

EasyMail Experience the Difference

[PARTNER] understands the unique email needs of small businesses. [PARTNER] has a comprehensive suite of email applications geared towards improving productivity for small businesses, while creating an enhanced user experience

Benefits

[PARTNER] understands that small businesses need to focus their time and resources on growing their business. That's why so many small businesses rely on [PARTNER] for their email needs. Our commitment to the latest technology, reliable bandwidth, intelligent routing, state-of-the-art security, advanced redundancy, and robust storage all work together to give you peace-of-mind that all your email needs are taken care of. Some benefits include:

- **Easy to Use:** Not only does our EasyMailSetup application have a fresh new look, it has been redesigned for improved experience.
- **More Help:** You now have access to additional help/troubleshooting support including Email FAQ's, setup instructions, support request forms, and tips for reducing junk mail. There is also an integrated support request form and a troubleshooting analysis tool, which checks for domain configuration issues.
- **Access Email Anywhere:** Manage your email with EasyMail, setup your email in your email client, or access email anywhere, anytime with our Webmail.

Features

EasyMail

EasyMail is an email account management tool that provides highly reliable email that is rich in features, enhancing communications and productivity. The EasyMailSetup interface allows you to easily create and modify your email accounts. With a new look and feel, we have incorporated dashboard visuals for your improved experience. Your experience is further enhanced through the use of wizards to help users of all knowledge levels quickly and easily setup and manage their email accounts.

Improve your everyday business with:

Autoresponders: Gives you the ability to notify correspondents of short-term absences. Improve customer service and manage expectations of your communications partners. Autoresponder messages can be setup within EasyMailSetup and through Webmail.

Junk/SPAM Filtering: Unwanted email distracts employees with redundant or offensive messages that tie up servers, and degrade system performance. Now users can easily set individual filtering preferences from within EasyMailSetup and through Webmail.

Outlook 2007 Auto Discover: Support for Outlook 2007 Auto Discover. Auto configuration of POP/SMTP/IMAP settings through Outlook 2007.

EasyMail Desktop Setup - An email setup wizard greatly simplifies the setup process within Outlook. The application will automatically setup your email account for you in Outlook.

Help Tools – Help/troubleshooting documentation including Email FAQ's, Setup Instructions, Support Request Forms, and tips for reducing junk mail. The application also features an integrated support request form and a troubleshooting analysis tool, which checks for domain configuration issues.

Features Outline

Create Account

- Create an Email Account
 - Account Name (Email Address), Password, Re-enter password
 - Optional Settings
 - Spam Filter Status – Off, Light, Standard, Aggressive
 - Filter Type – Quarantine, Delete, Tag and Deliver
 - Delete Spam – After 1 Week, After 2 Weeks, After One Month
- Create an Alias Account

4 Methods to Setting Up Email within an Email Client like Outlook

1. Easiest – Download and run EasyMail Setup Application, onto a users PC automatically setup email accounts in Outlook
2. Easy – *For Outlook 2007 Users Only*, automatically setup email accounts from Outlook 2007
3. Intermediate – Detailed instructions on how to setup email accounts in a variety of email programs
4. Advanced – for advanced users that can setup their email accounts using provided server settings (POP, SMTP, IMAP)

Modify Account

- Dashboard view allows for full email account representations of the following:
 - Email Accounts Setup within the Account
 - Usage percent of mail box storage
 - Spam Filter Sensitivity Level
 - Spam Action
- Modify an Email Account
 - Modify all email account settings at once or individually
 - Spam Filter Settings
 - Spam Filter Status
 - Spam Filter Type
 - Delete Spam After
 - Always Allow List
 - Always Block List
 - Blocked Languages (select specific languages on/off by checkboxes) – Arabic, Czech, Danish, German, Greek, Hebrew, Hindi, Italian, Japanese, Korean, Russian, Turkish, Vietnamese, Chinese
 - Configure Webmail Settings per Email Account
 - Full Name
 - Email Signature
 - Webmail Language
 - Mailbox Interface – Basic (ideal for dial-up internet customers); Enhanced
 - When Messages are Deleted – Move To Trash; Permanently Delete
 - Time Format; Date Format; Time Zone

