

## User manual for Domenia Norge's mail administration.

### 1. Log in

To log in to the solution, use the address [kundemail.domenia.no](http://kundemail.domenia.no).

*If you want to make changes to an e-mail account:*

*User Account:* Write everything that is before " " in the e-mail address.  
(For example: If the e-mail address is post@domenia.no, write "post".)

*Domain Name:* Write everything that is after " " in the e-mail address.  
(For example: If the e-mail address is post@domenia.no, write "domenia.no".)

*Password:* Write the password on your e-mail address, this is the same you use to add an e-mail address in your e-mail reader or when you use webmail.

464748495051525354 mail administration

User Account

Domain Name

Password

Login

Change Password

qmailadmin 1.2.9  
vpopmail 5.4.13

Login

*If you want to delete, add or make changes in several e-mail addresses:*

*User Account:* Leave the field the way it is when it shows on your screen (postmaster).

*Domain Name:* Write everything that is after @ in the e-mail address.  
(For example: If the e-mail address is post@domenia.no, write "domenia.no".)

*Password:* Write the password you have received from Domenia Norge AS.

### 2. Main menu.

You will now enter the main menu for e-mail address that belongs to your domain name. To add, delete or make changes to the e-mail addresses, choose "Email Accounts".

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mail administration

# main menu

domenia.no

**Main Menu**  
**Email Accounts**  
 Forwards  
 Mail Robots  
 Mailing Lists

New Email Account  
New Forward  
New Mail Robot  
New Mailing List

Refresh Menu  
Log Out

**Quick Links**

@domenia.no

Modify Delete

### 3. E-mail Accounts

domenia.no Email Accounts [Used: /unlimited]

CatchAll: Bounced

Email Account	Comment	Used / Quota (MB)	Modify User	Delete Account	CatchAll Account
post	Domenia Norge AS	0.44 / 100.00			<input type="radio"/>
postmaster	Postmaster	0.44 / 20.00			<input type="radio"/>

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[a](#) [b](#) [c](#) [d](#) [e](#) [f](#) [g](#) [h](#) [i](#) [j](#) [k](#) [l](#) [m](#) [n](#) [o](#) [p](#) [q](#) [r](#) [s](#) [t](#) [u](#) [v](#) [w](#) [x](#) [y](#) [z](#)  
[0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)

Go user

[ [Previous Page](#) | [Next Page](#) | [Set catchall email deleted](#) | [Set catchall bounced](#) | [Set remote catch all account](#) ]

[ [Create Email Account](#) | [Main Menu](#) | [Log Out](#) ]

Change the setup for this e-mail address.

Delete this e-mail address.

Make this e-mail address to a catch-all account \*. \* see point 8. About catch-all accounts

(Not recommended)

Make a new e-mail address

Return to the main menu

Log Out

#### 4.

##### Make a new e-mail address

*Email Account:* Write the name of the new e-mail address you want.

*Password:* Write the password you want.

*Password (again):* Repeat the password.

Press "Add".

**Add Email account**

Email Account:  @domenia.no

Password:

Password (again):

Real name:


Spam Detection?

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[ [Email Accounts](#) | [Main Menu](#) | [Log Out](#) ]

#### 5.

##### Delete an e-mail address

Press the trash can  next to the e-mail you want to delete.  
This screen will appear:

**Delete user**

**Delete user nyepost@domenia.no?**

Forward email

Yes, forward it to:

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[ [Email Accounts](#) | [Main Menu](#) | [Log Out](#) ]


If you want to forward all e-mails to this address after it has been deleted, check in the box next to "Forward email" and write the e-mail address you want the mails to be sent to in the text field.

If you don't want the e-mails to be forwarded, don't check the box "Forward email".

Press "Confirm delete".

#### 6.

##### Change the setup of an e-mail account

Press the page and the pen  next to the e-mail you want to make changes in the setup to.

This screen will appear:

**Modify User: nyepost@domenia.no**

Real name:

New Password:

Password (again):

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Routing:  Standard (No Forwarding)

All mail deleted

---

Forward To:

Save a Copy

---

Send Vacation Auto-Response

Vacation Subject:

Vacation Message:

---

Spam Detection?:

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### 6.1.

#### Change password:

*New Password:* If you want to change the password to your e-mail address, write the new password here.

*Password (again):* Repeat your new password here.

### 6.2.

#### Routing:

You can choose that all e-mails you receive on an e-mail address are automatically deleted or forwarded to another e-mail address.

*Standard (No Forwarding):* When you use the e-mail address and receive e-mails from this as normal, use this setup.

*All mail deleted:* Choose this setup if you want all e-mails sent to this address to be deleted.

*Forward to:* If you automatically want all received e-mails to be forwarded, choose this setup. Write the e-mail address you want all the e-mails to be forwarded to.

*Save a Copy:* If you want all e-mails to be downloaded to this e-mail address and also be forwarded to another e-mail address, check here.

### 6.3.

#### **Vacation Auto-Response:**

If you want to set up a message that will automatically be sent to everybody who sends you an e-mail, you can make this here.

Choose "*Send Vacation Auto-Response*".

*Vacation Subject:* The subject for the automatic vacation auto-response.

*Vacation Message:* Write the message you want in your automatic vacation auto-response.

### 6.4.

#### **Marking spam-messages:**

All e-mails from Domenia Norge AS can automatically be cleared of viruses and spam filters. If you also want messages that our mail system think may is spam, check the box "*Spam Detection?*".

**To save the changes you have made for the e-mail address, press**

Modify User

### 7.

#### **When you have finished**

When you have finished administrating the e-mail addresses, press "Log out".

### 8.

#### **About catch-all accounts**

A catch-all account is an e-mail account that receives all e-mails sent to an e-mail address in your domain, where it doesn't exist an e-mail address.

For example:

A domain has the following e-mail accounts:

*post@mittdomenenavn.no*

*meg@mittdomenenavn.no*

If *post@mydomainname.no* is set as the catch-all account for the domain, an e-mail sent to *anything@mydomainname.no*, will automatically be forwarded to *post@mydomainname.no*.

#### ***Making an account into a catch-all account is not recommended!***

As the problem with spam is increasing, we do not recommend making an e-mail account a catch-all account.

Many automatic senders of spam try their luck by putting letters randomly together in front of the @ in a domain and sends out spam to all of these. As most of these e-mails are never received, this won't trouble the owners of a domain apart from when the random words actually match with an e-mail address.

If an automatic sender of spam sends out 1000 spam messages to a domain name, mydomainname.no, only two spam messages will be received (post and me). If post was set as the catch-all account for this domain, post would have received 999 spam messages from just one sender of spam (all sent messages, apart from the one sent to me@mydomainname.no). This is why we don't recommend making a catch-all account.