

rediffmail enterprise

Rediffmail Admin Panel Manual

rediff.com



Contents

Getting Started.....	5
Administrator Control Panel Overview.....	5
Single user management	7
Add User.....	7
Edit User.....	8
Delete User	9
Search User	10
Change Password.....	11
De-activate User.....	12
User Privileges.....	13
Customize welcome mail	15
Add space.....	16
Remove space	16
Customize add user form.....	17
Bulk user management	18
Add users in bulk.....	18
Edit Bulk Users	19
Delete Bulk Users.....	20
De-activate Bulk users.....	21
Add Bulk Signature.....	22
Add bulk space	23
Remove bulk space	23
Spam summary	24
Domain level management.....	25
Create User home page	25
Edit user home page	27
Delete User Home Page.....	27
Select Theme.....	28
Edit Login Page	28



Manage Logout Link.....	30
Password Policy.....	30
Manage Disclaimer	31
Manage Spam	32
Block Sender	33
Upload Logo	34
Domain Whitelisting	35
Incoming Attachment Restriction.....	35
Outgoing Attachment Restriction	37
Mail Access Restriction	39
MIS Reports.....	42
Account Usage	42
Download Master	43
Deactivated Email IDs	43
Generate Monthly Report.....	44
Newsletter.....	44
Create Newsletter	45
Upload Files.....	46
Manage Files	46
Other Services	47
Mailing List	47
Alias Management	49
Catch All Emails.....	51
Auto-forward emails	52
Restrict Outgoing Mails.....	54
Save Sent Items.....	55
User Auto-Forward access	56
Incoming Mail Restriction	56
Email Backup.....	57
Complete Mail Sync	60
Manage Archive	61
Contact sync.....	63



Mail monitoring	64
Instant messaging	66
Global Address Book	67
Manage Global Address Book.....	67
How to configure mails is mail client like outlook	69
Configuring Outlook 2007 for POP3 service	69
Configuring Outlook 2010 for POP3 service	70



Getting Started

Once the order successfully gets provisioned, administrator needs to make the changes as given below to start using the Rediffmail enterprise email solution. Please get the following done from domain controller to access the webmail interface and thereby proceed further:

Create a sub domain to access the webmail. For ex. mail.yourcompany.com. Point A record of this subdomain to the IP: 202.137.237.27

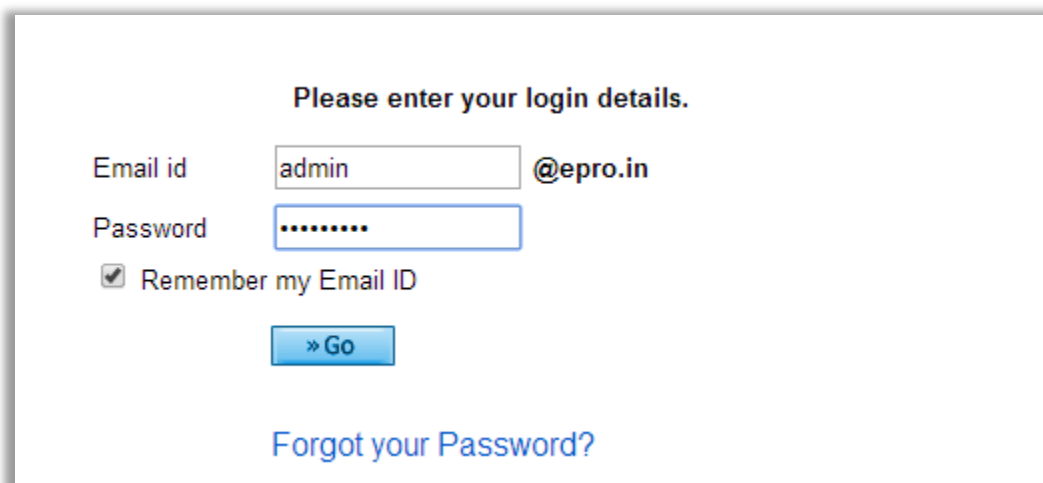
Point the MX records of the the domain to mail.rediffmailpro.com with preference/Priority = 10

The creation of sub domain will help users access the mails over web interface. Please note, the changes in MX and A records may take about 12-24 hours to reflect.

As soon as the order gets provisioned, an administrative account's user ID and password are sent in welcome mail.

Administrator Control Panel Overview

To login to administrative control panel, type login url (the subdomain which is pointed to IP 202.137.237.27) in browser. Use the login name and password specified in welcome mail to login to administrative account.



The screenshot shows a login form with the following elements:

- Title:** Please enter your login details.
- Email id:** A text input field containing "admin" followed by "@epro.in".
- Password:** A password input field with masked characters "*****".
- Remember my Email ID:** A checked checkbox.
- Go Button:** A blue button with the text "» Go".
- Forgot your Password?:** A blue link text.



The link to administrative control panel is available under 'settings'. Click on 'Admin' link to view the administrative panel.

Various features provided under the Administrator Control Panel are

Single User Management: - This feature allows Administrator to manage all user activities like Add User, Delete User, and Change Password etc.

Bulk User Management: - This feature enables Administrator to complete bulk/voluminous tasks at a time there by saving a lot of time. For example adding/deleting a number of users/email id.

Domain Level Management: - This feature provides options to set domain specific policies, ex. Administrator can Create/Edit Home Page, Outgoing Mail restrictions, password policy etc.

MIS Reports: - It gives Administrator an access to reports on user profile and activities

Newsletter: - It helps in communication as the Administrator can broadcast any bulk communication to target users/EmailID's also Manage/Upload files etc

Other Services: It contains features like Auto forward, Mailing list, Email Archive etc.

Global Address Book: This contains common address book for all the users in the domain

The screenshot displays the Rediffmail Administrator Control Panel. At the top, there is a navigation bar with links for 'Write Mail', 'Inbox', 'Contacts', 'Calendar', and a search box. The user is logged in as 'Hi Ramkumar' with options for 'Admin', 'Settings', and 'Signout'. The main content area is titled 'Admin' and features a sidebar with various management options: Single User Management, Bulk User Management, Domain Level Management, MIS Reports, Newsletter, Other Services, and Global Address Book. The central focus is the 'Account Usage Report' section, which displays an 'All users Weekly Account Usage Report' table. Below the table are three links: 'Click here to view the list of all the Active users', 'Click here to view the list of all the Deactivated users', and 'Click here to Download the list of all the active users'. A 'Chat' window on the right shows the user is 'Online' and 'No User Found'.

	Total	Active Users	Deactivated Users	Balance
Accounts	55	48	1	6
Space (MB)	1408000	11200	10	1396790

Single user management

This feature allows administrator to manage all sort of user activities.

Add User

If a new employee joins the organization, administrator can add his/her details and create email ID using this option.

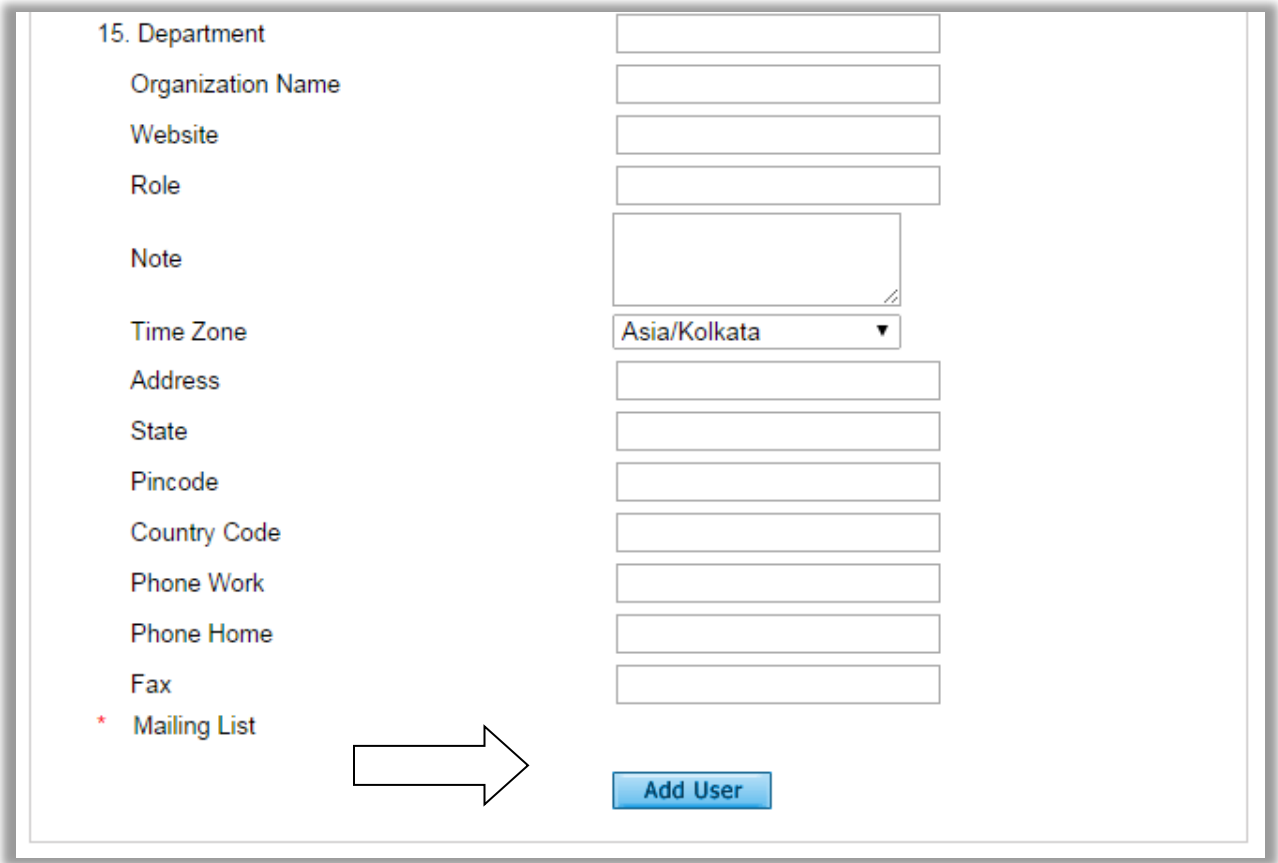
To add a new user, the admin needs to fill in the details such as First Name*, Last Name* , Employee Code, Email id* , Date Of Birth (mmddyyyy) * , mobile number* , Mailbox space* , Branch (where the employee is working) , City, Alternate Email id* , Employee , Designation, Department .

Add single users

To add new users please fill the appropriate fields.
* are mandatory fields

1. First Name *	<input type="text"/>
2. Last Name *	<input type="text"/>
3. Nickname	<input type="text"/>
4. Policy/Employee code	<input type="text"/>
5. Email ID *	<input type="text"/> @enterprisehybrid.in
6. Mobile No *	<input type="text"/>
Total available space in your account is 665990 MB	
7. Mailbox Space *	25 GB ▾
8. Date of birth *	Month ▾ Day ▾ Year ▾
9. SBU/Branch	<input type="text"/>
10. City	Select City ▾ OR <input type="text"/>
11. Alternate Email ID *	<input type="text"/>
12. Account Status *	Active ▾
13. Employee	-- ▾
14. Designation	<input type="text"/>

After entering all necessary information just click on Add User and the new user will get added.



The image shows a user registration form with the following fields:

- 15. Department
- Organization Name
- Website
- Role
- Note
- Time Zone (Dropdown menu showing "Asia/Kolkata")
- Address
- State
- Pincode
- Country Code
- Phone Work
- Phone Home
- Fax
- * Mailing List

A blue "Add User" button is located at the bottom right of the form. A large white arrow with a black outline points from the "Mailing List" field towards the "Add User" button.

Note: - Once the added a user, the count of mail box will reduce by one.

Edit User

Edit user functionality should be used to make changes in the existing users details. Like e.g.: if an employee's designation has been changed or the branch is changed. Please enter in any of the below options to search the user and then click on "GO" button



Single User Management

- [Add User](#)
- [Edit User](#)
- [Delete User](#)
- [Search User](#)
- [Change Password](#)
- [De-activate User](#)
- [User Privileges](#)
- [Customize Welcome Mail](#)

Bulk User Management

Domain Level Management

MIS Reports

Newsletter

Other Services

Global Address Book

Edit existing user accounts

Here, you can edit the current user account parameters

- (1) Search and choose the user.
- (2) Edit account parameters and save changes.

OR

OR

 @epro.in

Click on GO

Confirm changes

Click on edit link. Make the required changes and click on Confirm Changes

Edit existing user accounts

Please click on edit to modify user details.

Employee code	First Name	Email ID	SBU/Branch	
2983462983	pnb_test	pnb_test@epro.in	Mumbai	edit
022	Anthony Joseph	anthony.joseph@epro.inmumbai	Mumbai	edit
12312	Test	test@epro.in	Mumbai	edit
ifa04	himesh shah	himesh@epro.in	Mumbai	edit
ifa19	ankit patodia	ankit@epro.in	Mumbai	edit
ifa16	anurag murarka	anurag@epro.in	Mumbai	edit
ifa12	abhishek goenka	abhishek@epro.in	Mumbai	edit

Delete User

If any employee has left the organization, the administration can use this feature to remove the user id permanently by clicking the Delete button. Enter the Email of the user with email id emailid@domainname.com and then click on DELETE button.



Single User Management

- [Add User](#)
- [Edit User](#)
- [Delete User](#)
- [Search User](#)
- [Change Password](#)
- [De-activate User](#)
- [User Privileges](#)
- [Customize Welcome Mail](#)

Bulk User Management

Domain Level Management

MIS Reports

Newsletter

Other Services

Global Address Book

Delete User

Deleting a user will delete the actual POP mailbox associated with it, please backup the mailbox first.

Enter complete email ID here, multiple not allowed.

Click on DELETE to delete a User

Click on CONFIRM to delete the user.

Confirm Delete User

You have chosen to delete - test@epro.in. Do you really want to continue?

Note: Once deleted, user data cannot be retrieved back. Each action of Delete user will result into the availability of more mailboxes and space.

Search User

User can be searched by providing any of his unique information like user code, branch, Email ID etc. this will provide full information regarding the intended user.

The administrator needs to put one of the below information of the user whose information he is seeking for and then click on GO button.



