



BizMail Manual for Administrator

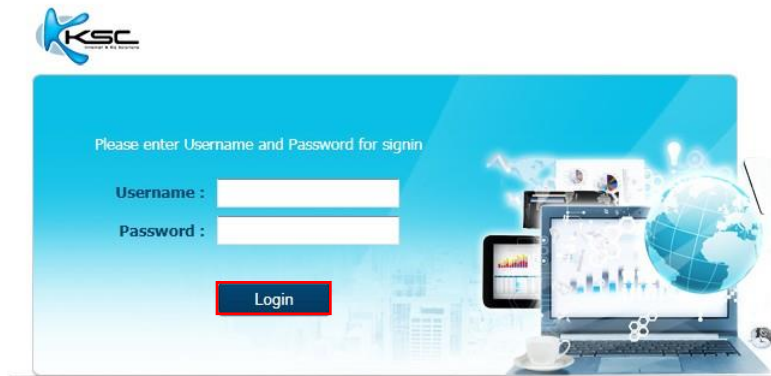
English Version: 3.0

1 GETTING START

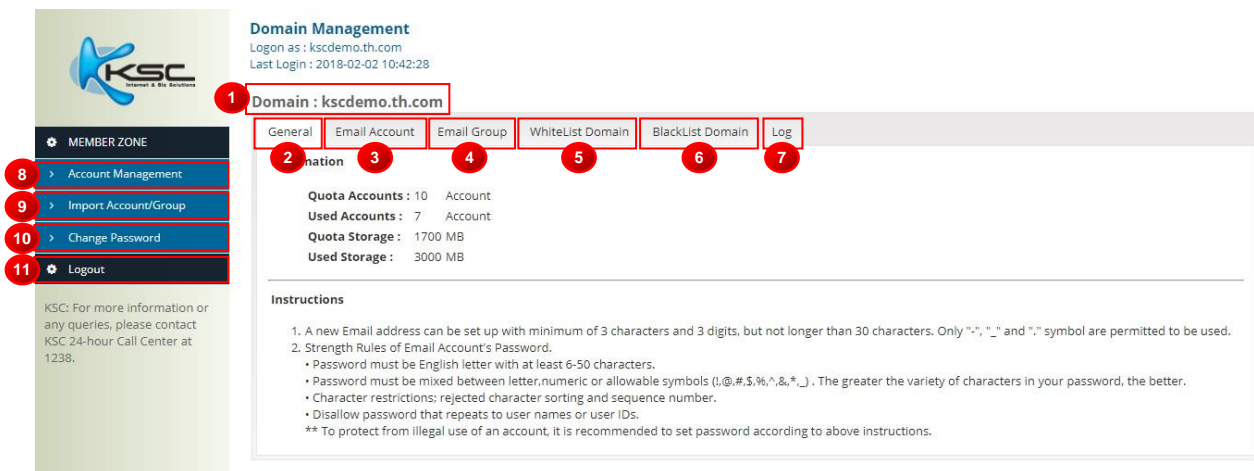
Go to "<http://mailmanagement.ksc.net>", fill in the following information to log in;

- **Username:** Your username is your domain name, for example "ksc.th.com" or "yourdomain.com". Please use lowercase letters.
- **Password:** Fill in your password.

After finished, click "**Login**" button.



After logged in, you will see the below window. The "**Account Management**" => "**General**" tab is a default screen.



1. **Domain:** Show your domain name, for example; ksc.th.com or yourdomain.com.
2. **General:** Show the summary of your organization e-mail account and storage.
 - **Quota Accounts:** Show total numbers of e-mail accounts that you can create.
 - **Used Accounts:** Show the numbers of e-mail accounts that you have created.
 - **Quota Storage:** Show the total space of your e-mail domain.
 - **Used Storage:** Show the total space that is used (MB).
3. **Email Account:** Add or delete e-mail account.
4. **Email Group:** Add or delete e-mail group.
5. **WhiteList Domain:** Add or delete white list.
6. **BlackList Domain:** Add or delete junk mail or unwanted mail.
7. **Log:** See the administrator system usage history of the user.
8. **Account Management:** Manage e-mail account details and policy of your organization.
9. **Import Account/Group:** Import e-mail account or e-mail group.
10. **Change Password:** Change Login password.
11. **Logout:** Log out from the system.

