置顺序定义的规则应适用使用相应向下箭头可根据优先级部分。

重要提示：

消息下面的规则后，将运行任何现有的服务器级别的规则和域级别规则（共同行动将覆盖）。

General Settings of the New Message Rule | 一般设置新邮件规则

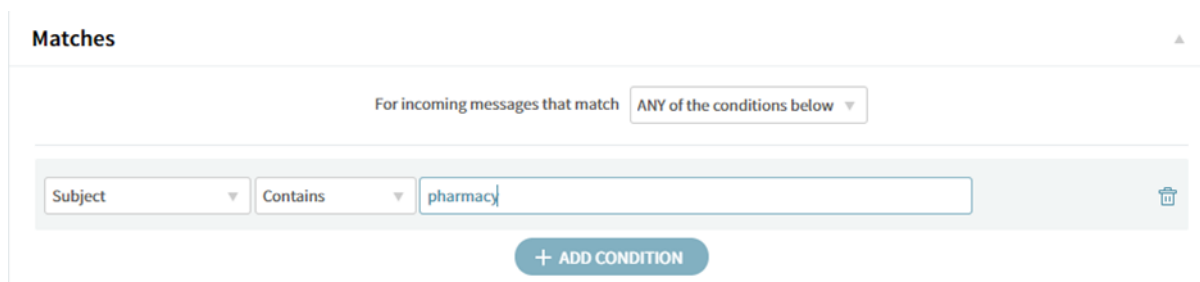


Use the text box under **General Settings** in order to specify the name of the new rule, then enable the new rule by checking the box in front of the option called **Enable this incoming rule**. 使用文本框，以指定新规则的名称，然后在常规设置下启用新的规则，在前面的选项启用此传入规则检查框。

New Message Rule Conditions | 新邮件规则条件

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”部分先决定您想要适用传入消息的规则。接下来，选择你想申请这些消息的条件。



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.

使用下拉菜单中选择新的类型。可用的选项包括设置的条件相对的主题，发件人，接收器，“抄送”，“收件人”或“抄送”的电子邮件的大小，以及自定义选项，可通过单击“自定义”。要删除一个新增的标准击中其相应的垃圾桶边形按钮。可以设置新邮件规则，以符合规定的条件下，根据您的选择全部或只是其中的一部分。

New Message Rule Actions | 新邮件规则操作

Actions

Perform the actions below:

Redirect to

abc@mycompany.com

☒ Keep message

Redirect to

user3@trial11.absolvo.net

☒ 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.

通过编辑“动作”部分，你可以决定你想要做什么与符合上述条件的消息。使用下拉菜单来指定相应的动作移动，复制，删除，或重定向到一个特定的电子邮件地址等的邮件，即

点击添加操作按钮添加一个新的动作，然后填写相应的细节在新显示的菜单。要删除动作打的垃圾桶垃圾桶状如按钮显示在右手的动作有问题。

当您完成配置这些参数，记得打“保存配置”按钮来保存您的更改。

3.7. Managing Send / Receive Restrictions | 管理发件/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.

管理帐户选项卡>发送/接收限制子页面使系统管理员可以定义并启用或禁用限制可以限制域和子域的邮件发送或接收的发送和接收。此外，他们还可以建立有限的列表，可以或不能发送/接收电子邮件的收件人和发件人。

Message Sending Restrictions | 信息发送限制

GENERAL	CONTACT INFORMATION	ACCOUNT ALIASES	QUOTAS AND RESTRICTIONS	WEBMAIL OPTIONS	MESSAGE FILTERS	SEND / RECEIVE RESTRICTIONS
<div>Restrictions</div> <div> <div>Message Sending</div> <div> Allow sending a maximum of <input type="text" value="1000"/> messages (values: 0-100000) </div> <div> 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) </div> <div> <input checked="" type="checkbox"/> Maximum number of recipients this user can send in the specified interval <input type="text" value="10000"/> (values: 0-1000000) </div> </div>						

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.