- Download SyncSuite clients if email account supports
 - Outlook
 - Outlook Express
 - MAC
 - BlackBerry
 - PalmOS
 - Windows Mobile
 - iPhone
- Setup Autoresponder Messages
- Setup Message Rules
- Modify an Alias Account

Domain Settings

- Catchall – redirect improperly addressed email sent to the accounts domain to a “catchall” email address
 - Enable; Disable
- Email Troubleshooting
- Virus Scanning – if enabled from the Hostopian
 - Enable; Disable

Help

- Email Setup
- Troubleshooting
 - Support request forms – within application, no need to go to email and send out a standard email message to support
- Email FAQ
- Reduce my Spam
- Setup Instructions

Screen Captions



EasyMailSetup Interface is NOT Partner Brandable

Home Getting Started Help Feedback Email Health: **Excellent**

EasyMailSetup

Create Account Modify Account Dashboard Domain Settings Help

New Account Wizard - Progress ●●○ : Optional Settings [Next >](#)

Optional Settings

Choose your spam filtering settings.

New account status

Your account has been created and is ready to use.

Optional Settings

It is recommended that you choose your Spam Filtering settings below. The recommended settings are already set for you. This will greatly reduce the amount of Spam that you receive. Click Next at the top of the page to accept these settings.

Email: testing@bshean.hostopia.com

Spam Filter Status:

Filter Type:

Delete Spam:



Create Account



Modify Account



Dashboard



Domain Settings



Help

New Account Wizard - Progress ● ● ● : Setup Complete

Finish

Setup Complete



You can check your email using Webmail here:
<http://webmail.testsites.hostopia.com>

To setup your new email account on your desktop, choose one of the following methods (try the EASIEST one first!):

Ease of Setup	Description	Instructions
EASIER	Download and run this application and it will automatically setup your email account in Microsoft Outlook. Best suited for those who use Microsoft Outlook.	Download and run the EasyMail Setup application here
EASY	For Microsoft Outlook 2007 users only! Follow the instructions on the right to setup a POP email account. If you are not sure which version of Outlook you have, try the EASIER or EASIEST methods.	In the Microsoft Outlook 2007 menu: 1.Go to Tools 2.Go to Account Settings 3.Click on "New" ... 4.Select .Microsoft Exchange, POP3, IMAP, or HTTP, and click Next 5.Fill in your information and click Next 6.Outlook will now search for the server settings. The first attempt will fail and give an error, this is fine! Click Next 7.Outlook will try again, and this time succeed. Click Finish, then close the open windows. 8.Click on Send/Receive to start receiving mail.
INTERMEDIATE	This method provides detailed instructions on how to setup your email account in a wide variety of desktop email programs.	Click here for step-by-step instructions to setup your email account on your desktop.
ADVANCED	For advanced users who know their way around email applications. Your important mail server settings are provided to the right.	Username: testing POP Server: mail.yourdomain.com IMAP Server: mail.yourdomain.com SMTP Server: mail.yourdomain.com POP3 Port: 1025 IMAP Server: 143

Home Getting Started Help Feedback Email Health: **Excellent**

EasyMailSetup

Create Account Modify Account Dashboard Domain Settings Help

Spam Filter Wizard - Progress ● ○ ○ : Select an Account **Next >**

Select an Account

Select an email account and click "Next" to continue.

Email Accounts

Select account to modify:

Email: **Search** **Reset**

	Email	Usage	Filter level	Spam Action
<input type="radio"/>	announcertest@bshean.hostopia.com	0%	<div style="width: 0%;"></div>	DELIVER
<input type="radio"/>	brookes@bshean.hostopia.com	0%	<div style="width: 0%;"></div>	DELIVER
<input type="radio"/>	easymail@bshean.hostopia.com	0%	<div style="width: 0%;"></div>	DELIVER
<input type="radio"/>	postmaster@bshean.hostopia.com	0%	<div style="width: 0%;"></div>	DELIVER
<input type="radio"/>	testing@bshean.hostopia.com	0%	<div style="width: 0%;"></div>	QUARANTINE: 1m



Dashboard

Quickly manage email and alias accounts.

