



**view2offer.com**<sup>TM</sup>

Get You Connected. Globally.

**Email Services:**

**Administering Your View2Offer Email  
Services**

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## Administer and Manage Your View2Offer Email Services

The Domain Administrator can manage and support administration of domains and email accounts as well as email account access of end users by logging in through the View2Offer Email Admin Log In page.

### Browser Requirements

You should be able to create a **View2Offer Account** and [Log In](#) at View2Offer.com's homepage if you're using one of these browsers:

**Firefox 2.0+** for Windows or Mac

**Internet Explorer 5.5+** for Windows

**Chrome 1.0+** for Windows

**Netscape 7.1+** for Windows or Mac

**Safari 1.2.1+** for Windows or Mac

**Opera 9.27+** for Windows or Mac

### Admin Log In Page

#### 1. Admin Log In URL

<http://emailadmin.view2offer.com> is the URL for View2Offer Email Admin Log In page.

#### 2. Admin Email Address and Password

The Admin Account is created when you first setup your Email Service with View2Offer.com.

**Note:** To login to View2Offer Email Services, you need to type in your full email address and password on the Log In screen (e.g. admin@view2offer.com)

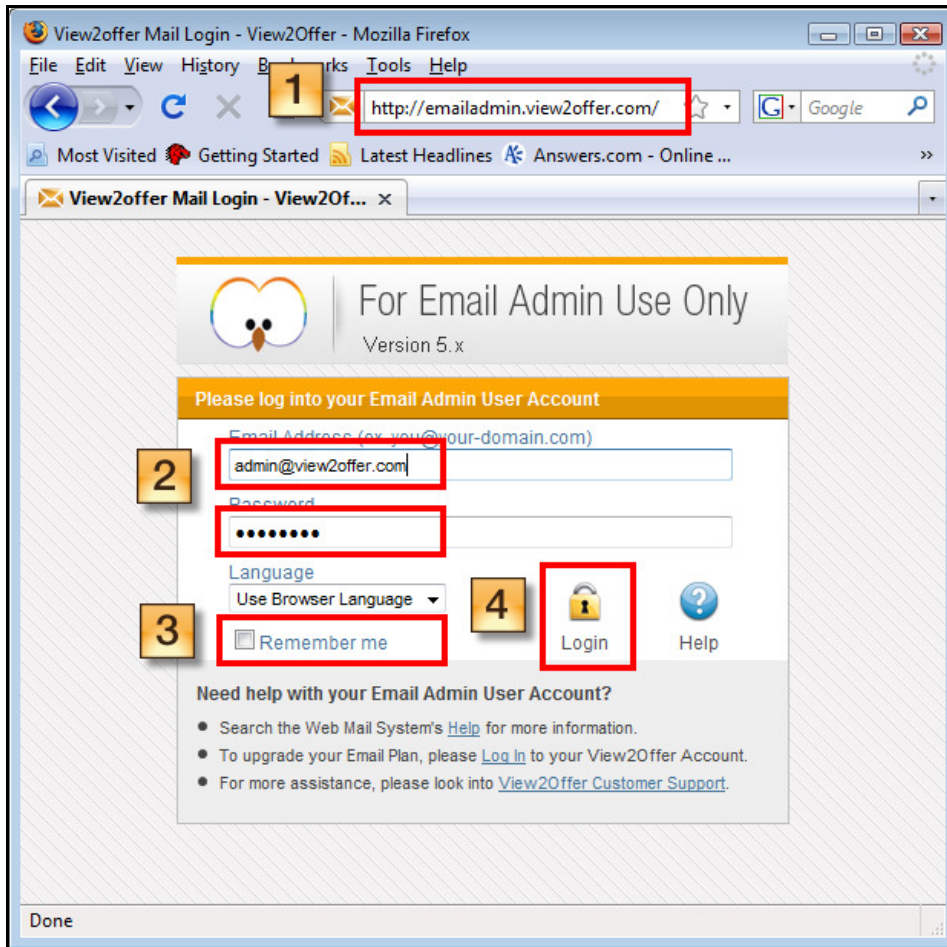
#### 3. Remember Me Checkbox

By checking this box, View2Offer.com remembers your Log In and password, then you can close the browser window and not have to re-log in when you return.

**Note:** You will need cookies enabled on your browser for this feature to work.

#### 4. Login Button

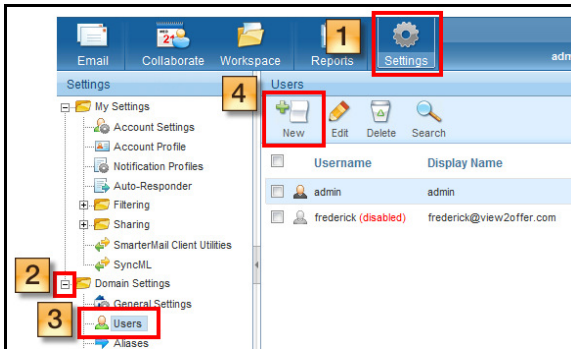
Click on this button after you have entered your login account information for you to login to the system.