限制发送的邮件给系统管理员提供以防止用户产生垃圾邮件。因此，他们可以设置总大小的期间内最大数量的消息，使用向上和向下箭头键选择所需的大小或编辑相应的文本字段发送。使用相应的下拉菜单设置以KB，GB，MB，单位计算的消息大小。消息的最大数目，使用相应的下拉菜单中的时间帧可以设置为以秒，分钟和小时计算。

Send

☒ Enable send restrictions

Domain option

Disallow all domains

*Exceptions are inherited from trial11.absolvo.net account defaults.
Define explicit exceptions for this account.*

Receive

☐ Enable receive restrictions

Domain option

Disallow all domains

*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.

管理员定义了以下选项：

启用/禁用发送限制

- 允许只发送到相同的域
 - 允许发送的子域。
- 允许只有领取/不允许收件人

启用/禁用接收限制

- 允许只接收来自同一个域
 - 允许接收来自子域名
- 允许唯一的发起人/不允许发起人

限制适用于发送的消息：

- WebMail：如果目的地址是不允许将返回一个 NDR。
- SMTP/ Outlook 连接器：RCPT TO 命令将产生一个永久性的错误，如果匹配的话。
- Sendmail 的包装：如果目的地址是不允许将返回一个 NDR。

4. Groups Tab | 群组选项卡

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.

当第一次访问群组标签會显示现有站点的列表。为了能够管理组，你必须先选择一个现有的域。

Manage Groups

The screenshot shows the 'Manage Groups' interface. On the left, under 'Alphabetical List', there is a 'Filter domains' input field with 'trial11.absolvo.net' selected. Below it, it says 'Domain 1 of 1'. On the right, there is a 'Search groups' input field and a '+ ADD GROUP' button. The main table displays a list of groups for the selected domain:

#	GROUP NAME	ACTIONS
1	group1	EDIT DELETE
2	HR	EDIT DELETE
3	mis	EDIT DELETE

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.

选择某个域后，先前创建的组列表中显示。为特定的一组使用组搜索字段运行搜索。要编辑现有的组使用其对应的“编辑”按钮，删除它打“删除”按钮。为了创建一个新组，按“添加组”按钮。

The screenshot shows the 'Add Group' modal form. It has a close button (X) in the top right corner. The form contains the following fields and options:

- Domain name:** trial11.absolvo.net
- Group Name:** sales
- Group's email address will be:** sales@trial11.abso...
- ☒ **Enable this group**
- [ADVANCED CONFIG](#)
- [QUICK ADD](#)

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**.

如果您已经选择了某个域，域创建组将显示在“域名”字段。如果按域选择“添加组”按钮之前，您将不得不键入所需的域。所创建组名称“文本字段中指定一个名称。指定这两个参数后组电子邮件地址将被显示的（通用地址是组名@域名）。

如果你想使组有效，启用此组选项。如果您完成配置群创“快速添加”按钮。另外，如你需要进一步微调，单击“高级配置”链接。此链接和编辑按钮已经配置的链路提供了两个配置页面：总则和邮件过滤器的访问。

4.1. Group General Configuration / 常规群组配置

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

组>常规页允许您添加和删除组成员，并还提供了有关当前编辑组。

GENERAL MESSAGE FILTERS

Settings

Group Name:

Group's email address will be: sales@trial11.absolvo.net

☒ Publish this group's contact info in the public address book

☐ Allow members to use group's email address as sender address

Distribute email to:

Receive email from:

Group Members:

#	ADDRESS	ACTIONS
1	Patricia.Miller@trial11.absolvo.net	<input type="button" value="DELETE"/>

☒ Enable this group

Info

Group created on: Mon, 28 Aug 2017 20:59:34 +0800

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.