Email Accounts | Alias Accounts

Email: **Search** **Reset**

+ Add Email Account

<input type="checkbox"/>	Email	Usage	Filter	Spam Action
<input type="checkbox"/>	announcertest@bshean.hostopia.cor	0%	<div style="width: 100%; height: 10px; background-color: green;"></div>	DELIVER
<input type="checkbox"/>	brookes@bshean.hostopia.com	0%	<div style="width: 100%; height: 10px; background-color: green;"></div>	DELIVER
<input checked="" type="checkbox"/>	easymail@bshean.hostopia.com	0%	<div style="width: 100%; height: 10px; background-color: green;"></div>	DELIVER
<input type="checkbox"/>	postmaster@bshean.hostopia.com	0%	<div style="width: 100%; height: 10px; background-color: green;"></div>	DELIVER
<input type="checkbox"/>	testing@bshean.hostopia.com	0%	<div style="width: 100%; height: 10px; background-color: green;"></div>	QUARANTINE: 1m

Email Accounts: 4 Used - 41 Available

Settings Overview

Email: easymail@bshean.hostopia.com

Usage: 0%

Password: **Change**

Spam Filter Status: ▼

Filter type: ▼

Delete after: ▼

Allow list: **Add**

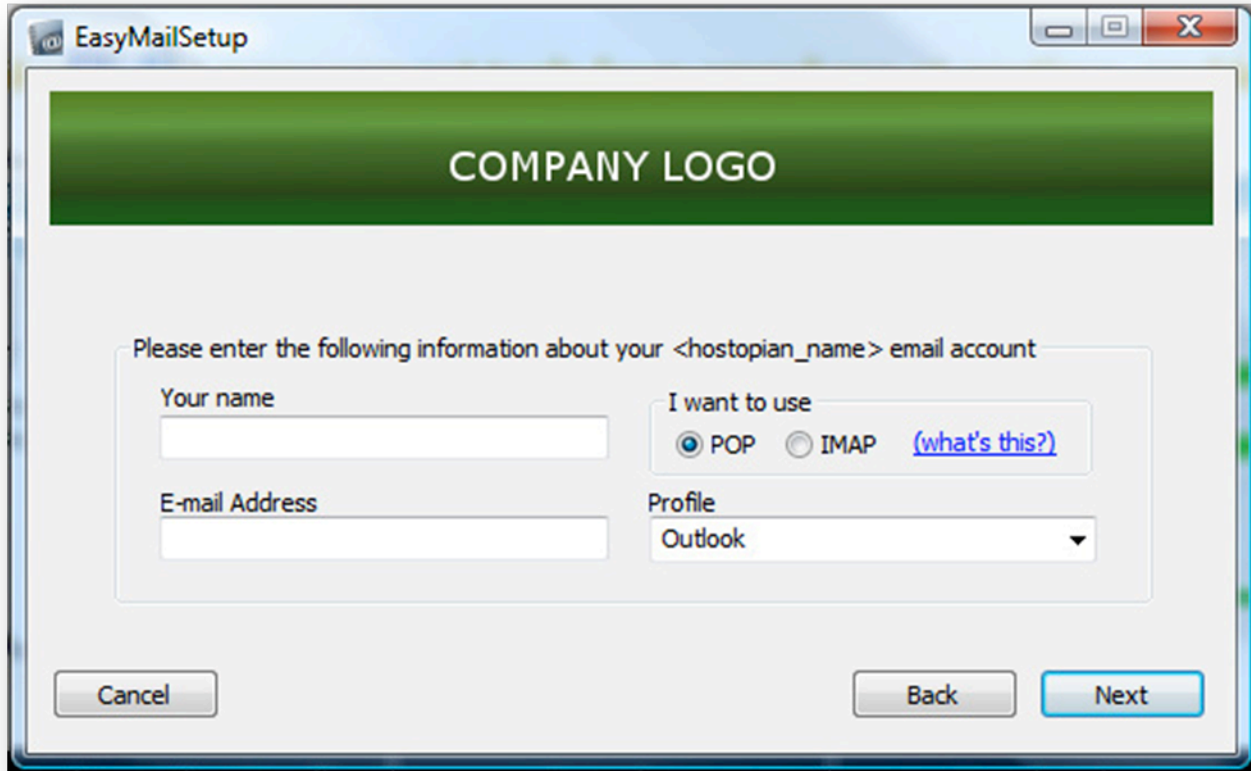
Block list: **Add**

Forward to: **Change**

Keep copy of message

Delete **More Settings...** **Apply**

EasyMail PC Setup



This interface is the first recommended setup method for users setting up their email account within Outlook on their PC. This application is downloaded onto the users PC from the EasyMailSetup wizard interface. Once installed the setup application runs and takes the user through the required automated steps to setting up their email account within Outlook. This application is brandable within the green area “Company Logo”.

1. Maximum branding size is – 520x60

Webmail

Accessing email and time management tools from anywhere, at anytime, couldn't be easier for you! This web-based application allows you to communicate via email, even when you are away from your business computers. WebMail facilitates access to email in real-time, from virtually anywhere an Internet connection exists, be it a desktop computer, laptop or PDA device. You will have access to all standard and user created email folders (inbox, sent, draft and deleted), appointment scheduler, and contact management tools through any Internet browser.

Features	Benefits
Generous storage limits and file attachment sizes <-- - storage>	Improves productivity by facilitating sending, receiving and saving large attachment files
Hosted on fully redundant clustered servers, monitored 24 X 365	Reduced downtime for improved productivity and lower costs
POP3, SMTP, IMAP and Web Mail <Partner plans dependant>	Access your mail from anywhere—improve productivity of mobile and work-at-home staff