The screenshot displays a web application interface for user management. On the left, a vertical sidebar contains several menu items: 'Single User Management' (with sub-items: Add User, Edit User, Delete User, Search User, Change Password, De-activate User, User Privileges, Customize Welcome Mail), 'Bulk User Management', 'Domain Level Management', 'MIS Reports', 'Newsletter', 'Other Services', and 'Global Address Book'. The main content area is titled 'Search a user' and contains the following text: 'Please enter details of the user. You can search by Employee code or Branch or a combination of both.' Below this text are several search criteria, each with a text input field and a 'Go' button. The criteria are: 'Employee code' (with a '>>Go' button), 'Select Branch/Location' (a dropdown menu), 'Email ID' (with a pre-filled '@epro.in' and a '>>Go' button), 'Designation', 'Department', 'First Name', and 'Last Name'. Each criterion is separated by an 'OR' label. A vertical scrollbar is visible on the right side of the main content area.

Change Password

Administrator can reset the password of any intended user via this option.

Enter the email id of the user and then enter the new password for the user.



The screenshot displays a web application interface with a red header bar. On the left, there is a sidebar menu with two main sections: "Single User Management" and "Bulk User Management". Under "Single User Management", the following options are listed: [Add User](#), [Edit User](#), [Delete User](#), [Search User](#), [Change Password](#), [De-activate User](#), [User Privileges](#), and [Customize Welcome Mail](#). The "Change Password" option is highlighted. The main content area on the right is titled "Change Password" and contains a form with two input fields: "User ID : @epro.in" and "Password : ". Below the password field is a "Change Password" button.

De-activate User

This can be done when a user leaves an organization but the admin needs the mailbox data. Once the user is deactivated he cannot access his account, however email is sent to his id will be available in the mailbox. Any user can be activated again by going to the Activate User Option.

The administrator need to put the unique information regarding the user like user code, branch, Email ID etc and click on Go button.



Single User Management

- [Add User](#)
- [Edit User](#)
- [Delete User](#)
- [Search User](#)
- [Change Password](#)
- [De-activate User](#)
- [User Privileges](#)
- [Customize Welcome Mail](#)

Bulk User Management

Domain Level Management

MIS Reports

Newsletter

Other Services

Global Address Book

Deactivate user

Activate user

Please enter details of the user.
You can search by email id or city or a combination of both.

OR

OR

@epro.in

OR

OR

OR

OR

User Privileges

Administrator can assign some special rights and admin privileges to another user in the domain. Like for e.g. there is an employee who looks after MIS, so the report generating features can be given to him. Also when there are various branches and there has to be an admin for each branch, certain/all privileges can be given to the user.

Step 1: enter the email id or Advisor code or select branch/ location to search the user and then click on GO. Click on EDIT to modify the user's access rights and privileges.



Single User Management

- [Add User](#)
- [Edit User](#)
- [Delete User](#)
- [Search User](#)
- [Change Password](#)
- [De-activate User](#)
- [User Privileges](#)
- [Customize Welcome Mail](#)

Bulk User Management

Domain Level Management

MIS Reports

Newsletter

Other Services

Global Address Book

Assign Privileges

Here, you can assign special rights and privileges to the user.
(1) Search and choose the user.
(2) Edit privileges to modify the user's access rights and privileges.

Employee code

OR

Select Branch/Location

OR

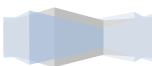
Email ID @epro.in

»Go

List of Privileged Users

Email ID	Edit Privileges	Remove Privileges
test.batra@epro.in	Edit	Remove
anthony.joseph@epro.in	Edit	Remove
hegde@epro.in	Edit	Remove

Step 2 : Check/ uncheck the option to add/ remove permission assign to the user for accessing the respective features and then click on ASSIGN to add privileges to the user and click on DELETE to remove the privileges assigned to the resp. user.



Single User Management

- [Add User](#)
- [Edit User](#)
- [Delete User](#)
- [Search User](#)
- [Change Password](#)
- [De-activate User](#)
- [User Privileges](#)
- [Customize Welcome Mail](#)

Bulk User Management

Domain Level Management

MIS Reports

Newsletter

Other Services

Global Address Book

Assign Privileges

Assign Permission to the user for accessing the respective features.
Username: **test.batra**

Features	Permission Status
Single User Management	Select all <input type="checkbox"/>
Add User	<input checked="" type="checkbox"/>
Edit User	<input checked="" type="checkbox"/>
Delete User	<input checked="" type="checkbox"/>
Search User	<input checked="" type="checkbox"/>
Change Password	<input checked="" type="checkbox"/>
De-activate User	<input checked="" type="checkbox"/>
User Privileges	<input checked="" type="checkbox"/>
Add Space	<input checked="" type="checkbox"/>
Remove Space	<input checked="" type="checkbox"/>
Customize Welcome Mail	<input type="checkbox"/>
Bulk User Management	Select all <input type="checkbox"/>
Add Bulk User	<input checked="" type="checkbox"/>
Edit Bulk User	<input checked="" type="checkbox"/>
Delete Bulk User	<input checked="" type="checkbox"/>

Other Services	Select all <input type="checkbox"/>
Mailing List	<input checked="" type="checkbox"/>
Alias Management	<input checked="" type="checkbox"/>
Catch All	<input checked="" type="checkbox"/>
Auto-forward emails	<input checked="" type="checkbox"/>
Email Archival	<input checked="" type="checkbox"/>
Restrict Outgoing Mails	<input checked="" type="checkbox"/>
Save Sent Items	<input checked="" type="checkbox"/>
User Auto-forward access	<input checked="" type="checkbox"/>
Incoming Mail Restriction	<input checked="" type="checkbox"/>
Email backup	<input checked="" type="checkbox"/>
Complete mail sync	<input checked="" type="checkbox"/>
Manage archive service	<input checked="" type="checkbox"/>
Contact sync	<input checked="" type="checkbox"/>
Global Address Book	Select all <input type="checkbox"/>
Manage Global Address Book	<input checked="" type="checkbox"/>

Assign **Delete** **Cancel**

The administrator can either assign any of the privileges as shown above or delete the assigned privileges from any user.

Customize welcome mail



When a new mail ID is created, admin can send a customized welcome mail to user's alternate ID. This functionality is useful to personalize the welcome come, give instruction to new user on how to setup mail and other systems in company environment and also to explain company policies.

Step1 : Create a HTML template of the mail which want to send as soon as new email ID is created.

Step2: Upload the HTML template and click on save.

Upload files

You can upload files with following extensions: html

Please select the files you would like to upload:

No file selected.

This template will be sent new user's alternate email ID specified while creating the user.

Add space

If the space quota allocated to the email ID getting exhausted, admin can allocate extra space to those IDs using add space option

Assign space to users

Total space available in your account to allocate is **665990 MB**.

User ID

Space to add MB

Space should be a multiple of 10.

Remove space

If a user is not using his entire allocated space, admin can remove the initially allocated space. Space removed from one ID gets added in common pool of space reserved for domain.

Step 1: enter the email ID from which additional space should be removed



Deduct space from mailbox

Please provide userID from which space to be deducted.

User ID

Step 2: Enter the amount of space allocated to be removed this user. Please note admin cannot remove the space which is already the consumed by user

Confirm Deduct Space

You have allocated 25600MB to reservations@enterprisehybrid.in mailbox.

Used space in the account is 0.02 MB.

Space to Deduct :

Customize add user form

While adding a new user, administrator can decide which of the fields are mandatory and which fields can be optional. By default, first name, last name, date of birth, mobile number, alternate email ID, email ID and space quota are mandatory. Administrator can toggle mandatory and optional fields

Bulk user management

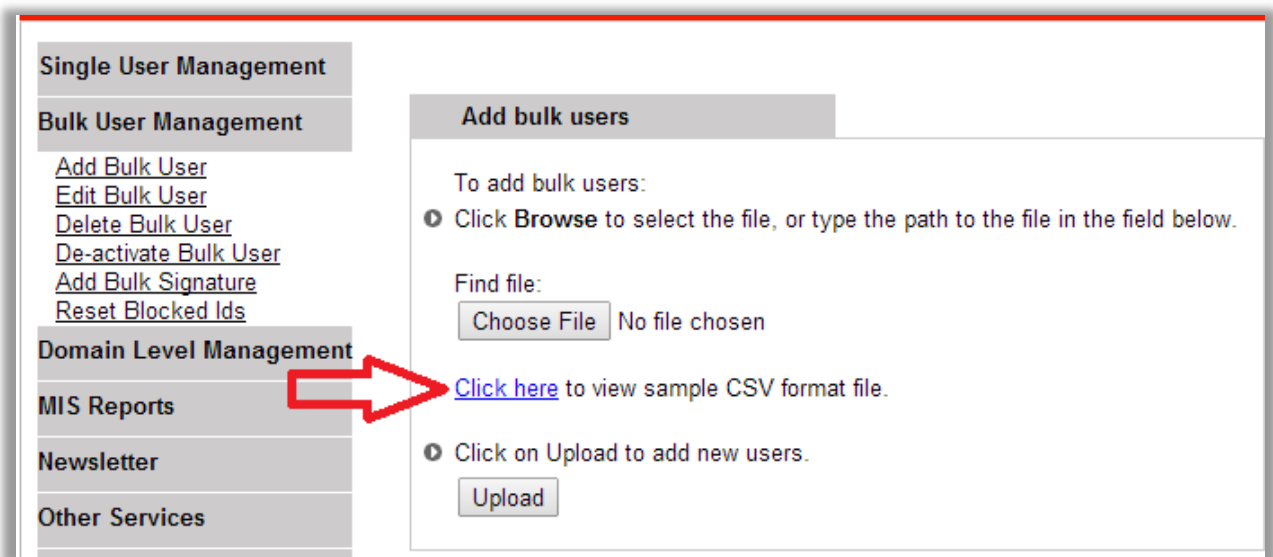
Consider a situation in which one has to add, remove or make changes to a large number of users/email id, now it is not feasible to do this on an individual basis as a lot of time might get consumed.

To avoid this hassle Rediffmail Enterprise Pro provides the Bulk Task options where these sorts of bulk tasks can be done by just uploading a .CSV (Comma Separated Value) file.

Add users in bulk

To add a large number of users at a time, follow below mentioned steps.

Step 1: Download the sample .CSV file



The screenshot displays the user management interface. On the left, a sidebar menu includes 'Single User Management', 'Bulk User Management', 'Domain Level Management', 'MIS Reports', 'Newsletter', and 'Other Services'. The 'Bulk User Management' section is active, showing options like 'Add Bulk User', 'Edit Bulk User', 'Delete Bulk User', 'De-activate Bulk User', 'Add Bulk Signature', and 'Reset Blocked Ids'. The main content area is titled 'Add bulk users' and contains the following instructions:

- To add bulk users:
 - Click **Browse** to select the file, or type the path to the file in the field below.

Find file:
 No file chosen

[Click here](#) to view sample CSV format file.

- Click on Upload to add new users.



Step2: And make entries in the files according to the help file below.

Field Name	Value
fname	First Name of the user
sname	Last name of the user
Userid	Desired email id
UserSpace	The space to be allotted for a mail box in MB
DOB	The date of birth of the user(dd/mm/yyyy)
Alt Email	Alternate Email Id for communication
Status	Value is either 'A' or 'D'
Branch	Branch Name
City	City Name
Designation	Designation of the user
Department	Department of the user
Role	Role of the user
Org Name	Organisation Name of the user

Step 3: Save the file in .csv format in a preferred location.

	A	B	C	D	E	F	G	H	I
1	fname	sname	code	userid	userSpace	dob	altemail	status	branch
2	John	P	123	johnp	10	5/6/1985	johnp@at	A	ght
3	Mary	P	123	mary	10	15-06-197	mary@ab	A	ght
4									
5									
6									
7									

Step 4: Click on browse and select the file from the resp. location. Click on UPLOAD to add new users.

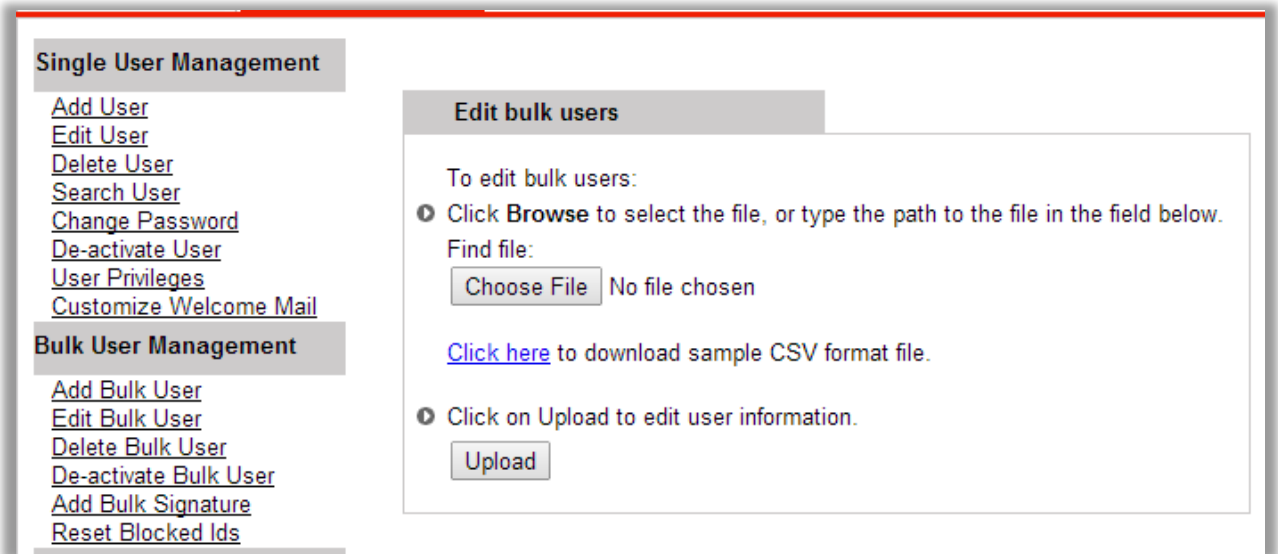
System will send the summary report once it completely processes the bulk user addition request.

Edit Bulk Users

To make profile related changes in the email accounts of a large number of users, please follow the below mentioned steps:

Step 1: Download the sample .CSV file





Step 2: Make the necessary changes in the resp. fields and save the file in .CSV format at a particular location.

Step 3: Click on BROWSE and select the file from the resp. location. Click on UPLOAD to edit bulk users.

System will send the summary report once it completely processes the bulk user addition request.

Delete Bulk Users

This will help the administrator in deleting many users at a time from the database. And also will increase the count of mailboxes simultaneously.