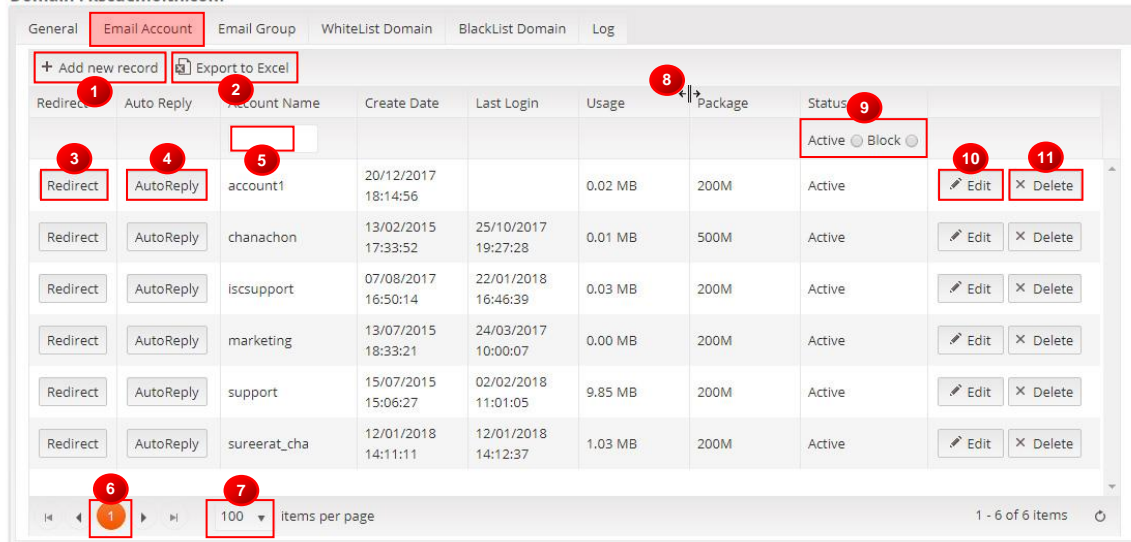
2 ADD OR DELETE EMAIL

At this page, you can add, edit or delete the e-mail accounts, click "Email Account" tab and the following details will be appeared.

Domain Management

Logon as : kscdemo.th.com
Last Login : 2018-02-13 11:22:42

Domain : kscdemo.th.com



Redirect	Auto Reply	Account Name	Create Date	Last Login	Usage	Package	Status
Redirect	AutoReply	account1	20/12/2017 18:14:56		0.02 MB	200M	Active
Redirect	AutoReply	chanachon	13/02/2015 17:33:52	25/10/2017 19:27:28	0.01 MB	500M	Active
Redirect	AutoReply	iscsupport	07/08/2017 16:50:14	22/01/2018 16:46:39	0.03 MB	200M	Active
Redirect	AutoReply	marketing	13/07/2015 18:33:21	24/03/2017 10:00:07	0.00 MB	200M	Active
Redirect	AutoReply	support	15/07/2015 15:06:27	02/02/2018 11:01:05	9.85 MB	200M	Active
Redirect	AutoReply	sureerat_cha	12/01/2018 14:11:11	12/01/2018 14:12:37	1.03 MB	200M	Active

1. **Add new record:** Add new e-mail accounts.
2. **Export to Excel:** Save all visible e-mail account details to excel file.
3. **Redirect:** Set up the redirect e-mail system.
4. **AutoReply:** Set up the auto-reply e-mail system.
5. **Filter Account Name:** Search from e-mail account.
6. **Page number:** Show current page number.
7. **Items per page:** Show the amount of e-mail in one page.
8. **Column Width:** Click to adjust column width.
9. **Filter Status:** Select the desired status.
10. **Edit:** Edit the selected e-mail account.
11. **Delete:** Delete the unused e-mail account.