使用组名称文本字段编辑您先前已分配到组的名称。要添加组成员类型，他/她的电子邮件地址组成员

文本字段。要添加多个成员打“添加成员”按钮，这

将产生额外的电子邮件地址的文本字段。要删除已添加的成员使用“删除”按钮。如果你想来渲染该组处于活动状态，请按启用此组选项。

信息部分显示创建和最后修改的日期和时间组的详细信息。

当您完成配置这些参数，记得打“保存配置”按钮来保存您的更改。

4.2. Groups Message Filters / 群组消息过滤器

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).

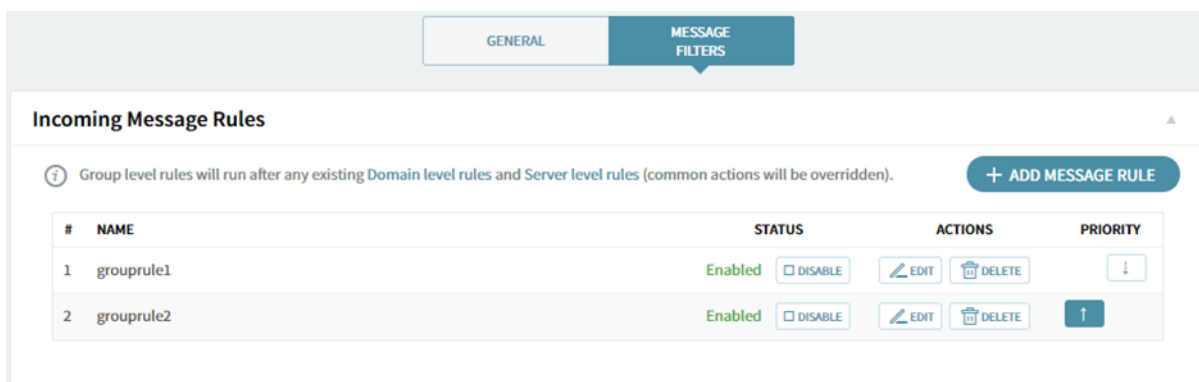
When first accessing the page a list with the already defined rules and filters is displayed. Both lists can be minimized or maximized by clicking the list name bar.

群组>邮件过滤器页面可让系统管理员创建和管理一组特定的传入邮件规则。

重要！

- 组层面规则将运行在任何现有域的级别规则和服务器级别规则后（共同行动将覆盖）。当第一次访问

该页面显示已经定义的规则和过滤器列表。两个列表可以通过点击列表名称栏最小化或最大化。

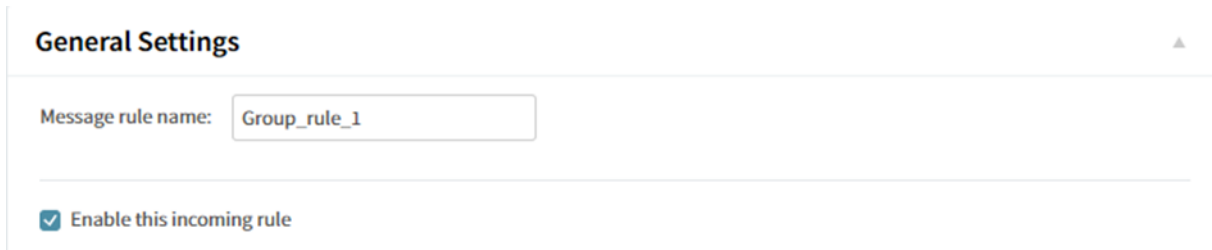


Each message rule has an **Enabled/Disabled** status displayed, the action displayed by the button next to it is the opposite of the status. Each rule can be deleted or further configured using the **Delete** and **Edit** buttons.

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.