Step1: To delete a number of users make the required changes in the .CSV file. User ids should be entered without @domainname.com



[Edit User](#)
[Delete User](#)
[Search User](#)
[Change Password](#)
[De-activate User](#)
[User Privileges](#)
[Customize Welcome Mail](#)

Bulk User Management

[Add Bulk User](#)
[Edit Bulk User](#)
[Delete Bulk User](#)
[De-activate Bulk User](#)
[Add Bulk Signature](#)
[Reset Blocked Ids](#)

Domain Level Management

MIS Reports

Delete bulk users

*** Note: User once deleted, cannot be Restored.**
*** Important Note: Only 300 email ids can be deleted at a time.**

To Delete bulk users:

- Click **Browse** to select the file, or type the path to the file in the field below.
Find file:
 No file chosen
- [Click here](#) to download sample CSV format file.
- Click on **Upload** to delete users.

Step 2: Click on BROWSE and select the file from the resp. location. Click on UPLOAD to delete bulk users.

Note: User once deleted, cannot be Restored.

System will send the summary report once it completely processes the bulk user addition request.

De-activate Bulk users

To activate users in bulk, please follow below mentioned steps.

Step 1: Download the sample csv file

Step 2: Enter the required details of the user in the given .CSV format.

Step 3: Click on choose file to select updated csv file and click on upload button.



Add Bulk Signature

The administrator can add signature for each individual user. This signature will get appended for every mail sent from their webmail.

Please note, html formatted signatures are also supported. Download the sample .tsv file and specify the users IDs and their respective signatures as per format and save.



	A	B	C	D
	Userid	Signature		
	john	Regards,John		
	albert	Regards,Albert		

Click on 'Choose file' button and select the recently saved tsv file. Click on upload to change the signatures of the users,

Add bulk space

To increase the space allocated to multiple users at once, one can use add bulk space functionality. Admin needs to upload the csv file with user name and additional space to be allocated in MB. Please note, the additional space gets allocated from common pool space reserved for domain.

Step 1: Download the sample CSV file

Step 2: add the user IDs and space to be added to each user as per format given in sample csv

Step 3: Browse and select the csv file and click on upload button to remove extra space allocated to user

Add bulk space

To add bulk space:

- Click **Browse** to select the file, or type the path to the file in the field below.

Find file:

Browse...

 No file selected.

[Click here](#) to download sample CSV format file.

- Click on Upload to add new space.

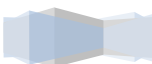
Upload

Remove bulk space

To remove the initially allocated space from multiple users at once, one can use remove bulk space functionality. Admin needs to upload the csv file with user name and additional space to be removed in MB. Please note, the removed space gets added to common pool space reserved for domain.

Step 1: Download the sample CSV file

Step 2: add the user IDs and space to be removed as per format given



Step 3: Browse and select the file and click on upload button to remove extra space allocated to user

Remove bulk space

To remove bulk space:

- Click **Browse** to select the file, or type the path to the file in the field below.

Find file:

No file selected.

[Click here](#) to download sample CSV format file.

- Click on Upload to remove space.

Spam summary

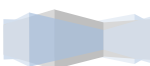
The spam summary email report is a periodic summary mail sent to user's inbox. It contains a list of emails that were recently marked as potential spam and delivered to Junk folder. Administrator can enable this feature for selected users or for entire domain. Once enabled, user will receive the spam summary report mail every evening.

Step 1: Download the sample CSV file

Step 2: add the user and action to be taken for each of them. For ex. to enable spam summary for a user, admin should specify 'ADD' in action column next to that user. If the spam summary should be stopped for certain user, then specify 'REMOVE' in action column. To enable spam summary for entire domain, specify user as '@yourdomainname' for ex. @epro.co.in

userid	action	
abc@testdomain.com	REMOVE	
xyz@testdomain.com	ADD	
@testdomain.com	ADD	

Step 3: Once the csv file is updated, browse and select the file and click on upload button to make required changes



Manage Spam summary report settings

*** Note: A spam summary report contains details of mail delivered in Junk folder. System send a spam summary email to selected users every day.**

To Assign / remove Spam summary report privilege of users:

- Click **Browse** to select the file, or type the path to the file in the field below.

Find file:

No file selected.

[Click here](#) to download sample CSV format file.

- Click on Upload to save settings.

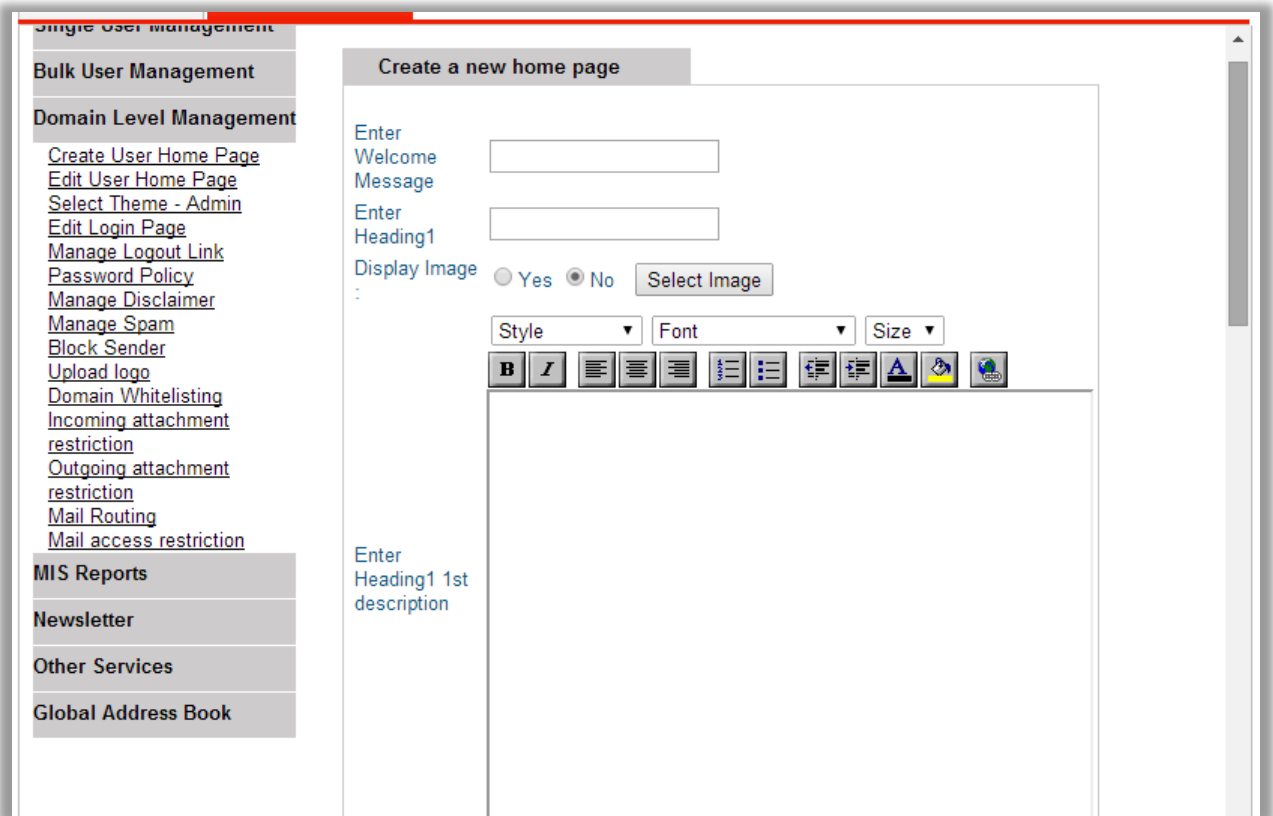
Domain level management

Create User home page

Administrator will have an interface that will allow them to update and manage the contents of the home page that users are going to view after logging in. Admin can configure user home page with images or text or specify important. There are three different sections available and a space for links of various websites/details which the admin wants to share with the user.

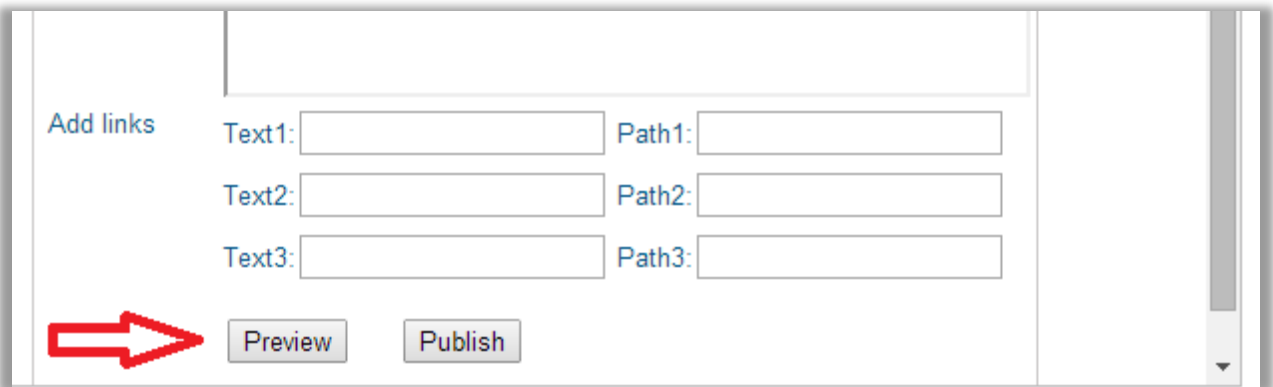
Step1: Type the content in the required format. One can also add images to the message.





Step2: Click on PREVIEW to view message before finally uploading on the web link page.

Step3: and then Click on PUBLISH to upload the message on the front page.



Once published, all users who login to the web interface will view the home page

Edit user home page

This helps the administrator to make changes in the page which has been already created.

Single User Management

- [Add User](#)
- [Edit User](#)
- [Delete User](#)
- [Search User](#)
- [Change Password](#)
- [De-activate User](#)
- [User Privileges](#)
- [Customize Welcome Mail](#)

Bulk User Management

Domain Level Management

- [Create User Home Page](#)
- [Edit User Home Page](#)
- [Select Theme - Admin](#)
- [Edit Login Page](#)
- [Manage Logout Link](#)
- [Password Policy](#)
- [Manage Disclaimer](#)
- [Manage Spam](#)
- [Block Sender](#)

Edit existing Home page | [Delete existing Home page](#)

Enter Welcome Message:

Enter Heading1:

Display Image: Yes No

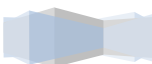
Enter Heading1 1st description:

B *I*

Delete User Home Page

Admin can also delete the existing home page and can also restore the same as well as shown below.

Delete User Home Page | [Edit existing Home page](#)



Select Theme

This will help the administrator to change the color of the control panel. Select the color that for the web page and then click on GO. The selected color will reflect on the control panel.

Single User Management				
Bulk User Management				
Domain Level Management				
Create User Home Page				
Edit User Home Page				
Select Theme - Admin				
Edit Login Page				
Manage Logout Link				
Password Policy				
Manage Disclaimer				
Manage Spam				
Block Sender				
Upload logo				
Domain Whitelisting				
Incoming attachment restriction				
Outgoing attachment restriction				
Mail Routing				
	Ash	Ice Blue	Red	Brown
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Golden Rod	Sea Green	Sand	Plum
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="button" value="» Go"/>			

Edit Login Page

Administrator will be having access to make necessary changes on the login page from time to time.

Step1: Select the position where the changes need to be made like header, footer, or on the sides of the login page and then click on GO.



The screenshot shows the Rediff.com administration interface. On the left is a sidebar menu with the following categories and links:

- Single User Management**
- Bulk User Management**
- Domain Level Management**
 - [Create User Home Page](#)
 - [Edit User Home Page](#)
 - [Select Theme - Admin](#)
 - [Edit Login Page](#)
 - [Manage Logout Link](#)
 - [Password Policy](#)
 - [Manage Disclaimer](#)
 - [Manage Spam](#)
 - [Block Sender](#)
 - [Upload logo](#)
 - [Domain Whitelisting](#)
 - [Incoming attachment restriction](#)
 - [Outgoing attachment restriction](#)
 - [Mail Routing](#)
 - [Mail access restriction](#)
- MIS Reports**
- Newsletter**
- Other Services**
- Global Address Book**

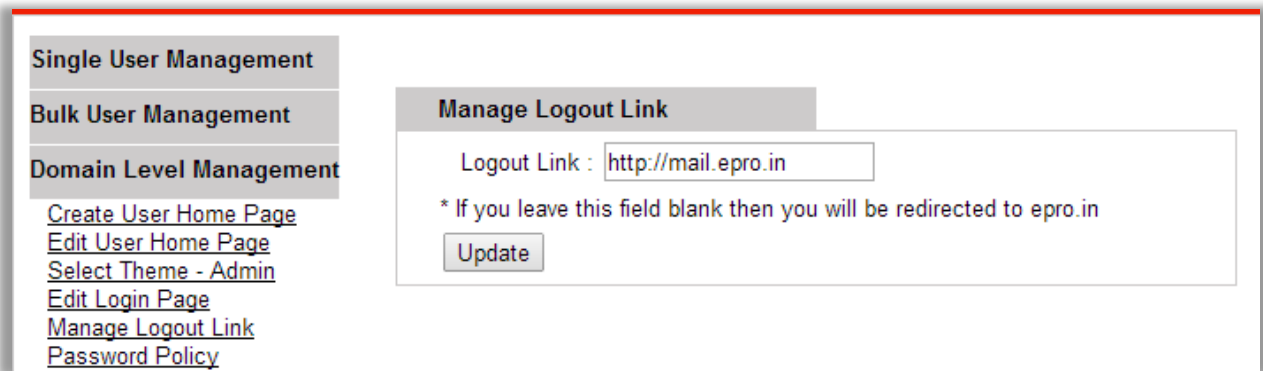
The main content area features a wireframe layout with four sections: **Header**, **Left Side Bar**, **Login Box**, and **Right Side Bar**. Below the wireframe is an **Edit** section with radio buttons for selecting a section to edit: **Header** (selected), **Footer**, **Left Side Bar**, and **Right Side Bar**. A **> Go** button is located at the bottom of the edit section.

Step2: Select the section to edit and then click on Go button. Make the required changes in the editor. Preview the page before publishing and click Proceed to publish the image.

The screenshot shows the 'Edit Header' editor interface. At the top, there is a title bar 'Edit Header'. Below it is a rich text editor toolbar with options for Source, font color, background color, bold, italic, underline, text color, text background color, bulleted list, numbered list, link, unlink, and source code. Below the toolbar are dropdown menus for Styles (Normal), Font, and Size. The main editing area contains the text 'rediff.com' in a large, bold, black font with a red dot above the 'i' and a red 'com'. A callout box with a pointer to the 'Proceed' button contains the text: 'Click on Proceed to publish the page.' At the bottom of the editor are two buttons: 'Preview' and 'Proceed'.

