

# Business & Group Administration

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## Email Account Management

Most administration is done from the Email Account Management section. This is located in Settings -> Email Account Management. If you are using your own domain

### Creating new accounts

In the Email Account Management, click “Add WizMailer Email Account”.

In the account information section, enter the username and password for the user. We recommend including your domain in the username to guarantee that it will be available. You can also set a disk limit for this new account. Alternatively you can set this to zero and the user will not have a limit and can potentially use all of your shared disk space.

Be sure to enter the first and last name correctly in the section as they will be used to set the user’s identity. This name will show up on outgoing emails. The email address should be an alternate email and will be used if the user needs to reset their password.

The “Mail Aliases to add” section is the actual email address to associate with the account. If this option is not checked, then the account will not be able to receive mail.

After you have entered all the account information, click “Create wizmailer Sub Account.” The account will be created in a few minutes. You can click on “Email Account Management” to refresh the list of

accounts. After your account has been created, it will take about 15 minutes before the account is ready to receive mail.

## Managing existing accounts

### Editing account details

You can either click on the user's name in the email account management list, or you can select the checkbox next to the user's name and click edit. On this page you can update all of the information that you originally entered when creating the account. You can also add or remove aliases associated with the account. One thing to note is that updating the name on this page does not update the user's identity (which is the name displayed when sending an email from webmail). To update this you have to login as the user and go to Settings -> Web Settings -> Identities.

### Suspending accounts

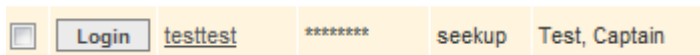
You can suspend an account by clicking the checkbox next to the username and clicking suspend. This is useful to temporarily turn off an account. The account can easily be reactivated by checking their name again and clicking enable.

### Terminating accounts

Terminating accounts permanently removes the account. When you terminate an account you have the option to "terminate user and all data in this account immediately." In addition to terminating the account, checking this option also schedules the account to purge. With this checked, you should be able to re-add the same username within approximately six hours. If you need to add it sooner than that, please contact support. If you terminate an account by mistake, support may or may not be able to reactivate your account, but you can submit a ticket to request this.

### Logging in as user

If you need to make a change that cannot be done from the group administrator, you also have the option of logging in as the user directly. You can do this from the front page of WizMailer or you can click on the login button that is next to the username. This will log you into their account, and when you click logout, it will take you back to the group admin.



## Branding

This functionality allows the group admin user to set a new logo that will be visible in upper-left corner of webmail. The default logo size is 129x78, and the "lite" interface logo is 199x75 pixels. All uploaded logos must be in JPG, GIF, or PNG format. After updating this, make sure to clear your browser cache to force your browser to see the updated logo. You can also press Ctrl+F5 which usually forces an update as well.