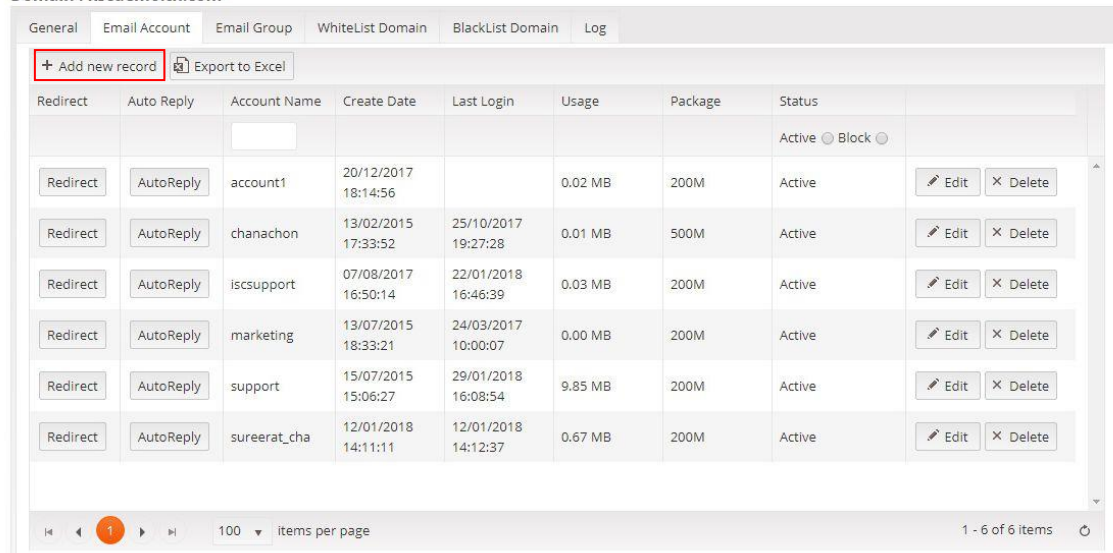
2.1 Add e-mail account

Click "Add new record" button.

Domain Management

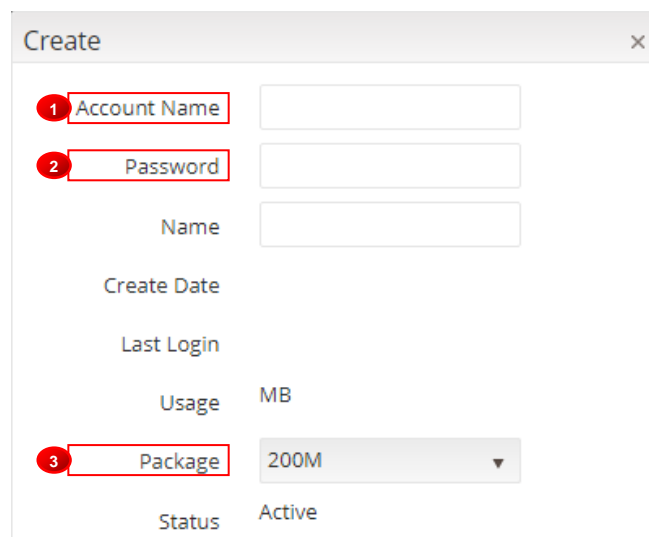
Loton as : kscdemo.th.com
Last Login : 2018-01-31 16:33:57