Manage Logout Link

This will help administrator to enter the URL to which the users can be redirected after sign out. If left blank, the user will be taken to them employee's default website.



The screenshot shows a web-based administrative interface. On the left, there is a sidebar menu with the following items: 'Single User Management', 'Bulk User Management', and 'Domain Level Management'. Under 'Domain Level Management', there are several links: 'Create User Home Page', 'Edit User Home Page', 'Select Theme - Admin', 'Edit Login Page', 'Manage Logout Link', and 'Password Policy'. The 'Manage Logout Link' link is highlighted. The main content area is titled 'Manage Logout Link' and contains a text input field labeled 'Logout Link :'. The field contains the text 'http://mail.epro.in'. Below the field, there is a note: '* If you leave this field blank then you will be redirected to epro.in'. At the bottom of the form, there is an 'Update' button.

Password Policy

The Administrator can save the password policy here. The different parameters of assigning a password are Strength, Expiry, Lock, and Block Password

Expiry: No of days after which the user password should automatically get expired.

Lock Invalid Attempts: Number of invalid logon attempts after which the accounts should be locked out

Block Password: If block password is enabled then it will restrict to all users from editing their passwords.



- [Add User](#)
- [Edit User](#)
- [Delete User](#)
- [Search User](#)
- [Change Password](#)
- [De-activate User](#)
- [User Privileges](#)
- [Customize Welcome Mail](#)
- Bulk User Management**
- Domain Level Management**
- [Create User Home Page](#)
- [Edit User Home Page](#)
- [Select Theme - Admin](#)
- [Edit Login Page](#)
- [Manage Logout Link](#)
- [Password Policy](#)
- [Manage Disclaimer](#)
- [Manage Spam](#)
- [Block Sender](#)
- [Upload logo](#)
- [Domain Whitelisting](#)
- [Incoming attachment restriction](#)
- [Outgoing attachment restriction](#)
- [Mail Routing](#)
- [Mail access restriction](#)
- MIS Reports**
- Newsletter**
- Other Services**

Save password policy

Strength: Disable ▾

Expiry: Disable ▾

Lock Invalid Attempts: Disable ▾

Log of Invalid Attempts: Disable ▾

Lock Inactive Account: Disable ▾

Block Password: Enable ▾

Save Disable All View Log

NOTE:
Here you can save password policy.

Strength:

1. Should contain min 8 characters
2. Should contain both Upper & Lowercase characters
3. Should contain digits from 0 - 9
4. Should contain special characters like! @ # \$ % & * () _ { } [] /

Expiry:
Expires user password within selected days.

Lock Invalid Attempts:
Number of invalid logon attempts afterwhich the accounts should be locked out

Log of Invalid Attempts:

Manage Disclaimer

This feature will help admin to add disclaimer at the end of every mail of all the users on the domain.

Step1: Enter the disclaimer content and then click on UPDATE. Once updated, any mail sent by user over the web interface will have the disclaimer.



- [Add User](#)
- [Edit User](#)
- [Delete User](#)
- [Search User](#)
- [Change Password](#)
- [De-activate User](#)
- [User Privileges](#)
- [Customize Welcome Mail](#)
- Bulk User Management**
- Domain Level Management**
- [Create User Home Page](#)
- [Edit User Home Page](#)
- [Select Theme - Admin](#)
- [Edit Login Page](#)
- [Manage Logout Link](#)
- [Password Policy](#)
- [Manage Disclaimer](#)
- [Manage Spam](#)
- [Block Sender](#)
- [Upload logo](#)
- [Domain Whitelisting](#)
- [Incoming attachment restriction](#)
- [Outgoing attachment restriction](#)
- [Mail Routing](#)
- [Mail access restriction](#)
- MIS Reports**
- Newsletter**

Manage Spam

Spam checking has been enabled for this domain,
To disable it click on Disable button.

Please Note:

1.Enable Option: This will enable the SPAM Control filters on your entire domain i.e. for all the users on your domain. In this case, all the mails considered /caught as SPAM will be forwarded/redirected to the respective users Trash Mail Folder. Mails present in this folder can be accessed on the web interface. Thus the use will not be able to download these mails to the Mail Client. He has to access these mails over the web interface.

2.Disable Option: This will disable the SPAM Control filters on your entire domain i.e. all the users on your domain. In this case, all the mails considered/caught as SPAM will be forwarded /redirected to the respective users Inbox and hence can be downloaded to the Mail Client.

Disable SPAM at Individual User level

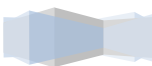
Please select the user ids from the Global Address Book by [Clicking here](#)

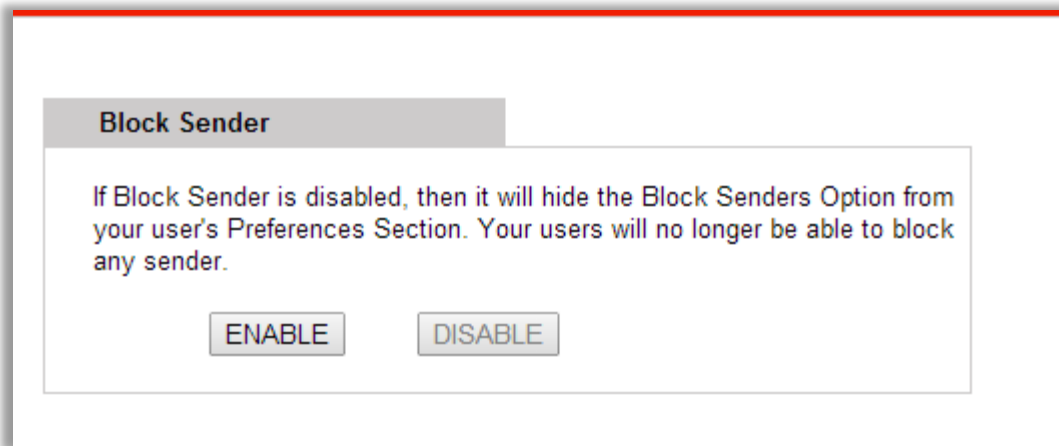
Please Note:

The user id's mentioned in the above list will receive all the mails including SPAM in their Inbox and hence can be downloaded to the Mail Client

Block Sender

This feature will help the administrator to restrict user ids from blocking any sender id. Once enabled the block sender option available in preference section of the user will be disabled.

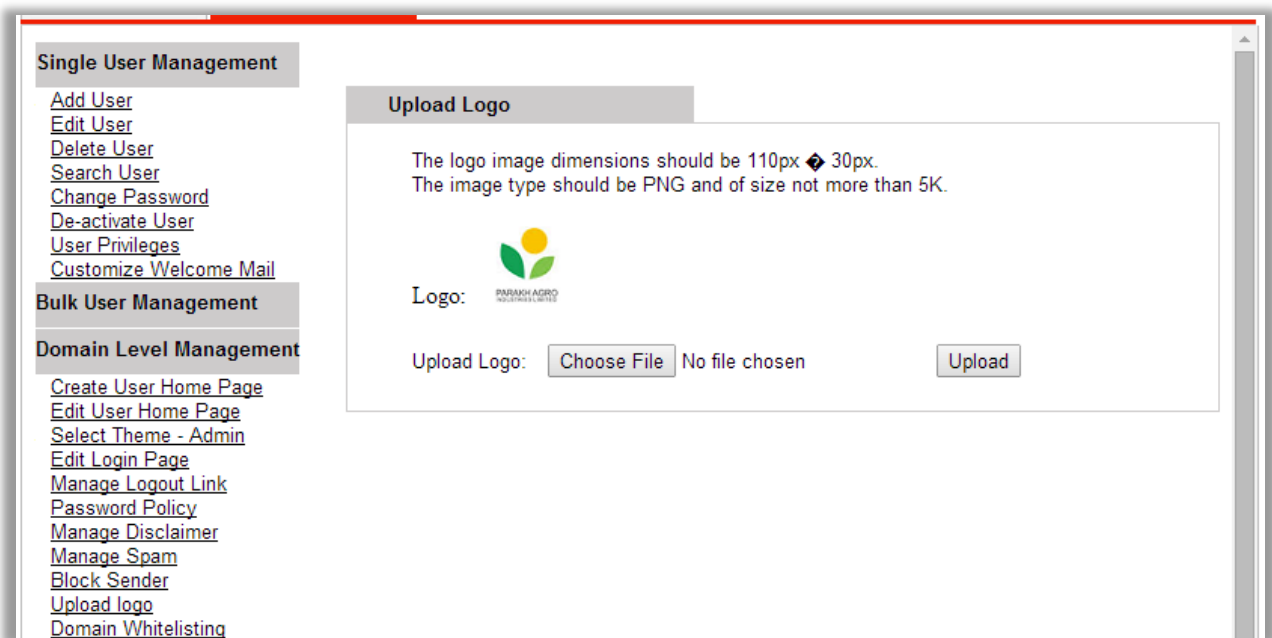




Upload Logo

The administrator can select any PNG Image of dimension 110px and 30px and size not exceeding 5K.

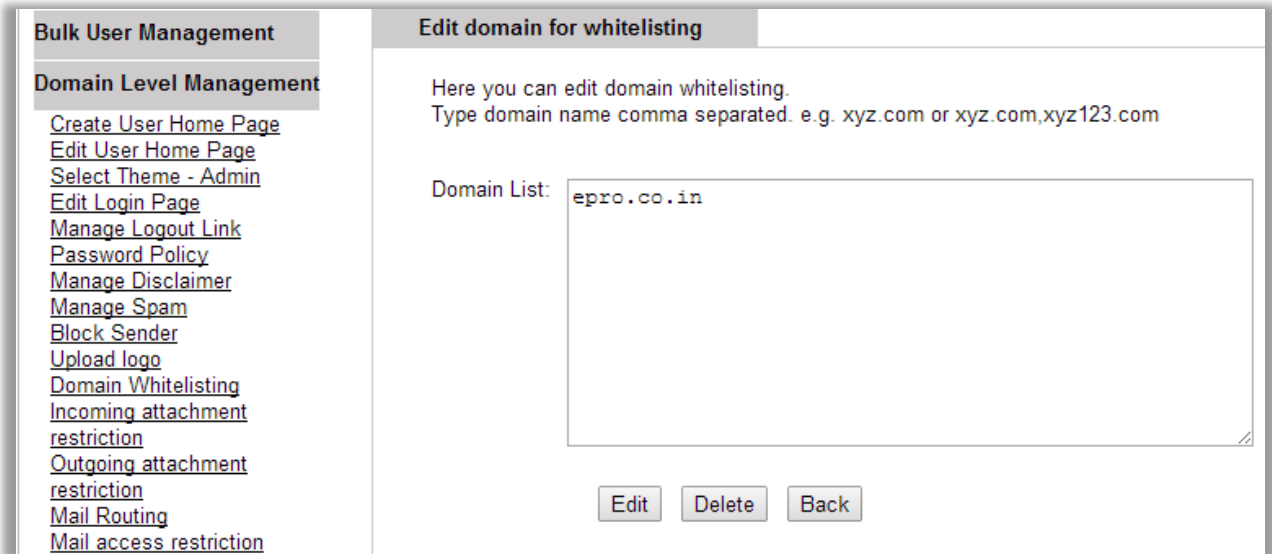
The “Choose File” option has to be selected to select the picture and then the admin has to click on “Upload” option to upload the picture.



Domain Whitelisting

This option allows the administrator to whitelist any domain which is considered to be safe and from where mails can be received.

Steps: The admin has to mention the desired domain name in the blank space and click “Edit” or “Delete” option to make changes or delete the mentioned domain name.



Bulk User Management

Domain Level Management

- [Create User Home Page](#)
- [Edit User Home Page](#)
- [Select Theme - Admin](#)
- [Edit Login Page](#)
- [Manage Logout Link](#)
- [Password Policy](#)
- [Manage Disclaimer](#)
- [Manage Spam](#)
- [Block Sender](#)
- [Upload logo](#)
- [Domain Whitelisting](#)
- [Incoming attachment restriction](#)
- [Outgoing attachment restriction](#)
- [Mail Routing](#)
- [Mail access restriction](#)

Edit domain for whitelisting

Here you can edit domain whitelisting.
Type domain name comma separated. e.g. xyz.com or xyz.com,xyz123.com

Domain List:

Incoming Attachment Restriction

The Admin can specify the size and type of the attachment which users of the domain are allowed to receive.



Single User Management

- [Add User](#)
- [Edit User](#)
- [Delete User](#)
- [Search User](#)
- [Change Password](#)
- [De-activate User](#)
- [User Privileges](#)
- [Customize Welcome Mail](#)

Bulk User Management

Domain Level Management

- [Create User Home Page](#)
- [Edit User Home Page](#)
- [Select Theme - Admin](#)
- [Edit Login Page](#)
- [Manage Logout Link](#)
- [Password Policy](#)
- [Manage Disclaimer](#)
- [Manage Spam](#)
- [Block Sender](#)
- [Upload logo](#)
- [Domain Whitelisting](#)

Incoming Mail Attachment Restrictions

Here you can specify the size and type of the attachment which users of your domain are allowed to receive.

[Add new incoming mail attachment restriction](#)

Restricted by Size:

For User	where Size exceeds	Action
ankit@epro.in	5 MB	Edit Delete

Restricted by File Type:

For User	where File type is	Action
nirali@epro.in	docx	Edit Delete

Step1: Click on “Add new incoming mail attachment restriction”.

Incoming Mail Attachment Restrictions

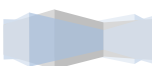
Do not allow to receive any mails with attachment

by

where attachment

exceeds

Step 2: Select whether the settings should be applied to all the users or to selected users. Specify the restriction type i.e. choice on File or Size. Selecting “Size” will enable the options of choosing size and Selecting “Type” will enable the options of file types. Click on option to save changes.



Incoming Mail Attachment Restrictions

Do not allow to receive any mails with attachment

by Selected Users ▼

User List:

Type to search a user

- abhishek@epro.in
- adam@epro.in
- admin@epro.in
- administrator@epro.in
- ajitsg@epro.in
- amitag@epro.in
- ankit@epro.in

Type to search a user

- abhishek@epro.in
- adam@epro.in
- admin@epro.in
- administrator@epro.in
- ajitsg@epro.in
- amitag@epro.in
- ankit@epro.in

where attachment Size ▼

exceeds -Select Size-
-Select Size-
0MB (No attachment)
5MB
10MB
15MB
20MB

Add Restricti

where attachment Type ▼

is

- wmv
- flv
- bmp
- png
- jpg
- jpeg
- psd
- pdf
- xls
- xlsx

Outgoing Attachment Restriction

The Admin can specify the size and type of the attachment which users of the domain are allowed to send. It is similar to what is shown above in Incoming restriction and the functionality is the same.