每个邮件规则的启用/禁用状态显示，它旁边的按钮显示的动作是相反的状态。每个规则都可以被删除或进一步使用删除和编辑按钮配置。

设置顺序定义的规则应适用使用其相应的向下箭头可根据优先级部分。要配置新的邮件规则打添加邮件规则按钮，然后填写在新的子页面，新建邮件规则的具体参数。



General Settings

Message rule name:

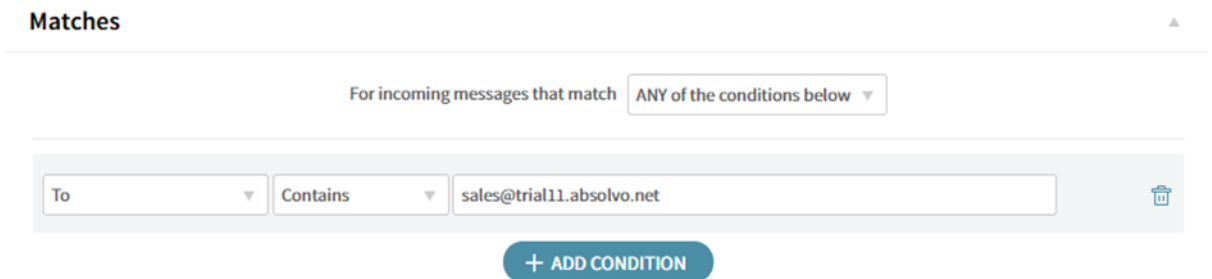
☒ Enable this incoming rule

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.

使用常规设置下的文本框以指定新规则的名称，然后启用新的规则，在前面的选项启用此传入规则检查框。

在“匹配”部分先决定您想要的规则适用传入的消息。接下来，选择你想申请这些消息的条件。



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 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.

使用下拉菜单中选择新的类型。可用的选项包括设置的条件相对的主题，发件人，接收人，“抄送”，“收件人”或“抄送”的电子邮件的大小，以及自定义选项，可通过单击“自定义”。要删除一个新增的标准击中其相应的垃圾桶边按钮。可以设置新邮件规则，以符合规定的条件下，根据您的选择全部或只是其中的一部分。


通过编辑“动作”部分，你可以决定你想要做什么与符合上述条件的消息。使用下拉菜单来指定相应的动作移动，复制，删除，或重定向到一个特定的电子邮件地址的邮件等等。

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.

点击添加操作按钮添加一个新的动作，然后在新显示的菜单填写相应的细节。要删除动作按按钮上显示的右边动作的垃圾桶。

当您完成配置这些参数，记得打“保存配置”按钮来保存您的更改。

5. Configuring Public Folders | 配置公用文件夹

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.

使用公共文件夹标签在 CloudMail 邮件服务器公共文件夹管理。当选择此选项卡中，目前现有的公共文件夹和子文件夹都显示。

The screenshot shows the 'Public Folders' management interface. On the left is a sidebar with navigation links: DASHBOARD, GLOBAL SETTINGS, DOMAINS & ACCOUNTS (selected), and STATUS & MONITORING. Under 'DOMAINS & ACCOUNTS', there are links for Manage Domains, Manage Accounts, Groups, Mailing Lists, Public Folders (active), and Account Classes. The main content area is titled 'Public Folders' and shows an 'Alphabetical List'. It includes a 'Filter domains' input field and a list of domains, with 'trial11.absolvo.ne...' selected. Below the domain list, a table displays public folders for 'Domain 1 of 1'. The table has columns for '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 '+ ADD PUBLIC FOLDER' button is located at the top right of the folder list.

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.

如果您已经定义了大量的公共文件夹，你可以迅速找到某一个使用域搜索菜单可在屏幕左侧。只需填写域名中才能看到相应的公共文件夹，他将基于您键入的域名作过滤。直接点击列出的域，也将导致显示定义特定域的所有公用文件夹。

要添加一个新的公共文件夹上单击列表中的所需的父，并在上面打添加公共文件夹“按钮。如果你不选择父新的公共文件夹将被添加在公共文件夹的根。要删除一个已定义的公共文件夹，请单击其各自的“删除”按钮。

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.