Domain : kscdemo.th.com



Redirect	Auto Reply	Account Name	Create Date	Last Login	Usage	Package	Status	
		<input type="text"/>					Active <input type="radio"/> Block <input type="radio"/>	
Redirect	AutoReply	account1	20/12/2017 18:14:56		0.02 MB	200M	Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Redirect	AutoReply	chanachon	13/02/2015 17:33:52	25/10/2017 19:27:28	0.01 MB	500M	Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Redirect	AutoReply	iscsupport	07/08/2017 16:50:14	22/01/2018 16:46:39	0.03 MB	200M	Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Redirect	AutoReply	marketing	13/07/2015 18:33:21	24/03/2017 10:00:07	0.00 MB	200M	Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Redirect	AutoReply	support	15/07/2015 15:06:27	29/01/2018 16:08:54	9.85 MB	200M	Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Redirect	AutoReply	sureerat_cha	12/01/2018 14:11:11	12/01/2018 14:12:37	0.67 MB	200M	Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

You will see the below window.



Create [X]

1 **Account Name**

2 **Password**

Name

Create Date

Last Login

Usage MB

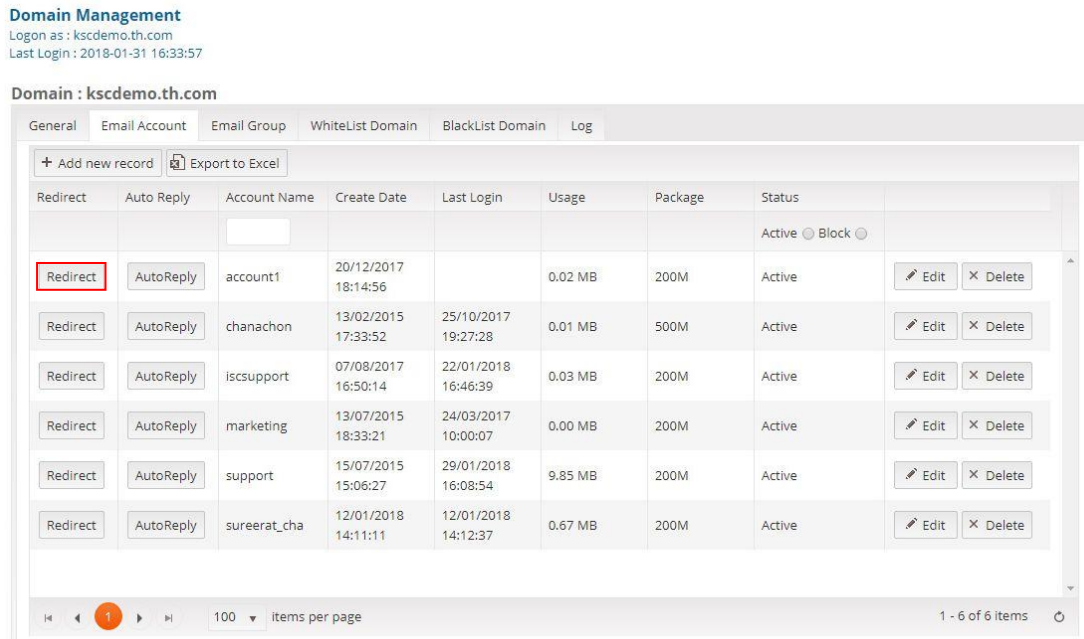
3 **Package** 200M ▼

Status Active

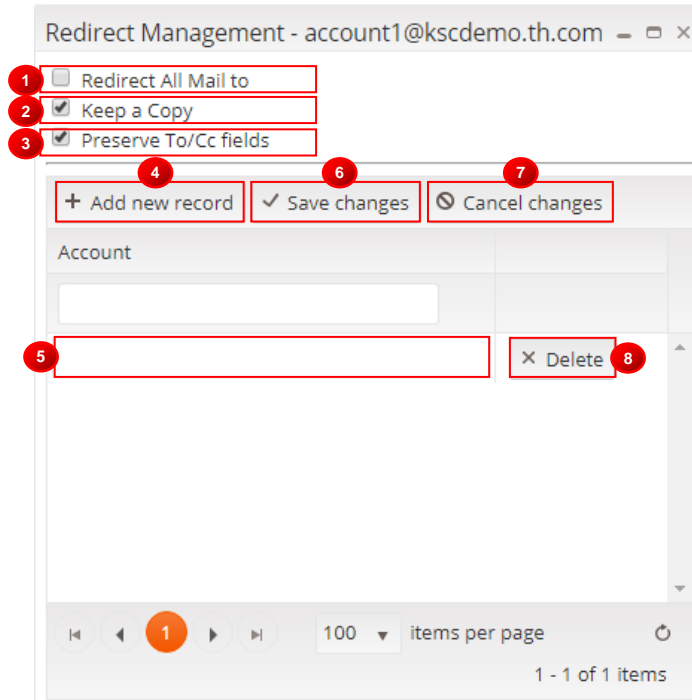
- **Account Name:** Create a new e-mail account. Fill in the name **without** @domain. For example, if you would like to create an e-mail account for Sales Department, you may fill in only the word "sales".
- Remark: The valid E-mail account must contain 3-30 characters in length and starts with a letter. No special character (@, &, ', (,), <, or >) is allowed, except the underscores (_).
- **Password:** Fill in your password. To ensure that you fill in a valid password, the system will display the characters in this process. The password must contain 6-50 characters in length.