Step 1: Click on “Add new outgoing mail attachment restriction”

Single User Management

- [Add User](#)
- [Edit User](#)
- [Delete User](#)
- [Search User](#)
- [Change Password](#)
- [De-activate User](#)
- [User Privileges](#)
- [Customize Welcome Mail](#)

Bulk User Management

Domain Level Management

- [Create User Home Page](#)
- [Edit User Home Page](#)
- [Select Theme - Admin](#)
- [Edit Login Page](#)
- [Manage Logout Link](#)
- [Password Policy](#)
- [Manage Disclaimer](#)
- [Manage Spam](#)
- [Block Sender](#)
- [Upload logo](#)
- [Domain Whitelisting](#)
- [Incoming attachment](#)

Outgoing Mail Attachment Restrictions

Here you can specify the size and type of the attachment which users of your domain are allowed to send.

[Add new outgoing mail attachment restriction](#)

Restricted by Size:

For User	where Size exceeds	Action
All Users	10 MB	Edit Delete
arvind.bhardwaj@epro.in	10 MB	Edit Delete

Restricted by File Type:

For User	where File type is	Action
All Users	3gp	Edit Delete

Step 2: Select whether the settings should be applied to all the users or to selected users. Specify the restriction type i.e. choice on File or Size. Selecting “Size” will enable options of choosing size and Selecting “Type” will enable options of file types. Click on [Add Restriction](#) option to save changes.



- [Add User](#)
- [Edit User](#)
- [Delete User](#)
- [Search User](#)
- [Change Password](#)
- [De-activate User](#)
- [User Privileges](#)
- [Customize Welcome Mail](#)
- Bulk User Management**
- Domain Level Management**
- [Create User Home Page](#)
- [Edit User Home Page](#)
- [Select Theme - Admin](#)
- [Edit Login Page](#)
- [Manage Logout Link](#)
- [Password Policy](#)
- [Manage Disclaimer](#)
- [Manage Spam](#)
- [Block Sender](#)
- [Upload logo](#)
- [Domain Whitelisting](#)
- [Incoming attachment restriction](#)
- [Outgoing attachment restriction](#)
- [Mail Routing](#)
- [Mail access restriction](#)

Outgoing Mail Attachment Restrictions

Do not allow to send any mails with attachment

from

User List:

Type to search a user

- abhishek@epro.in
- adam@epro.in
- admin@epro.in
- administrator@epro.in
- ajitsg@epro.in
- amitag@epro.in
- ankit@epro.in

where attachment

is

- doc
- docx
- txt
- msg
- csv

Mail Access Restriction

The Administrator can Restrict users from accessing mails from outside company network or using mail access protocol like SMTP,POP,IMAP,HTTP etc.



Single User Management

- [Add User](#)
- [Edit User](#)
- [Delete User](#)
- [Search User](#)
- [Change Password](#)
- [De-activate User](#)
- [User Privileges](#)
- [Customize Welcome Mail](#)

Bulk User Management

Domain Level Management

- [Create User Home Page](#)
- [Edit User Home Page](#)
- [Select Theme - Admin](#)
- [Edit Login Page](#)
- [Manage Logout Link](#)
- [Password Policy](#)
- [Manage Disclaimer](#)
- [Manage Spam](#)
- [Block Sender](#)
- [Upload logo](#)
- [Domain Whitelisting](#)
- [Incoming attachment restriction](#)
- [Outgoing attachment restriction](#)
- [Mail Routing](#)
- [Mail access restriction](#)

MIS Reports

Mail Access Restriction

Mail Access Restriction [Download current settings for all users](#)

Restrict users from accessing mails from outside company network or using mail access protocol like SMTP,POP,IMAP,HTTP etc.

Add Access Restriction

Upload bulk csv

Add restriction for individual users

Restricted Allowed

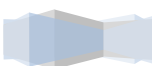
	List	Rediff mobile app	Http	Secure Http	Pop3	Secure Pop3	Imap	Secure imap	Smtp Auth	Secure Smtp Auth	Pop Before Smtp	IP
<input type="checkbox"/> Entire domain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 1: There are two options to apply the restriction. The admin can either restrict Individual users or all the users by uploading a CSV file. To add restriction for individual users, mention the email ids in the box shown below.

Add Access Restriction

Add restriction for individual users

Type user email ID's seperated by ', ' e.g. bob,gary



Step 2: The admin then has to select any one of the below options. By default, no mail access restriction is applied to any user.

Restricted Allowed

<input type="checkbox"/>	List	Rediff mobile app	Http	Secure Http	Pop3	Secure Pop3	Imap	Secure imap	Smtip Auth	Secure Smtip Auth	Pop Before Smtip	IP
<input type="checkbox"/>	Entire domain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 3: If the Administrator wants to an IP based restriction then he has to select IP option which will open up a window as shown below. The admin has to mention the IPs to be restricted in the space shown below.

The screenshot shows a web application interface with a sidebar menu on the left containing options like 'Edit User', 'Bulk User Management', and 'Domain Level Management'. A modal window is open in the center, titled 'https://admin.rediffmailpro.com/scriptsNew/ipvalidate.phtml'. The modal contains the following text: 'Specify the list of allowed IP addresses. Mail access from all other IP addresses will be restricted. Your current IP address is 14.97.243.184'. Below this text is a text input field containing '14.97.243.184' and two buttons labeled 'Add' and 'Cancel'. The background of the web application is partially visible, showing a 'Mail access restriction' section with a radio button selected for 'IP'.

Step 4: After selecting the options to restrict please click on to save changes.

MIS Reports

A special MIS interface is provided to the Administrator to give him access to reports in real time.

Following are the report which can be generated.

Account Usage

It gives Administrator a view of Account details giving total logins created, opened and Login details giving Total accounts and Unique account opened, it also gives a view of:

- (1) How many users logged in with frequency per week
- (2) The overall usage of the account in terms of size and unique number of users.
- (3) All the details of the users created till date.

Single User Management

- [Add User](#)
- [Edit User](#)
- [Delete User](#)
- [Search User](#)
- [Change Password](#)
- [De-activate User](#)
- [User Privileges](#)
- [Customize Welcome Mail](#)

Bulk User Management

Domain Level Management

MIS Reports

- [Account Usage](#)
- [Download Master](#)
- [Deactivated Users](#)
- [Generate Monthly Report](#)

Newsletter

Other Services

Global Address Book

Account Usage Report

All users Weekly Account Usage Report

Total Accounts allocated 55 till date. [View All Users](#)

You have created 49 Accounts till date.

Balance 6 Accounts till date.

* Till that week end.
* Total login/Unique login.

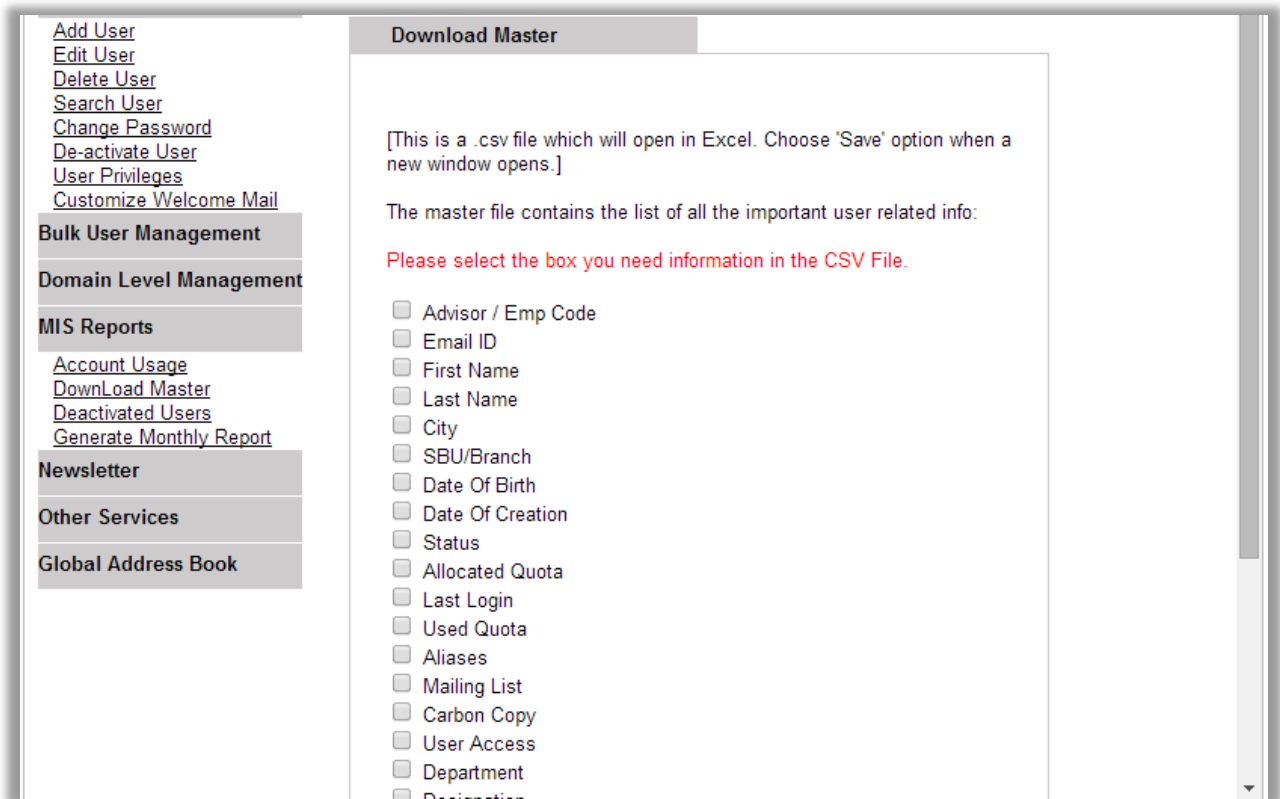
Week		Account Details			Login Details	
From	To	Created*	Opened*	Total	Unique	Frequency*
23-SEP-13	29-SEP-13	24	23	0	0	0.00
16-SEP-13	22-SEP-13	22	21	0	0	0.00
09-SEP-13	15-SEP-13	21	20	0	0	0.00
02-SEP-13	08-SEP-13	13	12	0	0	0.00
26-AUG-13	01-SEP-13	11	10	0	0	0.00
19-AUG-13	25-AUG-13	30	28	0	0	0.00

Download Master

The master file contains a complete list of all the important user related information like Email ID, First Name, and Last Name , Last Login , Allocated quota etc. This is a .CSV file, which will open in Excel.

Choose 'Save' option when a new window opens.

Step1: Select the fields for which user details are required and then click on GO



The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains several menu items: [Add User](#), [Edit User](#), [Delete User](#), [Search User](#), [Change Password](#), [De-activate User](#), [User Privileges](#), [Customize Welcome Mail](#), **Bulk User Management**, **Domain Level Management**, **MIS Reports** (with sub-items: [Account Usage](#), [DownLoad Master](#), [Deactivated Users](#), [Generate Monthly Report](#)), **Newsletter**, **Other Services**, and **Global Address Book**. The main content area is titled "Download Master" and contains the following text: "[This is a .csv file which will open in Excel. Choose 'Save' option when a new window opens.]" and "The master file contains the list of all the important user related info:". Below this is a red instruction: "Please select the box you need information in the CSV File." followed by a list of fields with checkboxes: Advisor / Emp Code, Email ID, First Name, Last Name, City, SBU/Branch, Date Of Birth, Date Of Creation, Status, Allocated Quota, Last Login, Used Quota, Aliases, Mailing List, Carbon Copy, User Access, Department, and Designation.

Deactivated Email IDs

This will show details of all the user which the administrator has de-activated. The administrator can activate or delete the user permanently by clicking on the hyperlink given beside the userids



Single User Management

- [Add User](#)
- [Edit User](#)
- [Delete User](#)
- [Search User](#)
- [Change Password](#)
- [De-activate User](#)
- [User Privileges](#)
- [Customize Welcome Mail](#)

Deactivated Email IDs

Email ID	Date	Activate	Delete
admin@epro.in		Activate	Delete

Generate Monthly Report

The admin can generate the monthly report by clicking on the “Generate Monthly Report” option and clicking on “Download Now” link to generate the particular month’s report.

Single User Management

- [Add User](#)
- [Edit User](#)
- [Delete User](#)
- [Search User](#)
- [Change Password](#)
- [De-activate User](#)
- [User Privileges](#)
- [Customize Welcome Mail](#)

Generate Monthly Report

Report Date	Status
15-MAY-14	Download Now
06-FEB-14	Download Now
22-JAN-14	Download Now

Bulk User Management

Newsletter

The Newsletter option enables admin to send common mail to a group (target) of people/ all user ids on the domain.



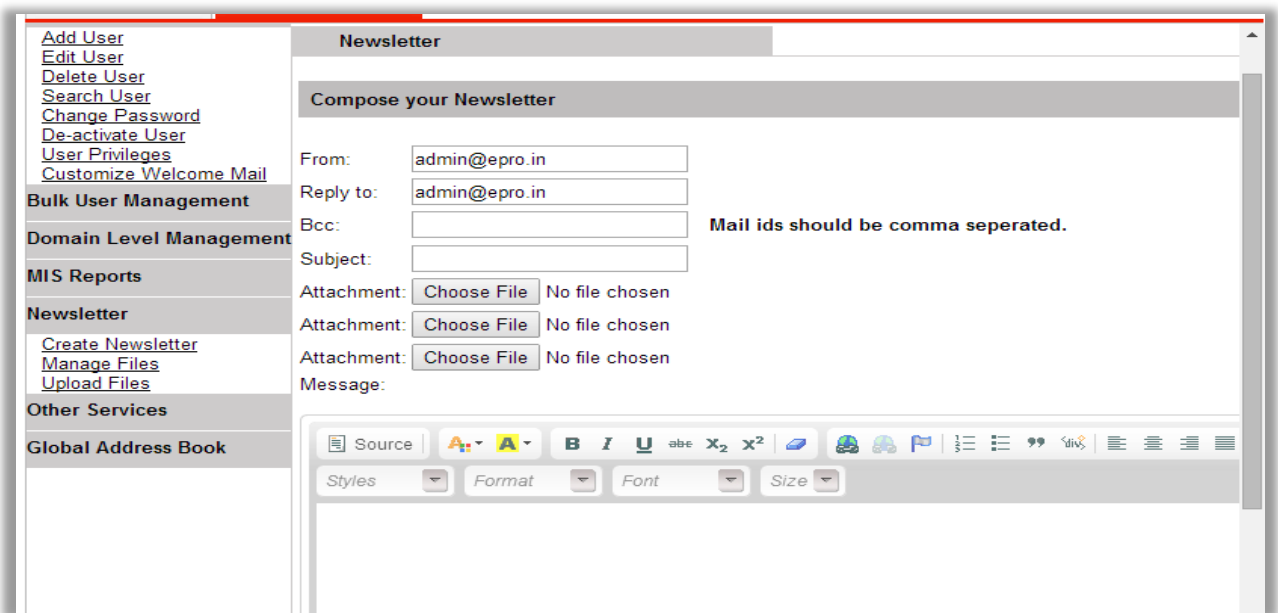
Create Newsletter

Newsletter can either be sent to all the users/emails or to a particular set of targeted users. So according the admin needs to tick on the resp. option.