## Add a New User Account

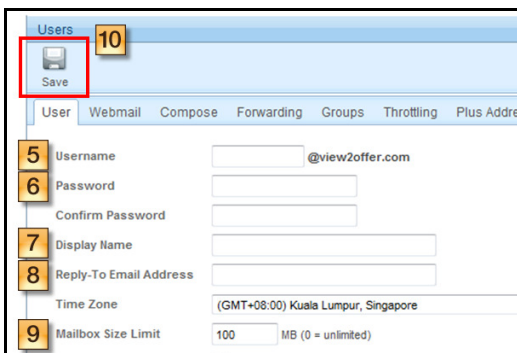
The Domain Administrator can add a user account that represents a person's actual mailbox. User accounts can receive email, send email, and log in to the web mail interface.

1. Click on **Settings**.
2. Expand the **Domain Settings** folder.
3. Select **Users**.
4. Click on **New**.



On the **Users** window:

5. Create a **Username** which will be the email address of the new user account.
6. Set the **Password** for the new user account.
7. Enter a **Display Name** which will be the name of the person who will be using the new user account.
8. Define the **Reply-to Email Address** if you want to set an alternate reply address for this user account.
9. Set the **Mailbox Size Limit** which will be the maximum mailbox size for this user account.
10. Click on **Save**.

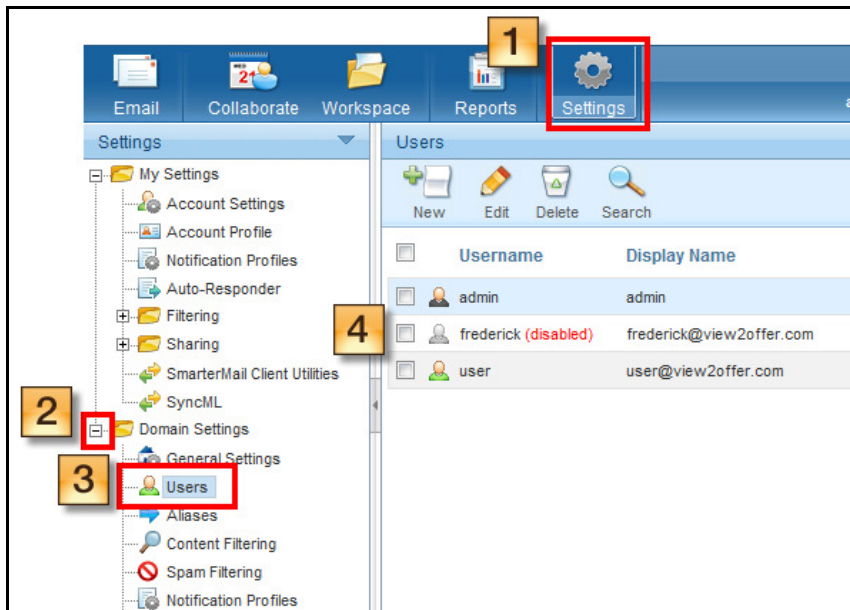


**Note:** Many of these values can be left at the default setting when adding a new user account.

## Edit a User Account

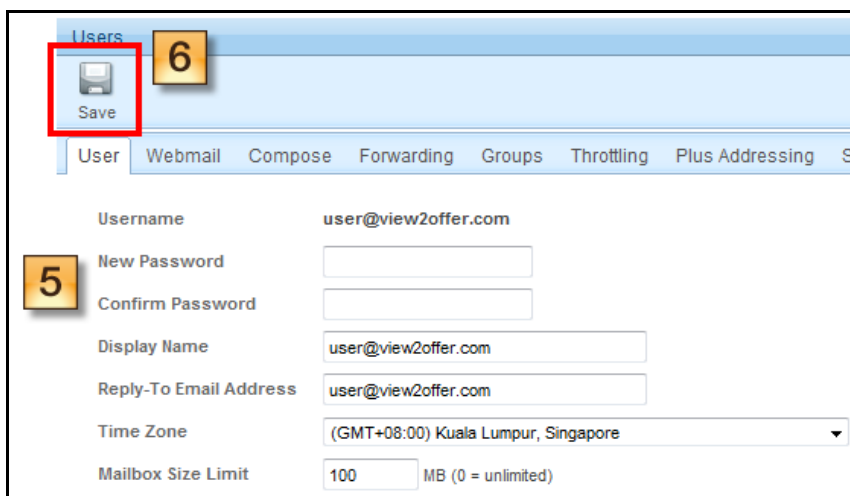
The Domain Administrator can edit a user account to update / change the user account's settings.