填写的文件夹名称中，选择从下拉菜单中的电子邮件地址，并指定这个公共文件夹的父文件夹。您可以插入多个电子邮件地址：填写的电子邮件地址，然后点击“添加地址按钮。如果你想删除一个上市的电子邮件地址，单击回收站图标，可在右边的电子邮件地址。为了完成这些设置公共文件夹的创建或进一步微调它使用高级的配置链接，打“快速添加”按钮。

现有的公共文件夹或“高级配置”链接“编辑”按钮，当按下创建它时，您将能够使更多的设置在通用和配额配置页。

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.

配置的公共文件夹的名称在任何时候都将显示在屏幕的上半部分。

5.1. Public Folders General Configuration / 公共文件夹一般配置

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

公共文件夹>常规页，允许系统管理员开始一个公共文件夹的配置。

Settings | 设置

The screenshot shows the 'Settings' page for a public folder. The 'GENERAL' tab is active. The 'Folder Path' is set to 'Public Folders/Sales/Leads'. Below this, there is a section for 'Email address(es)'. A text input field contains 'leads' and a dropdown menu shows '@trial11.absolvo.net'. To the right is a '+ ADD' button. Below this is a table with the following data:

#	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.

系统管理员可以指定此公用文件夹的电子邮件地址。可以定义多个电子邮件地址：填写的电子邮件地址，然后单击“添加”按钮。如果你想删除一个上市的电子邮件地址，单击“删除”按钮，可在右边的电子邮件地址。

5.2. Configuring Public Folders Quotas / 配置公共文件夹配额

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

公共文件夹>配额页面包含的参数相到邮箱，并正在编辑的“公共文件夹”中的“文件夹级别”。

The screenshot shows the 'Quotas' page for a public folder. The 'QUOTAS' tab is active. 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.

系统管理员可以限制每个文件夹的大小，检查各自的选择和使用向上和向下箭头调整到所需的值的限制，每份文件夹的邮件的总数。对于文件夹的大小限制，如果你想让它以 KB，MB 或 GB 计算可使用下拉菜单来选择。

重要！设置的值将被用于此域创建任何新的公共文件夹。您可以编辑任何特定的公共文件夹的配额部分覆盖它们。

当您完成配置这些参数，记得打“保存配置”按钮来保存您的更改。

6. Account Classes Tab | 帐户类别选项

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.

使用帐户类标签管理帐户类在 CLOUDMAIL 邮件服务器。当选择该选项卡目前现有的帐户分类显示。

DOMAIN	#	ACCOUNT CLASS NAME	ACTIONS
trial11.absolvo.net	1	Management_Accounts	[EDIT] [DELETE]
	2	Marketing_Accounts	[EDIT] [DELETE]
	3	Sales_Accounts	[EDIT] [DELETE]

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.

如果您已经定义了大量的账户类，您可以在屏幕左侧快速找到一定的使用域搜索菜单。只需填写域名，才能看到所有相应的帐户类，他们将被过滤掉，你键入。点击直接上市的域之一，也将导致显示特定域的所有帐户定义的类。上面的屏幕截图显示 trial11.absolvo.net 域的帐户创建的类：Marketing_Accounts Management_Accounts Sales_Accounts。

要编辑一个已经定义的帐户类击中其名称右侧的“编辑”按钮，单击其对应的“删除”按钮删除已定义的帐户类。如果你想添加一个新帐户类打“添加帐户类按钮显示在屏幕的右上角。

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.

当前所选的域类添加一个新的帐户，在我们的例子中 mycompany.com 域的，这也是自动填充在域名，可以进行编辑。

为了成功地创建一个新帐户类填写其名称，的帐户类别名称字段中，然后按”快速添加“按钮以创建它 使用的默认域继承的参数或高级配置链路明确定义帐户参数。当现有帐户类或“高级配置”链接，按“编辑”按钮访问三个页面下面的截图所示。配置的帐户类的名称在任何时候都在屏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 / 账户类常规参数

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

账户类>常规页面显示的列表一流的服务和他们目前的状态。

SERVICE NAME	ACTIONS
✓ SMTP Receiving	▶ □
✓ SMTP Sending	▶ □
✓ POP3	▶ □
✓ IMAP	▶ □
✗ Remote POP	▶ □
✓ WebMail	▶ □

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.