The screenshot shows a dialog box titled "Newsletter". It contains two radio button options: "Set Target" and "Send to all". Below these options is a "Continue" button.

In case to send it to all users/emails just select send to all and click continue. ON next screen a Newsletter edit window will be displayed where Newsletter can either be written in text format or html format.



The screenshot shows a web application interface for composing a newsletter. On the left is a navigation menu with categories like "Bulk User Management", "Domain Level Management", "MIS Reports", "Newsletter", "Other Services", and "Global Address Book". The "Newsletter" section is active, showing links for "Create Newsletter", "Manage Files", and "Upload Files". The main content area is titled "Compose your Newsletter" and includes fields for "From:", "Reply to:", "Bcc:", and "Subject:". The "From:" and "Reply to:" fields are pre-filled with "admin@epro.in". There are three "Attachment:" fields, each with a "Choose File" button and the text "No file chosen". A note states "Mail ids should be comma seperated." Below the fields is a rich text editor toolbar with options for "Source", "Styles", "Format", "Font", and "Size".

Next step is to click on PROCEED to confirm.  



Upload Files

This will allow the administrator to upload files on server and get a link to download which can be shared with others. The size of file to be uploaded is limited to 20MB. Admin can upload as many files as required.

[Add User](#)
[Edit User](#)
[Delete User](#)
[Search User](#)
[Change Password](#)
[De-activate User](#)
[User Privileges](#)
[Customize Welcome Mail](#)
Bulk User Management
Domain Level Management
MIS Reports
Newsletter
[Create Newsletter](#)
[Manage Files](#)
[Upload Files](#)

Upload files

Please select the files you would like to upload:

No file chosen

No file chosen

No file chosen

No file chosen

No file chosen

Manage Files

This will contain a list of the entire file uploaded by the administrator using the upload file option. The admin can rename a file/delete it from here.



Add User Edit User Delete User Search User Change Password De-activate User User Privileges Customize Welcome Mail Bulk User Management Domain Level Management MIS Reports Newsletter Create Newsletter Manage Files Upload Files	File Manager																		
<p>You have used 8324.7 kb of your allotted 401399.9 mb space.</p> <table border="1"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: right;">Size</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> http://mail.epro.in/upload/homelimagePrev1.jpg</td> <td style="text-align: right;">17192 rena</td> </tr> <tr> <td><input type="checkbox"/> http://mail.epro.in/upload/homelimagePrev2.jpg</td> <td style="text-align: right;">12990 rena</td> </tr> <tr> <td><input type="checkbox"/> http://mail.epro.in/upload/homelimage1.jpg</td> <td style="text-align: right;">17192 rena</td> </tr> <tr> <td><input type="checkbox"/> http://mail.epro.in/upload/homelimage2.jpg</td> <td style="text-align: right;">12990 rena</td> </tr> <tr> <td><input type="checkbox"/> http://mail.epro.in/upload/homelimage1.jpg</td> <td style="text-align: right;">17192 rena</td> </tr> <tr> <td><input type="checkbox"/> http://mail.epro.in/upload/homelimage2.jpg</td> <td style="text-align: right;">12990 rena</td> </tr> <tr> <td><input type="checkbox"/> http://mail.epro.in/upload/epro.in_allReports_19-Apr-13.zip</td> <td style="text-align: right;">670 rena</td> </tr> <tr> <td><input type="checkbox"/> http://mail.epro.in/upload/homelimagePrev3.jpg</td> <td style="text-align: right;">27499 rena</td> </tr> </tbody> </table>		Name	Size	<input type="checkbox"/> http://mail.epro.in/upload/homelimagePrev1.jpg	17192 rena	<input type="checkbox"/> http://mail.epro.in/upload/homelimagePrev2.jpg	12990 rena	<input type="checkbox"/> http://mail.epro.in/upload/homelimage1.jpg	17192 rena	<input type="checkbox"/> http://mail.epro.in/upload/homelimage2.jpg	12990 rena	<input type="checkbox"/> http://mail.epro.in/upload/homelimage1.jpg	17192 rena	<input type="checkbox"/> http://mail.epro.in/upload/homelimage2.jpg	12990 rena	<input type="checkbox"/> http://mail.epro.in/upload/epro.in_allReports_19-Apr-13.zip	670 rena	<input type="checkbox"/> http://mail.epro.in/upload/homelimagePrev3.jpg	27499 rena
Name	Size																		
<input type="checkbox"/> http://mail.epro.in/upload/homelimagePrev1.jpg	17192 rena																		
<input type="checkbox"/> http://mail.epro.in/upload/homelimagePrev2.jpg	12990 rena																		
<input type="checkbox"/> http://mail.epro.in/upload/homelimage1.jpg	17192 rena																		
<input type="checkbox"/> http://mail.epro.in/upload/homelimage2.jpg	12990 rena																		
<input type="checkbox"/> http://mail.epro.in/upload/homelimage1.jpg	17192 rena																		
<input type="checkbox"/> http://mail.epro.in/upload/homelimage2.jpg	12990 rena																		
<input type="checkbox"/> http://mail.epro.in/upload/epro.in_allReports_19-Apr-13.zip	670 rena																		
<input type="checkbox"/> http://mail.epro.in/upload/homelimagePrev3.jpg	27499 rena																		

Other Services

Mailing List

Mailing List is group of email IDs. Admin can create various groups (e.g. HR, Support, Customer Service etc.). When mail is sent to this ID, the mail also gets delivered to the user id mentioned in the group mail id. Steps to create a mailing list are as follows

Step1: Search the user



<ul style="list-style-type: none"> Add User Edit User Delete User Search User Change Password De-activate User User Privileges Customize Welcome Mail Bulk User Management Domain Level Management MIS Reports Newsletter Other Services Mailing List Alias Management 	<h3 style="text-align: center;">Search a User</h3> <p>Mailing List are group of email IDs. When you send a mail to a mailing list mailbox, the mails also gets delivered to all the mailing list subscribers.</p> <p>(1) Search and choose the user. (2) Create mailing list for that email ID.</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <input type="text" value="Employee code"/> <input type="button" value="Search"/> </div> <p style="text-align: center;">OR</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <input type="text" value="Select Branch/Location"/> </div> <p style="text-align: center;">OR</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <input type="text" value="Email ID"/> @epro.in </div>
--	---

Step2: Click on CREATE to create a new mailing list

Search a User			
Your search result			
Employee Code	First Name	SBU/Branch	Mailing List
12312	Test	Mumbai	create
<input type="button" value="Search for more Users"/>			

Step3: In the blank box enter the complete email ids of the user. One can add multiple email ids separated by comma. And then click on SAVE. The admin can also click on the link to add email ids from Global Address Book.



Add Mailing List

Mailing List for test@epro.in

[Click here to use your global address book.](#)

Add Email addresses seperated by comma.

SAVE CANCEL

Alias Management

Mail aliases are alternative virtual addresses to existing mailboxes on the same domain name. Messages sent to a mailbox alias arrive to the primary mailbox. It's an address that forwards all email it receives to another email account.. For example, if an email alias called info@yourdomain.com is created for johndoe@yourdomain.com, then all email sent to info@yourdomain.com will be automatically forwarded to johndoe@yourdomain.com (In this case, 'info' is called an alias of 'johndoe'.)

Step 1: Enter and Search the user for which aliases are to be created and then click on GO.



[Add User](#)
[Edit User](#)
[Delete User](#)
[Search User](#)
[Change Password](#)
[De-activate User](#)
[User Privileges](#)
[Customize Welcome Mail](#)

Bulk User Management

Domain Level Management

MIS Reports

Newsletter

Other Services

[Mailing List](#)
[Alias Management](#)

Search a User

Aliases are virtual (without a pop box) email IDs for an actual pop mailbox.
 (1) Search and choose the user.
 (2) Create aliases for that email ID.

Employee code GO

OR

Select Branch/Location

OR

Email ID @epro.in

Step2: Click on CREATE if the intended user is found

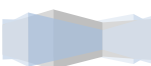
Search a User

Your search result

Employee Code	First Name	SBU/Branch	Aliases List
12312	Test	Mumbai	create

Step3: Enter alias id (info@domainname.com). If there are multiple ids are to be assigned to a single email id, separate them with a comma.

Please Note: Alias ids can be created only for same domain .i.e for johndoe@domainname.com admin cannot create an alias as info@domainname1.com



Add Aliases

Aliases for test@epro.in

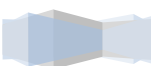
Note:

- 1) Alias id must be start alphabetic character, end with alpha-numeric character and not contains any special characters except dot, underscore and hyphen.
For example john, john123, john_123, john.123, john-123
- 2) Multiple alias ids should be coma separated.

Catch All Emails

Rediffmail Enterprise gives Administrator the authority to make any account a Catch All Email account. A catch-all email account is an account where emails sent to wrong or non existent ids on your domain are collected. In absence of it, sender would receive a bounce back mail. For example, if a sender sends mail to salesinquiry@yourdomain.com instead of inquiry@yourdomain.com and salesinquiry@yourdomain.com does not exists then sender will get a bounce back mail. Now if a catch all account is set, even a mail is sent to non existent id such as salesinquiry would be received in that catch all mailbox.

Step1: Enter the email id of user and then click on START. To discontinue this feature, click on stop.



Single User Management

- [Add User](#)
- [Edit User](#)
- [Delete User](#)
- [Search User](#)
- [Change Password](#)
- [De-activate User](#)
- [User Privileges](#)
- [Customize Welcome Mail](#)

Bulk User Management

Domain Level Management

MIS Reports

Newsletter

Other Services

- [Mailing List](#)
- [Alias Management](#)
- [Catch All](#)

Catch All

All the mails for which there is no email ID will be routed to this inbox i.e. *.*@yourdomain.com

- If you don't want this feature: you can stop it.
- Every time you make changes - click stop and start again

Auto-forward emails

For each user id, admin can define an auto forward id to which all the user mails can be forwarded. The mails can be forwarded to email ids of outside domains as well.

Step1: Enter and search the user for which the auto forward has to be set.



Search a User

Auto Forward List are group of email IDs. When you send a mail to a email id for which auto-forward has been set, the mails also gets delivered to the auto forwarded email id's mailbox.

(1) Search and choose the user.
 (2) Create carbon copy list for that email ID.

Employee code

OR

Select Branch/Location ▼

OR

@epro.in

Step2: Click on create to set the auto forward

Search a User

Your search result

Employee Code	Name	Branch	Auto Forward List
12312	Test	Mumbai	create

Step3: Enter the email id to which all the mails need to be forward and then click on SAVE. Administrator has an option to delete the mails from primary mailbox once they are auto forwarded to another email ID.



Add Auto Forward List

Auto Forward List for test@epro.in

Forward to:

Leave a copy of all emails in the users's account

Delete the mails once they have been forwarded

Restrict Outgoing Mails

The Administrator can add outgoing mail restriction. Once the restrictions are applied, the User will no more be able to send mails matching the specified conditions.

Step 1: Select whether to apply restriction on outgoing for all or selected users.

Step 2: Select the content of mail to be restricted by typing email id or domain name. e.g. @xyz.com or abc@xyz.com

Step 3: After giving the desired input Click on the Add option as shown below.



- [Add User](#)
- [Edit User](#)
- [Delete User](#)
- [Search User](#)
- [Change Password](#)
- [De-activate User](#)
- [User Privileges](#)
- [Customize Welcome Mail](#)
- Bulk User Management**
- Domain Level Management**
- MIS Reports**
- Newsletter**
- Other Services**
- [Mailing List](#)
- [Alias Management](#)
- [Catch All](#)
- [Auto-forward emails](#)
- [Restrict Outgoing Mails](#)
- [Save Sent Items](#)
- [User Auto-forward access](#)
- [Incoming Mail Restriction](#)
- [Email backup](#)
- [Complete mail sync](#)
- [Manage archive service](#)
- [Contact sync](#)
- Global Address Book**

Add Outgoing Restriction

Here you can add outgoing mail restriction.
Once the restrictions are applied, the User will no more be able to send mails matching the conditions specified by you.
(1) choose restriction type.
(2) type email id or domain name. e.g. @xyz.com or abc@xyz.com

Add new outgoing mail restriction:

Do not send any mails

From:

which in
their 'to','cc','bcc' list.

Restricted Outgoing Mail List

Outgoing restricted list not found.

Save Sent Items

The administrator can enable/disable save sent items for all users. If disabled, then mails sent by users will not be saved in sent folder

Enable/Disable Save Sent Items

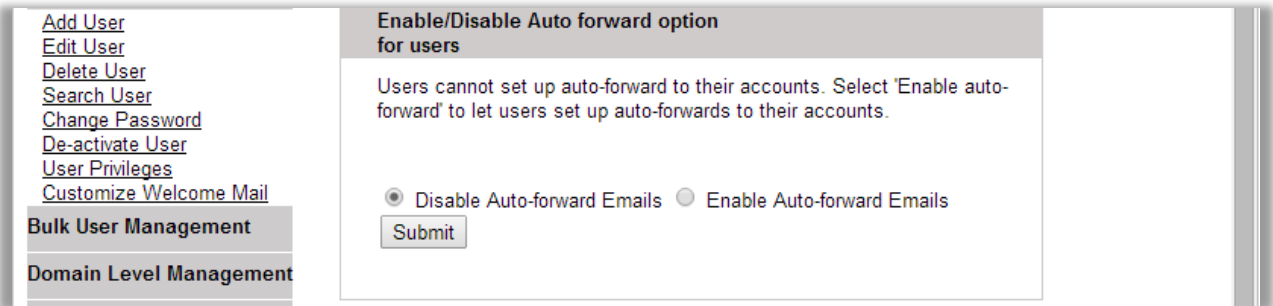
Here you can enable/disable save sent items for all users.
If you disable save sent items then it will takes user's save sent items setting.