- **Package:** Set the desired space of the e-mail account.

2.2 Redirect e-mail message

Click **Redirect** button in front of the desired account.



You will see the below window.



1. **Redirect All Mail to:** Enable the redirect e-mail system.
2. **Keep a Copy:** Store e-mail in inbox before forwarding.
3. **Preserve To/Cc fields:** Click to keep To and Cc value.
4. **Add new record:** Add new field to fill in email address.
5. **Account Name:** Fill in the e-mail address that you want to forward message to.
6. **Save changes:** Click to save the current setting.
7. **Cancel changes:** Click to cancel the current setting.
8. **Delete:** Click to delete the unwanted account.

2.3 Auto-reply message setting

Click "Auto Reply" button in front of the desired account.

Domain Management

Logon as : kscdemo.th.com
Last Login : 2018-01-31 16:33:57

Domain : kscdemo.th.com

Redirect	Auto Reply	Account Name	Create Date	Last Login	Usage	Package	Status	
Redirect	AutoReply	account1	20/12/2017 18:14:56		0.02 MB	200M	Active	Edit Delete
Redirect	AutoReply	chanachon	13/02/2015 17:33:52	25/10/2017 19:27:28	0.01 MB	500M	Active	Edit Delete
Redirect	AutoReply	iscsupport	07/08/2017 16:50:14	22/01/2018 16:46:39	0.03 MB	200M	Active	Edit Delete
Redirect	AutoReply	marketing	13/07/2015 18:33:21	24/03/2017 10:00:07	0.00 MB	200M	Active	Edit Delete
Redirect	AutoReply	support	15/07/2015 15:06:27	29/01/2018 16:08:54	9.85 MB	200M	Active	Edit Delete
Redirect	AutoReply	sureerat_cha	12/01/2018 14:11:11	12/01/2018 14:12:37	0.67 MB	200M	Active	Edit Delete

You will see the below window.

Auto Management - account1@kscdemo.th.com

Enable

Start date :

End date :

Message

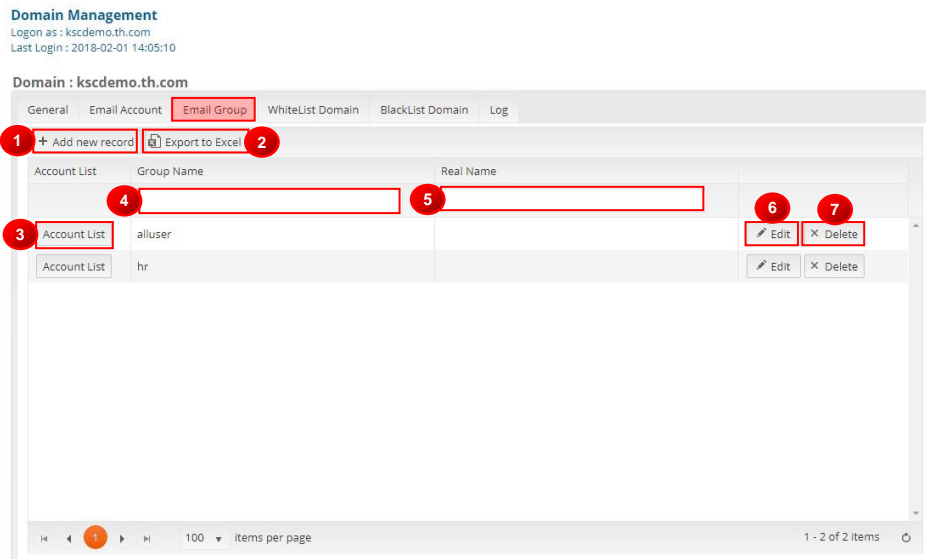
Dear ^F!