要启用或禁用服务使用该服务的名称相对应的相应按钮。请注意，帐户帐户类级别唯一影响帐户类的行为 - SMTP 接收，发送 SMTP，POP3，IMAP，远程 POP 和 WebMail。

当您完成配置这些参数，记得打“保存配置”按钮来保存您的更改。

6.2. Configuring Quotas and Restrictions / 配置配额和限制

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.

账户类>配额和限制页面包含相对邮箱和文件夹级的参数，通知被发送到用户所有创建的帐户类和限制。

重要！改变下面的参数会影响账户类继承的参数。显式设置的参数将不会受到影响。

Managing Account Quotas | 管理帐户配额

GENERAL
QUOTAS AND RESTRICTIONS
MESSAGE FILTERS
SEND / RECEIVE RESTRICTIONS

Quotas

Mailbox Level

☒ Limit total mailbox size to: 1 GB (values: 0-4294967295 KB)

☒ Limit total number of folders to: 1000 (values: 0-100000)

☒ Limit total number of messages to: 500000 (values: 0-100000000)

Folder Level

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

☒ Limit total number of messages to: 100000 (values: 0-100000000)

Notifications

Notify user when usage reaches 90 % of allowed quota (webmail popup)

☐ Also send a notification email each time the user logs in but not more frequently than every 1 days (values: 60-43200 minutes)

Restrict user from sending emails when usage reaches 0 % of allowed quota (max value 100; must be higher than the quota usage warning value)

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.

邮箱总大小，文件夹的总数和总数的消息可以被限制在邮箱级别区域中选择相应的选项，并使用向上和向下箭头来调整限制到所需的值。对于总规模限制如果你想让它以 **KB**，**MB** 或 **GB** 计算可使用下拉菜单来选择。

系统管理员可以设置每个文件夹的大小，并检查在文件夹级别部分和相应的选项，使用向上和向下箭头来调整到所需的值的限制，每份文件夹的消息总数的限制。如果你想让它以 **KB**，**MB** 或 **GB** 计算可使用下拉菜单来选择。

有帐户通知用户，当他们达到一定的水平，其允许的配额，通过一个弹出访问 **WebMail** 界面时显示，检查相应的选项，在“通知”部分，并使用向上和向下箭头来增加或减少的默认百分比配额。当这个选项被选中的用户在每次登录的通知。您可以设置使用向上和向下箭头，以本附加选项对应的频率，这些登录通知。如果要选择各自的价值计算秒，分钟，小时或几天检查相应的下拉菜单。

Configuring Restrictions | 配置限制

Restrictions

Contact Information

☒ Allow the users to edit their personal contact information

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) days

Password Expiration

☐ Enable password expiration

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

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

☐ Also send

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.

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– **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 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.

要限制电邮附件的大小可参考 **WebMail** 一节，使用向上和向下箭头键选择所需的大小。下拉菜单有 KB，MB 或 GB 的大小。

使用向上和向下箭头限制每封邮件的附件选项或编辑对应的文本字段来设置使用 **Webmail** 界面允许最大数量的附件电邮发送或接收任何帐户，

按邮件大小限制选项设置最大大小，通过 **Webmail** 界面发送和接收的消息。要做到这一点，请使用向上和向下箭头，选择所需的大小或编辑相应的文本字段。

收件人的数目限制选项允许您配置一个 **WebMail** 电邮最大收件人数。使用向上和向下箭头，选择所需的大小或编辑相应的文本字段。

要设置所有通过 **WebMail** 域连接的帐户的 **HTML** 正文过滤级别，使用可用滑杆。**HTML** 过滤级别代表以下内容：

无过滤

低级别的过滤 - 邮件转换为标准的 **XHTML**


中等级别的过滤 - 身体/允许的属性和标签的列表的基础上生成的电子邮件。任何不上这个'


允许列表中被删除。此级别中删除的 **java** 脚本，样式等。

高层次过滤 - 仅基于文本组件生成电子邮件正文中。这意味着，只有纯文本组件留在该消息。这第四层是最严格的，可能会损害一些格式，但它也是最安全的。

Remote POP Restrictions | 远程 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.