User Auto-Forward access

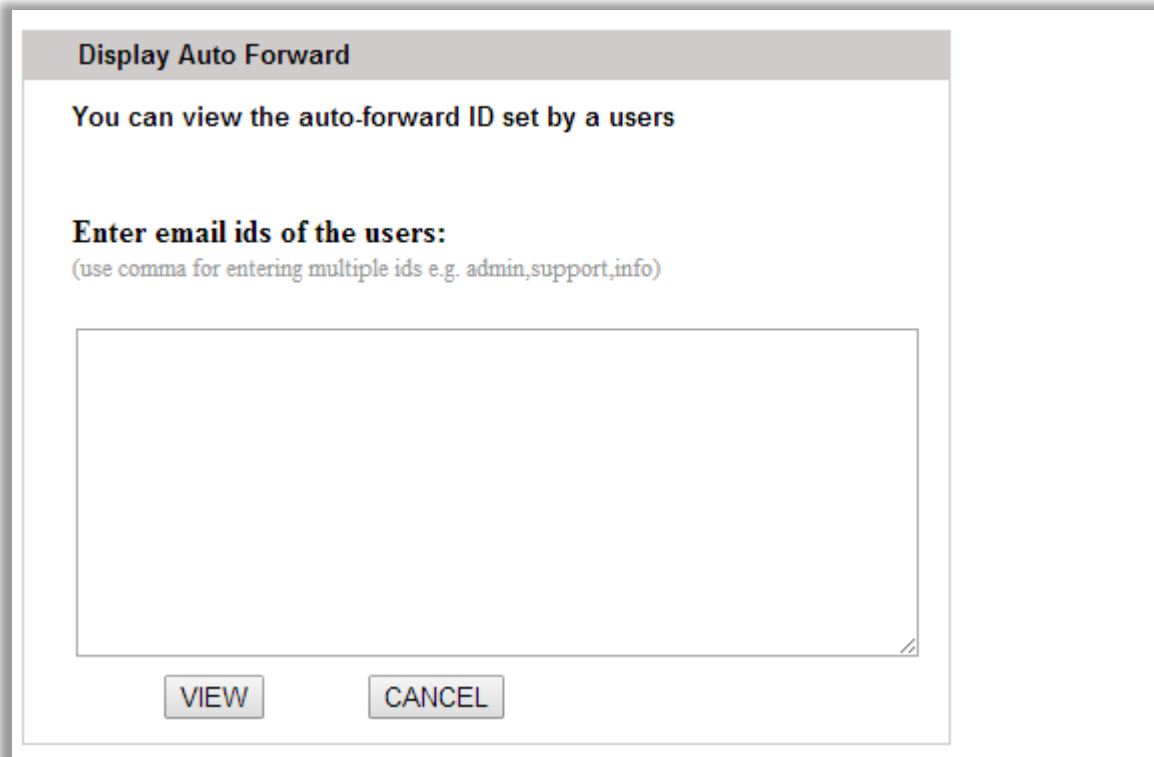
Administrator can control whether to give access to users to set up an auto-forward to their accounts.

By default users are allowed to set the auto forwards. Administrator should select 'Disable auto-forward' to block users from setting up auto-forwards to their accounts



The screenshot shows a web interface for managing user auto-forward settings. On the left is a navigation menu with links: Add User, Edit User, Delete User, Search User, Change Password, De-activate User, User Privileges, and Customize Welcome Mail. Below these are sections for Bulk User Management and Domain Level Management. The main content area is titled 'Enable/Disable Auto forward option for users'. It contains a text box stating: 'Users cannot set up auto-forward to their accounts. Select 'Enable auto-forward' to let users set up auto-forwards to their accounts.' Below this text are two radio buttons: 'Disable Auto-forward Emails' (which is selected) and 'Enable Auto-forward Emails'. A 'Submit' button is located at the bottom of the form.

Administrator can view the auto-forward ID set by a users by clicking on “View” option



The screenshot shows a dialog box titled 'Display Auto Forward'. The text inside reads: 'You can view the auto-forward ID set by a users'. Below this is a section titled 'Enter email ids of the users:' with a subtext '(use comma for entering multiple ids e.g. admin,support,info)'. There is a large empty text input field for entering the email IDs. At the bottom of the dialog are two buttons: 'VIEW' and 'CANCEL'.

Incoming Mail Restriction

The Administrator can add incoming mail restriction. Once the restrictions are applied, the User will no more be able to receive mails matching the specified conditions.

Step 1: Select whether to apply restriction on incoming for all or selected users.



Step 2: Select the content of mail to be restricted. Just type email id or domain name.

e.g. @xyz.com or abc@xyz.com

Step 3: After giving the desired input click on the Add option as shown below.

The screenshot shows a web interface for adding incoming mail restrictions. On the left is a sidebar menu with options like 'Add User', 'Bulk User Management', and 'Incoming Mail Restriction'. The main panel is titled 'Add Incoming Restriction' and contains instructions: 'Here, you can restrict your users to receive emails under defined conditions. Once the restrictions are applied, the User will no more be able to receive mails matching the conditions specified by you. (1) choose restriction type. (2) type email id or domain name. e.g. @xyz.com or abc@xyz.com'. Below this, there is a section 'Add new incoming mail restriction:' with a dropdown menu set to 'All Users', a radio button for 'Do not receive any mails', and a form field for a restriction type (currently 'doesnt contain') followed by an empty text input field and the word 'in'. An 'Add' button is at the bottom.

Email Backup

The administrator has the Email backup option on his admin panel. . It is an add-on feature. Admin can buy required number of licenses for the users to whose mailboxes should be backed up. He can assign backup accounts to selected users as shown below.

The screenshot shows a section titled 'Email backup' with a sub-section 'Manage email backup'. It contains a list of three items: 'Manage assigned accounts (1)', 'Manage unassigned accounts (49)', and 'Manage expired accounts (0)'. Each item is a link with a count in parentheses.

Step 1: Click "Assign" to assign backup to selected users which will redirect to a page

Email backup

Manage email backup

- [Manage assigned accounts \(1\)](#)
- [Manage unassigned accounts \(49\)](#)
- [Manage expired accounts \(0\)](#)

Type	Order No	Action
Email backup (49)	0001002724	Assign

Step 2: When clicked on Assign it will be as shown below. The administrator should click "proceed"

Email backup

Assign email backup accounts

See - all selected - RediffNet(1) Accounts left (48)

Enter the name or IDs of contacts from this list

vijil.mm(vijil.mm@epro.co.in)	<input type="checkbox"/> Email backup
dna(dna@epro.co.in)	<input type="checkbox"/> Email backup
rjaiswal(rjaiswal@epro.co.in)	<input type="checkbox"/> Email backup
demo_guj(demo_guj@epro.co.in)	<input type="checkbox"/> Email backup
nageswararao(nageswararao@epro.co.in)	<input type="checkbox"/> Email backup
shirish123(shirish123@epro.co.in)	<input checked="" type="checkbox"/> Email backup
bonanza_admin(bonanza_admin@epro.co.in)	<input type="checkbox"/> Email backup
utopia1(utopia1@epro.co.in)	<input type="checkbox"/> Email backup
sandin(sandin@epro.co.in)	<input type="checkbox"/> Email backup

[Proceed](#) [Cancel](#)

Step 3: Click the next option of "Restore backup"



Email backup

Manage email backup

- [Manage assigned accounts \(1\)](#)
- [Manage unassigned accounts \(49\)](#)
- [Manage expired accounts \(0\)](#)

Email IDs	Order No	Action
shirish.pathade@epro.co.in	0001002724	Unassign Restore Backup

Step 4: Once the admin clicks “Restore” option a popup will show which asks for date range and time of the deleted mails to be restored. Administrator will get a message of successful restoration.

Email backup [Close](#)

Backup restore request added successfully.

Email ID: administrator@epro.in
Order No: 0005003182

From	To	Request Date	Status
17/06/2014 00:00	26/06/2014 00:00	28/06/2014	PENDING

Inbox

Select All - Delete Report Spam Actions 20 mail/page First Prev 1 - 20 Next

Sat, 28 Jun '14 - Auto updated on Sat, 28 Jun '14 @ 4:49p [Check new mail](#)

- 4:37p [restoremail@rediffmail](#) Restore Status Report for administrator@epro.in [17-06-2014 00:00:00] 1 KB
- 11:28a [restoremail@rediffmailprc](#) Restore Status Report for administrator@epro.in [17-06-2014 00:00:00] 2 KB

Wed, 18 Jun '14

- 2:26p [Rx Solutions](#) Lenovo Memories & accessories - For Those who DO 11 KB

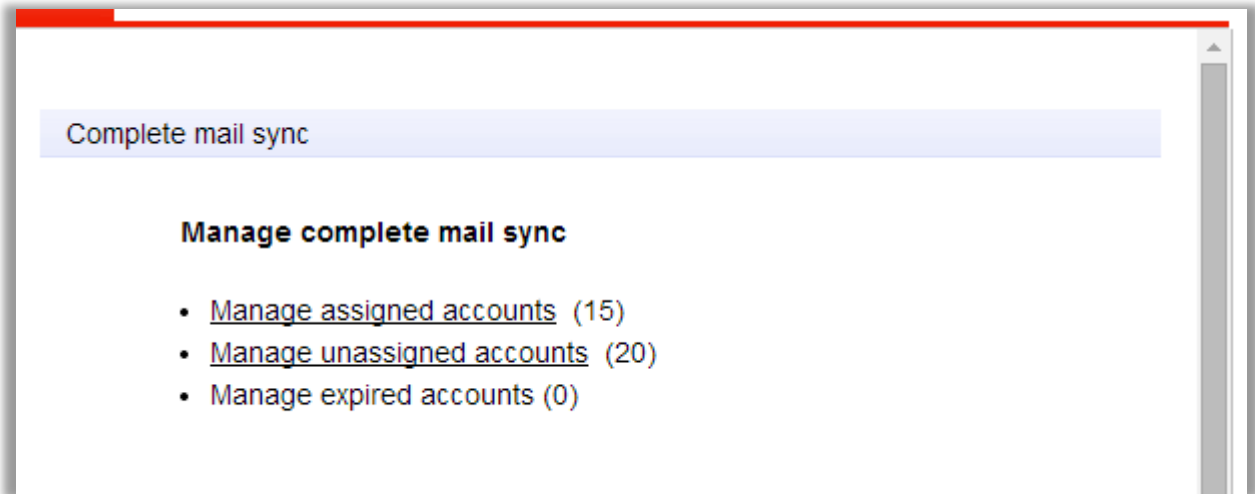
Fri, 30 May '14

Chat
Online
Search Contacts
No User Found



Complete Mail Sync

The complete mail sync option in the admin panel is used to assign IMAP accounts to selected users or all users. It is an add-on feature. Administrator need to buy required number of licenses for the users to whom complete mail sync option to be given.



Click on “Manage Unassigned Accounts” to assign IMAP to users.



Complete mail sync

Assign complete mail sync account

Select All Set common date selected - 0 Accounts left (

Enter the name or IDs of contacts from this list

pnb_test(pnb_test@epro.in)	<input type="checkbox"/> Complete mail sync <input type="text" value="28/05/2014"/>
itmanager(itmanager@epro.in)	<input type="checkbox"/> Complete mail sync <input type="text" value="28/05/2014"/>
anthony.joseph(anthony.joseph@epro.in)	<input type="checkbox"/> Complete mail sync <input type="text" value="28/05/2014"/>
ssur(ssur@epro.in)	<input type="checkbox"/> Complete mail sync <input type="text" value="28/05/2014"/>
backuptest(backuptest@epro.in)	<input type="checkbox"/> Complete mail sync

After assigning Complete Mail Sync or IMAP to selected users Click on “Proceed”. The Admin will get a confirmation message of the assigned users.

Manage Archive

Manage Archive option in the Admin Panel enables Administrator to assign archival feature to users in the domain. . It is an add-on feature. Administrator can buy required number of licenses for the users to whose mails should be archived for compliance purpose..



Email archival

Archival ID:archival@epro.in
 To access archival system, visit <http://mail.epro.in/archival> and login with archival id

Manage email archival

- Manage assigned accounts (0)
- [Manage unassigned accounts](#) (20)
- Manage expired accounts (0)

Click on “Manage Unassigned Accounts” to assign archival to users.

Archival ID:archival@epro.in
 To access archival system, visit <http://mail.epro.in/archival> and login with archival id

Manage email archival

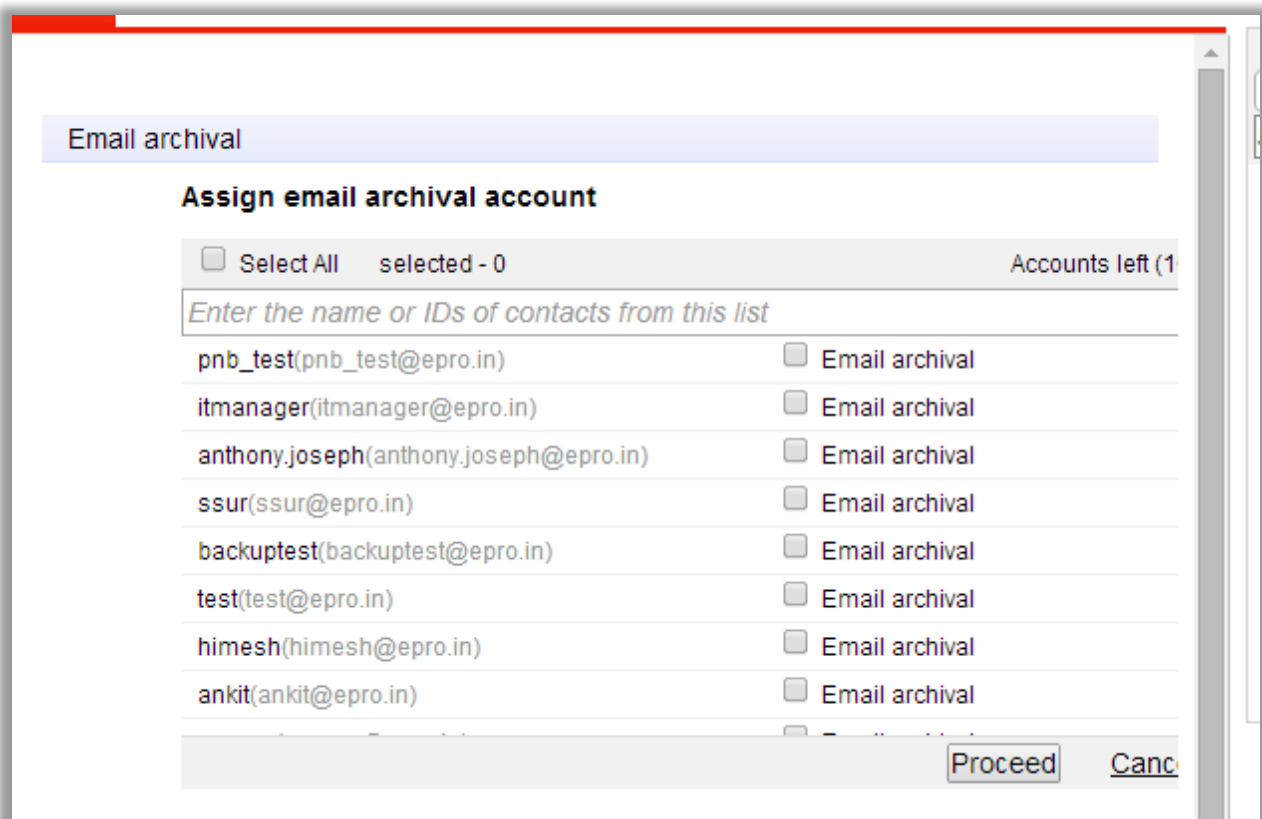
- Manage assigned accounts (0)
- [Manage unassigned accounts](#) (20)

Type	Order No	Action
Archive service (10)	00700119	Assign
Archive service (10)	00700120	Assign

- Manage expired accounts (0)



After assigning Archive service to selected users Click on “Proceed”. The Admin will get a confirmation message of the assigned users.