I'm on Vacation right now, Please Contact me after 31-01-2018 Sincerely me.

1. **Enable:** Enable the auto-reply system.
2. **Start date:** Set the date to start the auto-reply message.
3. **End date:** Set the date to end the auto-reply message.
4. **Message:** Type the auto-reply message.
5. **Submit:** Click to save the current setting.
6. **Reset:** Click to cancel the current setting.

3 ADD OR DELETE EMAIL GROUP

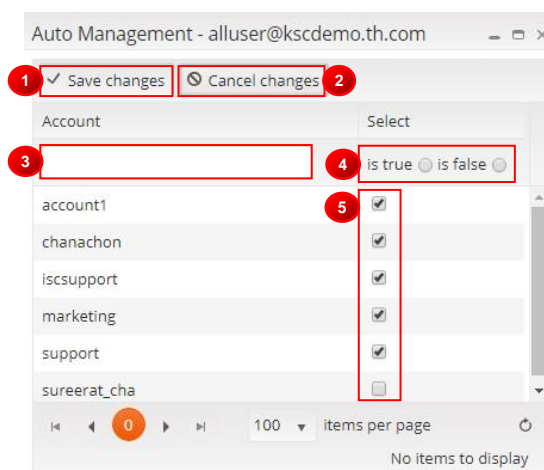
You can add, edit or delete the e-mail group, click “**Email Group**” tab and the following details will be appeared.



1. **Add new record:** Add new group name.
2. **Export to Excel:** Save e-mail group details to excel file.
3. **Account List:** Add e-mail account to the group.
4. **Group Name:** Search from e-mail group name.
5. **Real Name:** Search from e-mail group specific name.
6. **Edit:** Edit e-mail group name.
7. **Delete:** Edit unused e-mail group.

3.1 Add e-mail account to e-mail group

Click “**Account List**” button in front of the e-mail group. You will see the below window.



1. **Save changes:** Save the current setting.
2. **Cancel changes:** Cancel the current setting.
3. **Account:** Search from e-mail account.
4. **Select:** Select the desired status.
5. **Select:** Select the e-mail account which will be in the group.

4 ADD OR DELETE WHITE LIST

You can add, edit or delete the white list, click **"White list"** tab and the following details will be appeared.

Domain Management
 Logon as : kscdemo.th.com
 Last Login : 2018-02-02 14:08:42

Domain : kscdemo.th.com

General | Email Account | Email Group | **WhiteList Domain** | BlackList Domain | Log

1 + Add new record | ✓ Save changes | ⌂ Cancel changes

Account White List

		X Delete
X-PMX-Level: XXXXXXXX*		X Delete
account@xxx.com		3 X Delete

100 items per page | 1 - 3 of 3 items

1. **Add new record:** Add new field to enter white list e-mail account.
2. **List:** Type the e-mail address to be in white list.
3. **Delete:** Click to delete e-mail account from white list.