系统管理员可以限制远程 POP 帐户定义用户的数量。要做到这一点，请使用向上和向下箭头选择所需的大小或编辑相应的文本字段。此外，您还可以指定两个电子邮件检索为每个 RPOP 连接之间的最短间隔。用最少的信息检索的时间间隔，下拉菜单中有秒，分钟或小时计算。

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.

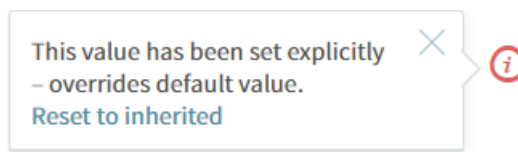
管理员可以设置一些限制使用的临时电子邮件地址。用户可以请求最多 16 个临时电子邮件地址（化名）。如果限制设置为“0”，在 **WebMail** 的“添加”按钮（“临时电子邮件地址”一节）将被禁用，但旧的临时电子邮件地址仍然可以使用，直到到期或删除。可以设置在 10 分钟到 1 年的时间内创建一个临时的电子邮件地址自动删除。

当您完成配置这些参数，记得打“保存配置”按钮，保存您所做的更改。

Parameter inheritance | 参数继承

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.

参数或参数组都继承自域的帐户被默认自动标记  图标。当显式设置 继承的参数值，它会被标记  图标。此外，任何进一步的修改在父级（域帐户的默认设置或帐户类），只会影响继承的参数，显式设置的，而将保持其价值。您可以在任何时间，明确的参数恢复其继承的值，点击“继承”链接显式设置的参数（橙色）图标。



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

当您完成配置这些参数，记得打“保存配置”按钮，保存您所做的更改。

6.3. Managing Message Filters | 管理邮件过滤器

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.

帐户类>邮件过滤器页面可让系统管理员创建和管理一个帐户类的传入邮件规则。

重要！改变下面的参数会影响帐户类继承的参数。显式设置的参数将不会受到影响。

帐户级别的规则将运行后，任何现有的域级别规则和服务器级别规则（共同行动将覆盖）。

重要！当第一次访问这个标签能够此帐户类添加过滤器，单击定义明确链接。

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	EDIT 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.