Web Interface Administration Screens	Make changes easily, from any browser
Enhanced Dashboard Visuals	View all your email accounts and settings from one page
Real-time administrative functions for adding, deleting accounts, forgotten passwords and dozens of other functions	Reduce costs or administration, improved productivity and user satisfaction/morale
Global setup of email settings	Setup email account settings such as Spam Filtering, individually or all provisioned accounts at the same time.
Fully password-protected, secure administrator functions to add, change, delete and manage email from any admin desk	Reduce or eliminate costly technical and admin support; improve user support and admin productivity
SPAM Filtering to block “junk mail” from users	Reduce wasted time, costly bandwidth, virus invasions and abusive/offensive material
Autoresponders that automatically answer incoming mail	Improve customer care and response times
Alias/Forwarding/Catch-all to manage group mail addresses (like sales@mydomain.com)	Improve customer care and save staff time looking up mail in various “in-boxes”
Email Anti-Virus <Partner plans dependant>	Reduce or eliminate disastrous effects and costs of email-borne viruses that can invade your company's network
Improved Help Tools	Gain access to email setup installers, an FAQ, wizards, troubleshooting, and much more!

Collaboration (Depending on Partner Offering)

[PARTNER]'S collaboration features align schedules and provides consistent, network-wide updating. It allows you to:

- Share Contacts
- Share Calendars
- Share Tasks
- Share Notes

Our collaboration tools allow you to view colleagues' calendars, contacts, tasks and notes through Webmail. All users have the option to share personal calendars, contacts, tasks and notes across their domain. This means your clients benefit from increased productivity, enhanced communication, and a more integrated workforce.

Synchronization (Depending on Partner Offering)

Keeping all your information current and accessible can be frustrating in today's multi-device world. Contacts and calendars are all synchronized over the Internet anytime, anywhere ensuring that you always have the most up-to-date and consistent information on all devices. Synching provides wireless interoperability between desktop computers, laptops and mobile devices. By updating data on one computer or device, it is automatically updated on all of the networked devices. It allows you to receive updated scheduling changes and real-time synching of data between device.