Contact sync

We have developed a plugin for outlook 2007 and outlook 2010 to access global address book of the domain on desktop client. It is an add-on feature. Administrator should buy the required number of licenses for the users who want to access global address book on outlook or thunder bird.

Now click on contact sync option in admin panel. Click on manage unassigned users. Select the users to whom contact sync option should be given and click on proceed. A mail will be sent to users with details on how to download and install plugin on their local machine

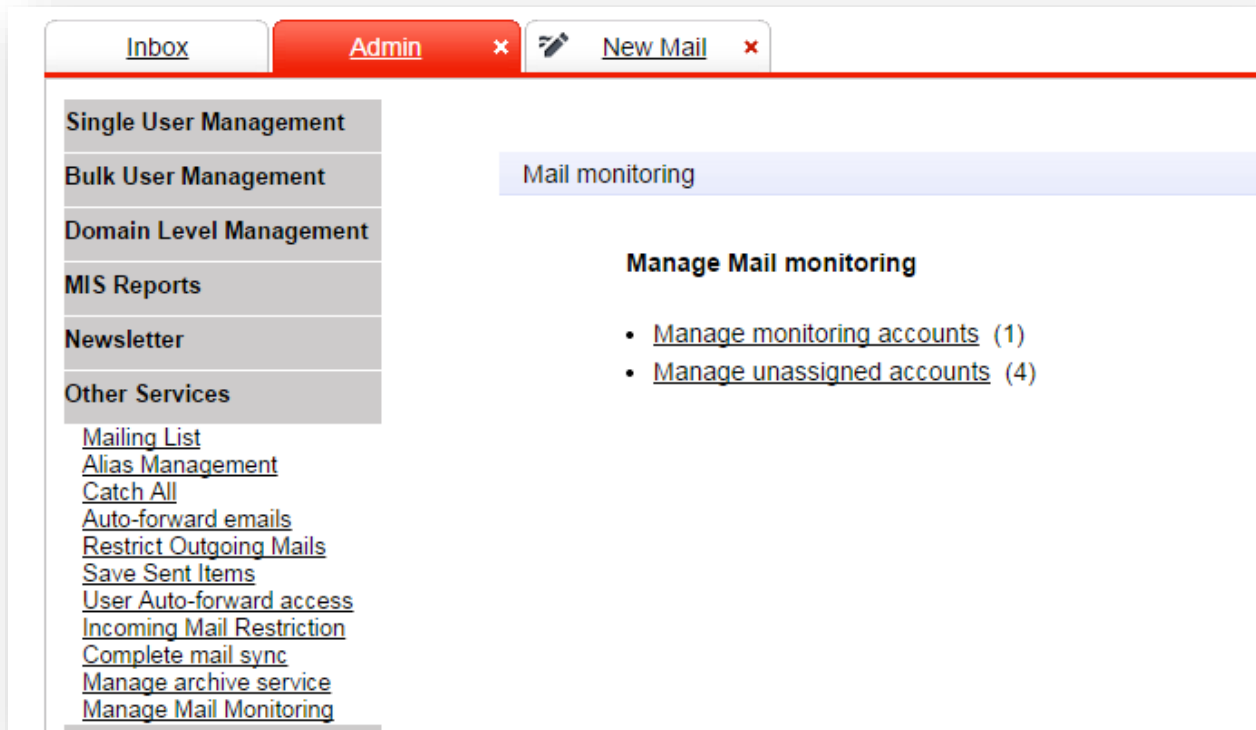
Once the user installs this plugin on his local machine, the global address book gets downloaded in outlook. User can search and send mails to other users on domain using downloaded address book. The connector plugin also makes sure that global address book on local machine is always in sync with global address book on the server automatically.



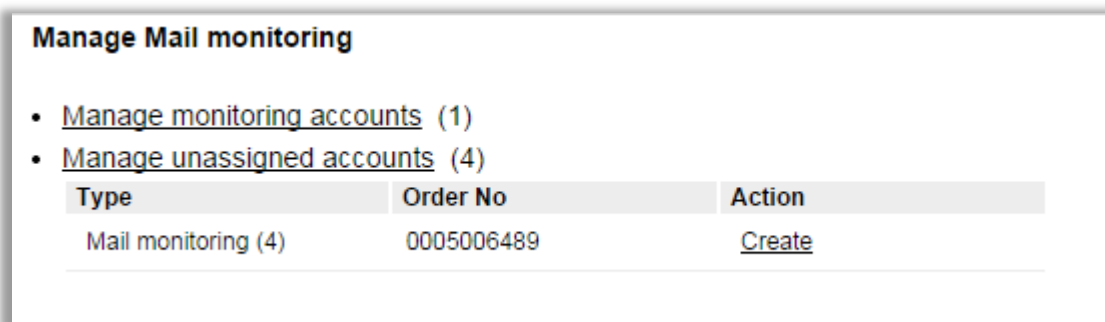
Mail monitoring

As name suggests mail monitoring is set up by companies to monitor mails send and received by particular set of employees.

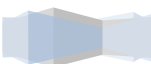
Step 1: Select Manage mail monitoring



Step 2: Select manage unassigned accounts and Click on create



Step 3: Enter the name of mail monitoring ID and click on create button and system will create a new email ID in the domain and assign mail monitoring privileges to it.



Newly created ID's password will be sent to administrator's ID

Mail monitoring

Mail monitoring
Create your mail monitoring ID.

@enterprisehybrid.in

[Go back to Mail monitoring Manager](#)

Step 4: To assign the email ID to be monitored to monitoring ID, select manage monitoring accounts. A list of all the monitoring IDs created till date will be displayed. Click on assign link

Manage Mail monitoring

- [Manage monitoring accounts](#) (1)

Email IDs	Delete mails after	Action
salesmonitor@enterprisehybrid.in	do not ▼ <input type="button" value="Set"/>	<u>Assign</u>

Step 5: Select the email IDs to monitor and click on 'proceed' button. System will send a mail to admin account with status of this request. Admin can select all the ID in the domain by clicking on 'Select all' checkbox or search for required email ID by typing initial letters in search box.



Mail monitoring

Assign mail monitoring account

Select All selected - (3) Accounts left (8)

Enter the name or IDs of contacts from this list

admin(admin@enterprisehybrid.in)	<input checked="" type="checkbox"/>	mail monitoring
reservations(reservations@enterprisehybrid.in)	<input checked="" type="checkbox"/>	mail monitoring
incoming(incoming@enterprisehybrid.in)	<input checked="" type="checkbox"/>	mail monitoring
outgoing(outgoing@enterprisehybrid.in)	<input type="checkbox"/>	mail monitoring
test2.rediff(test2.rediff@enterprisehybrid.in)	<input type="checkbox"/>	mail monitoring
sanjeev.verma(sanjeev.verma@enterprisehybrid.in)	<input type="checkbox"/>	mail monitoring
testrediff(testrediff@enterprisehybrid.in)	<input type="checkbox"/>	mail monitoring
test1rediff(test1rediff@enterprisehybrid.in)	<input type="checkbox"/>	mail monitoring

Step 6: Set auto delete window for monitoring ID. Mails older than specified days will be automatically deleted. By default mails in mail monitoring email ID will be deleted after 7 days.

Mail monitoring

Manage Mail monitoring

- Manage monitoring accounts (1)**

Email IDs	Delete mails after	Action
salesmonitor@enterprisehybrid.in	do not <input type="button" value="Set"/>	<input type="button" value="Assign"/>
- Manage unassigned accounts (4)**

Instant messaging

Instant messaging is integrated in webmail and users can chat from their browser window only. Instant messaging is an add-on feature and once purchased it gets automatically added to user's webmail.



Global Address Book

Manage Global Address Book

This will help the administrator to add/delete and edit single/bulk email ids of the outside domain to the global address book. To allow users to view email ids of same domain admin simply needs to enable Global address book.

Please follow the below mentioned steps to add new users to the global address book.

The screenshot shows a web interface for managing the Global Address Book. On the left, there are three main sections: 'Single User Management', 'Bulk User Management', and 'Domain Level Management'. Under 'Single User Management', there are links for 'Add User', 'Edit User', 'Delete User', 'Search User', 'Change Password', 'De-activate User', 'User Privileges', and 'Customize Welcome Mail'. To the right of these links are two buttons: 'ENABLE' and 'DISABLE'. Below these buttons are three blue links: 'Click here to add new email id into your Global Address Book', 'Click here to add bulk email ids into your Global Address Book', and 'Click here to delete bulk email ids from your Global Address Book'. The main content area is titled 'Global Address Book' and shows a table with columns 'Email ID', 'Name', 'Edit', and 'Delete'. The table currently displays '1 to 4(TOTAL 4)' entries.

Add single email ID

Step1: Enter the relevant details of the user and then click on ADD EMAIL

The screenshot shows the 'Add single Email Id' form. The title is 'Add single Email Id'. Below the title, there is a message: 'To add new email id to Global Address Book please fill the appropriate fields. * are mandatory fields'. There are three input fields: '1. First Name', '2. Last Name', and '3. Nickname'. Each field has a corresponding text input box.

The email id will be added to the global address book once the option is clicked.



Add Bulk Email Id

This will help administrator to add many email ids at a time.

Step1: Enter the required details of the user in the given .csv format and save the file at a location on the desktop.

Add Bulk Emails

To add bulk emails:

- Click **Browse** to select the file, or type the path to the file in the field below.

Find file:

No file chosen

[Click here](#) to download sample CSV format file.

- Click on Upload to add new emails.

Step2: Click on BROWSE and select the file and click on UPLOAD.

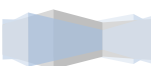
	A	B	C	D	E	F	G	H	I
1	fname	sname	code	userid	userSpace	dob	altemail	status	branch
2	John	P	123	johnp	10	5/6/1985	johnp@at	A	ght
3	Mary	P	123	mary	10	15-06-197	mary@ab	A	ght
4									
5									
6									
7									



How to configure mails is mail client like outlook

Configuring Outlook 2007 for POP3 service

1. Click the **Tools** menu and select **Account Setting**
2. The **Account Settings** window will open. Click on the **New** icon
3. In the **Add New E-mail Account** window, select the **Microsoft Exchange, POP3, IMAP, or HTTP** option and then click the **Next** button.
4. In the **Auto Account Setup** window, place a checkmark in the box next to the option: **Manually configure server settings or additional server types**. Click on the **Next** button.
5. In the **Choose E-mail Service** window, select the first option, **Internet E-mail**. Click the **Next** button.
6. Enter your name as you would like it appear when sending messages in the **Your Name** field.
7. Enter your e-mail address in the **E-mail Address** field.
8. Type pop.rediffmailpro.com for the **Incoming mail server (POP3)** and smtp.rediffmailpro.com for the **Outgoing mail server (SMTP)**
9. Type **User Name** (your complete email address) and **Password** (same as used to login to the web application)
Put a checkmark in the **Remember Password** box.
10. Click the **More Settings** button
11. Click the **Outgoing Server** tab
12. Check the box for **My server requires authentication**
13. Click on the circle next to **Use same settings as my incoming mail server**.
14. Click the **Advanced** tab
15. Verify that the **incoming port** is **110** and the **outgoing port** is **587**
16. Check the box for **Leave a copy of message on the server** if you want to access your email from the web application as well.
17. Click the **OK** button, then the **Next** button and then **Finish**



Configuring Outlook 2010 for POP3 service

1. Click **File** and select **Account Setting**
2. The **Account Settings** window will open. Click on the **New** icon
3. In the **Add New E-mail Account** window, select the **Microsoft Exchange, POP3, IMAP, or HTTP** option and then click the **Next** button.
4. In the **Auto Account Setup** window, place a checkmark in the box next to the option: **Manually configure server settings or additional server types**. Click on the **Next** button.
5. In the **Choose E-mail Service** window, select the first option, **Internet E-mail**. Click the **Next** button.
6. Enter your name as you would like it appear when sending messages in the **Your Name** field.
7. Enter your e-mail address in the **E-mail Address** field.
8. Press the down arrow for the **Account Type** and select **POP**
9. Type **pop.rediffmailpro.com** for the **Incoming mail server (IMAP)** and **smtp.rediffmailpro.com** for the **Outgoing mail server (SMTP)**
10. Type **User Name** (Your complete email address) and **Password** (same as used to login to the web application)
Put a checkmark in the **Remember Password** box.
11. Click the **More Settings** button
12. Click the **Outgoing Server** tab
13. Check the box for **My server requires authentication**
14. Click on the circle next to **Use same settings as my incoming mail server**.
15. Click the **Advanced** tab
16. Verify that the **incoming port** is **110** and the **outgoing port** is **587**
17. Click the **OK** button, then the **Next** button and then **Finish**