1. Click on **Settings**.
2. Expand the **Domain Settings** folder.
3. Select **Users**.
4. Double click on the **Username** of the user account that you want to edit.



On the **Users** window:

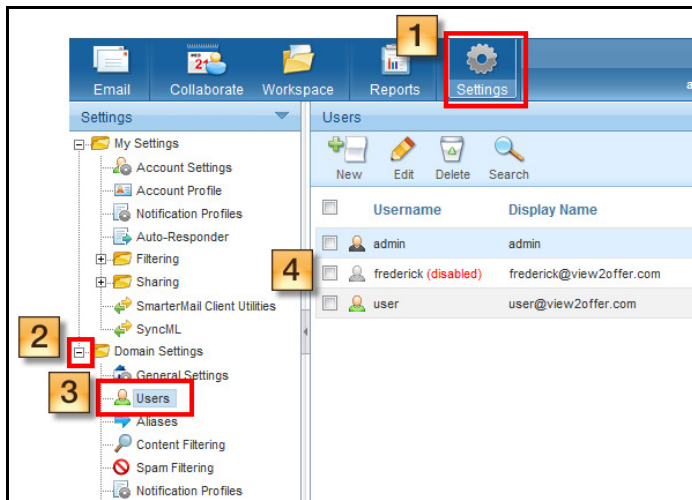
5. Edit the necessary fields for this user account.
6. Click on **Save** to save all the changes done for the user account.



## Disable a User Account

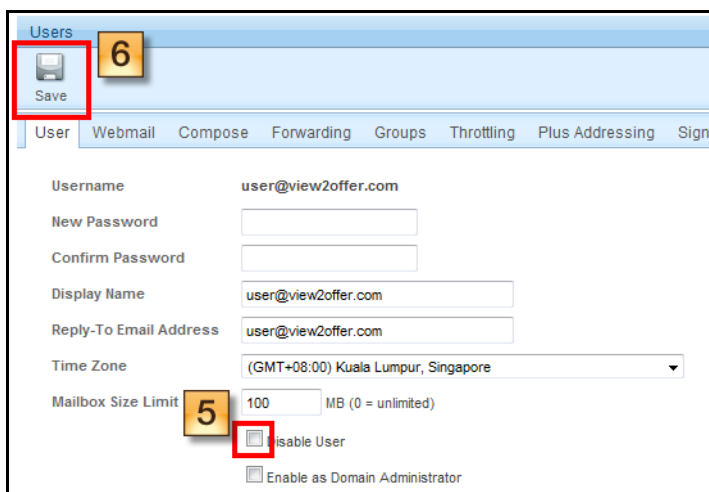
The Domain Administrator can disable a user account wherein it cannot receive and send any email anymore. However, all of the user account's information still remains in the system and the user account can still be enabled anytime.

1. Click on **Settings**.
2. Expand the **Domain Settings** folder.
3. Select **Users**.
4. Double click on the **Username** of the user account that you want to disable.



On the **Users** window:

5. Check **Disable User**.
6. Click on **Save** to disable this user account.

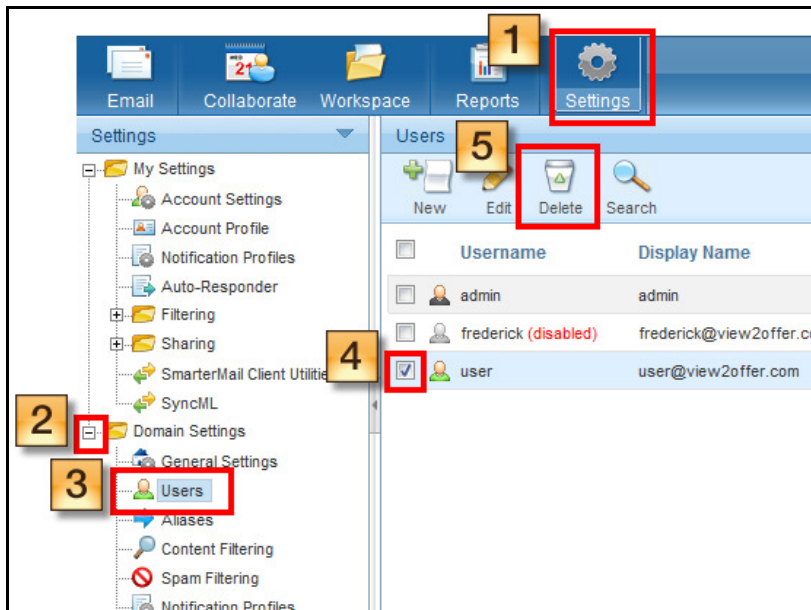


**Note:** After disabling the user account, “**disable**” appears beside that **Username**.

## Delete a User Account

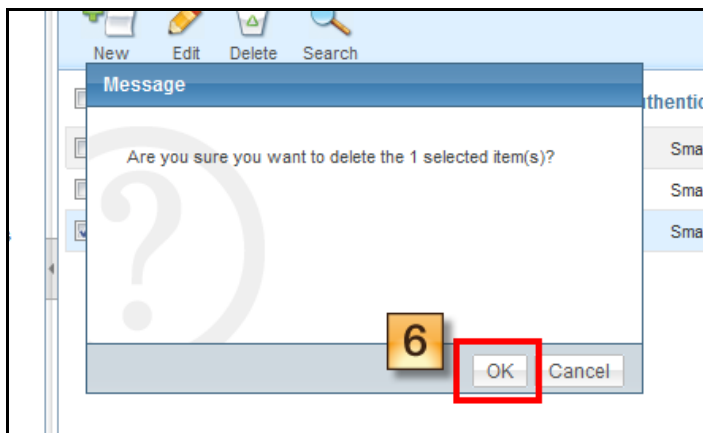
The Domain Administrator can delete a user account on the server. Please take note that user account deletion is permanent, and once deleted, the mail cannot be retrieved from it.

1. Click on **Settings**.
2. Expand the **Domain Settings** folder.
3. Select **Users**.
4. Check the box of the **Username** that you want to delete
5. Click on **Delete**.



On the **Message** window:

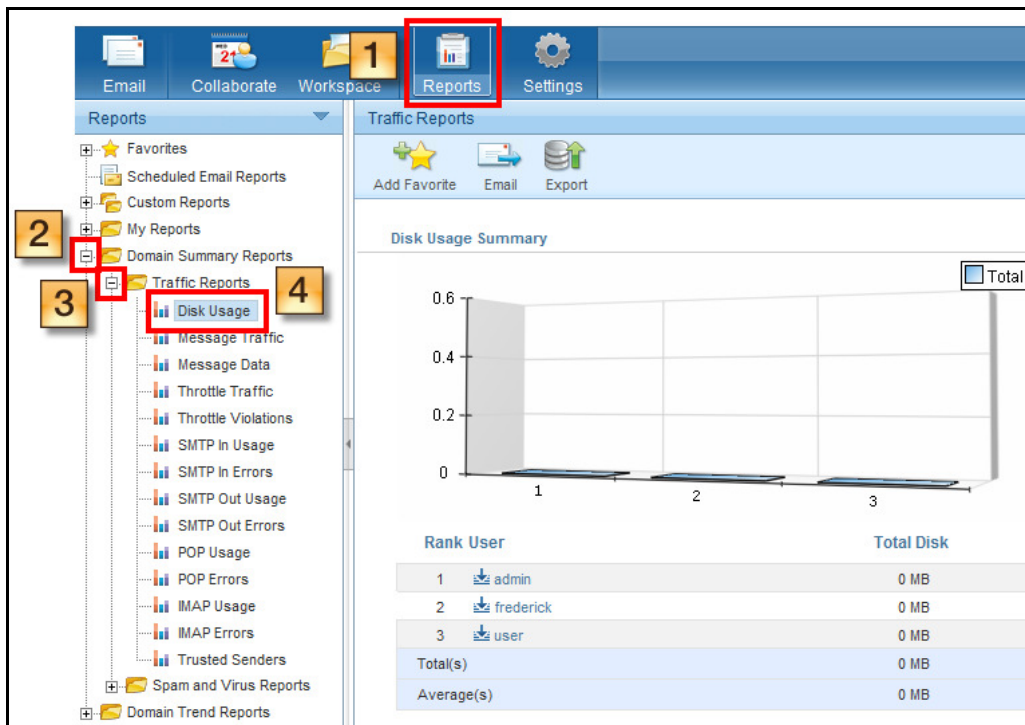
6. Click on **OK** to delete the user account.



## Generate Disk Usage Report

The Domain Administrator can generate Disk Usage report that helps monitor the amount of disk space currently being used by all domains on the server.

1. Click on **Reports**.
2. Expand the **Domain Summary Reports** folder.
3. Expand the **Traffic Reports** folder.
4. Select **Disk Usage**.



The screenshot displays the View2Offer interface. The top navigation bar includes 'Email', 'Collaborate', 'Workspace', 'Reports', and 'Settings'. The 'Reports' menu is highlighted with a red box and a '1' callout. The left sidebar shows a tree view of reports, with 'Domain Summary Reports' expanded (callout '2'), 'Traffic Reports' expanded (callout '3'), and 'Disk Usage' selected (callout '4'). The main content area shows a 'Disk Usage Summary' chart and a table of disk usage for users.

Rank	User	Total Disk
1	admin	0 MB
2	frederick	0 MB
3	user	0 MB
Total(s)		0 MB
Average(s)		0 MB