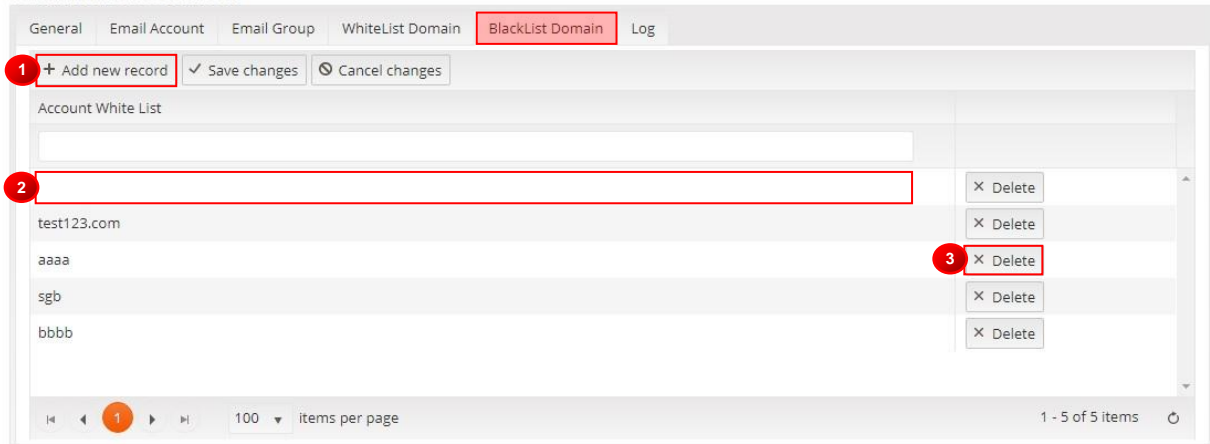
5 ADD OR DELETE BLACK LIST

You can add, edit or delete the black list, click "**Black list**" tab and the following details will be appeared.

Domain Management

Logon as : kscdemo.th.com
Last Login : 2018-02-02 14:08:42

Domain : kscdemo.th.com



General | Email Account | Email Group | WhiteList Domain | **BlackList Domain** | Log

1 + Add new record | ✓ Save changes | ✕ Cancel changes

Account White List

Account White List	
<input type="text"/>	
test123.com	X Delete
aaaa	X Delete
sgb	X Delete
bbbb	X Delete

100 items per page | 1 - 5 of 5 items

1. **Add new record:** Add new field to enter black list e-mail account.
2. **List:** Type the e-mail address to be in black list.
3. **Delete:** Click to delete e-mail account from black list.


6 USAGE LOG

Click the “**Log**” tab to see the usage history. You will see the below window.

Domain Management
 Logon as : kscdemo.th.com
 Last Login : 2018-02-02 14:08:42

Domain : kscdemo.th.com

General | Email Account | Email Group | WhiteList Domain | BlackList Domain | **Log**

1  Export to Excel

2 **Date Time** | **Log** | **Action By** 4

Date Time	Log	Action By
2018-02-01 15:03:02	Delete Group:groupnamea@kscdemo.th.com	kscdemo.th.com
2018-02-01 15:03:00	Delete Group:groupname1@kscdemo.th.com	kscdemo.th.com
2018-02-01 15:02:54	Delete Group:testgroup@kscdemo.th.com	kscdemo.th.com
2018-01-12 15:18:52	Update Password Account:account1@kscdemo.th.com	admin
2018-01-12 15:18:52	Update Account:account1@kscdemo.th.com Quota:200M	admin
2018-01-12 15:18:52	Email Account :account1@kscdemo.th.com Active after user reset password	admin
2018-01-12 15:18:52	Update Password Account:account1@kscdemo.th.com	admin
2018-01-12 15:18:52	Update Account:account1@kscdemo.th.com Quota:200M	admin
2018-01-12 15:18:52	Email Account :account1@kscdemo.th.com Active after user reset password	admin
2018-01-12 15:17:20	Update Account:account1@kscdemo.th.com Quota:200M	admin

10 items per page 1 - 10 of 69 items

1. **Export to Excel:** Save log details to excel file.
2. **Date Time:** Show the usage date and time.
3. **Log:** Show the usage details.
4. **Action by:** Show the name of user.