每一个消息规则有一个启用/禁用状态显示在它旁边，启用/禁用按钮显示的状态相反的动作。设置顺序定义的规则应适用使用其相应的向下箭头可根据优先级部分。

邮件规则可以被删除或进一步使用“删除”和“编辑”按钮配置。要添加一个新的邮件规则单击“添加

邮件规则”按钮。在新窗口中键入消息规则名称字段中传入的消息规则的名称，选中启用此传入规则选项来激活它。

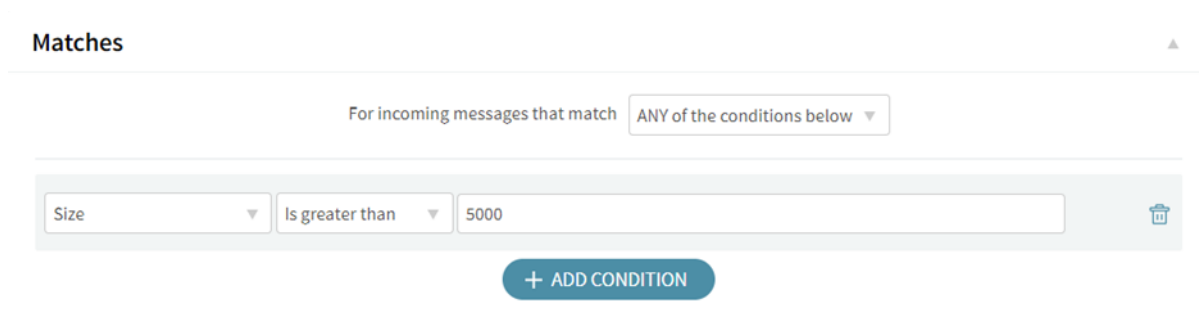
General Settings

Message rule name: AccountClassRule1

☒ Enable this incoming rule

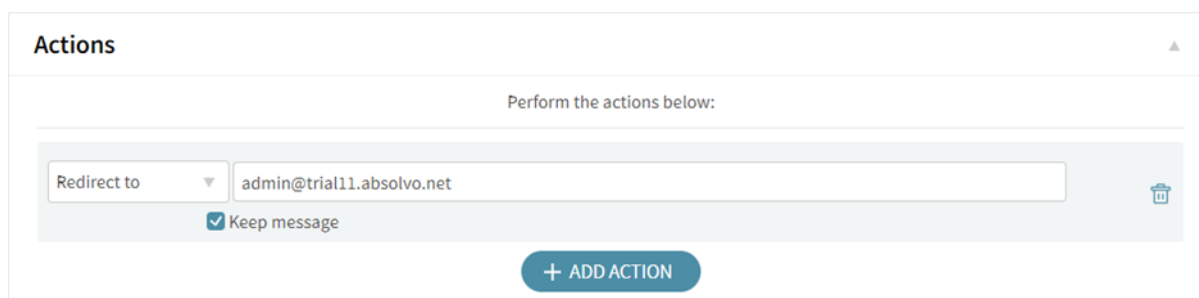
In the **Matches** section first decide the incoming messages for which you want the rule to apply. Next, choose the conditions you want to apply to those messages (e.g. for messages greater than 5000kb).

在“匹配”部分先决定您想要的规则适用传入的消息。接下来，选择你想要的条件，申请到这些消息（例如大于 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.

通过编辑“动作”一节中，你可以决定你想要做什么与符合上述条件的消息。使用下拉菜单指定动作对应到邮件，即移动，复制，删除，或重定向到一个特定的电子邮件地址等。



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.

一些需要执行的操作，可以添加，点击“添加动作按钮并填写相应的细节在新显示的菜单。要删除动作 按一下右手边的动作在问题页面上显示的垃圾桶边形按钮。

当您完成配置这些参数，记得打“保存配置”按钮来保存您的更改。

6.4. Managing Send / Receive Restrictions per Account Class / 限制每账户类 发件/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.

帐户类别选项>发送/接收限制子页面，使系统管理员能够定义并启用或禁用限制可以限制域和子域的 邮件发送或接收的发送和接收。此外，他们还可以建立有限的列表，可以或不能发送/接收电子邮件的 收件人和发件人。

Message Sending Restrictions | 信息发送限制

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 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.

限制发送的邮件給系统管理员提供以防止用户产生垃圾邮件。因此，他们可以设置总大小的期间内最大 数量的消息，使用向上和向下箭头键选择所需的大小或编辑相应的文本字段发送。使用相应的下拉菜单 设置以 KB，GB，MB，单位计算的消息大小。消息的最大数目，使用相应的下拉菜单中的时间帧可以设 置为以秒，分钟和小时计算。

Send

☐ Enable send restrictions

Domain option Disallow all domains ▼

Exceptions: + ADD EXCEPTION

There are no exceptions defined yet.

Receive

☐ Enable receive restrictions

Domain option Disallow all domains ▼

Exceptions: + ADD EXCEPTION

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.

管理员定义了以下选项：

启用/禁用发送限制

- 允许只发送到相同的域
 - 允许发送的子域。
- 允许只有领取/不允许收件人

启用/禁用接收限制

- 允许只接收来自同一个域
 - 允许接收来自子域名
- 允许唯一的发起人/不允许发起人

限制适用于发送的消息：

- WebMail：如果目的地址是不允许将返回一个 NDR。
- SMTP/ Outlook 连接器：RCPT TO 命令将产生一个永久性的错误，如果匹配的话。
- Sendmail 的包装：如果目的地址是不允许将返回一个 NDR。