7 IMPORT EMAIL ACCOUNT

To import, click “**Import Account/Group**” manu and select “**Import Account**” tab. You will see the below window.


Import Account / Group
 Logon as : kscdemo.th.com
 Last Login : 2018-02-02 15:17:06

Import Account | Import Group

Import

2 FILE Please select .xlsx .xls or .csv file

3 SUBMIT

1  DOWNLOAD EXAMPLE FILE

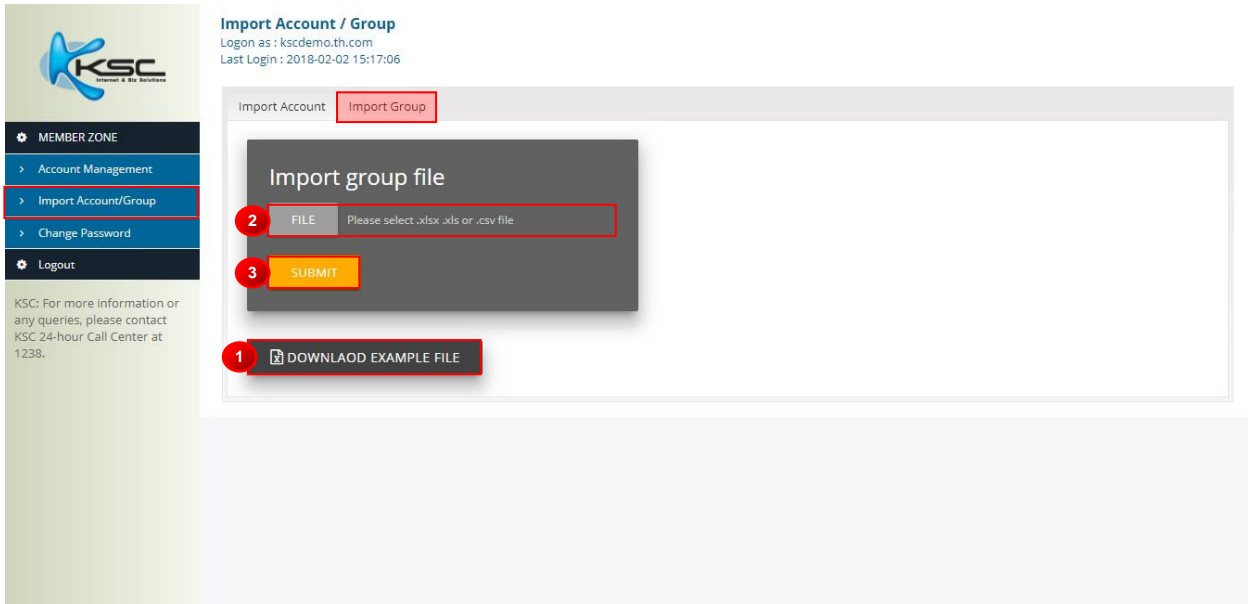
- Password must be English letter with at least 8 characters.
- Password must be mixed between letter, numeric or allowable symbols (.,@,#,\$,%^,&,*_). The greater the variety of characters in your password, the better.

** To protect from illegal use of an account, it is recommended to set password according to above instructions.

1. **Download Example File:** Download example file.
2. **File:** Add a file to import.
3. **Submit:** Import the e-mail accounts.

8 IMPORT EMAIL GROUP

To import, click "**Import Account/Group**" manu and select "**Import Group**" tab. You will see the below window.



Import Account / Group
Logon as : kscdemo.th.com
Last Login : 2018-02-02 15:17:06

Import Account | Import Group

Import group file

2 FILE Please select .xlsx .xls or .csv file

3 SUBMIT

1 DOWNLOAD EXAMPLE FILE

KSC: For more information or any queries, please contact KSC 24-hour Call Center at 1238.

1. **Download Example File:** Download example file.
2. **File:** Add a file to import.
3. **Submit:** Import the e-mail accounts.