
VisNetic MailServer

Domain and Accounts Reference

Version 9.1


 powerful email server
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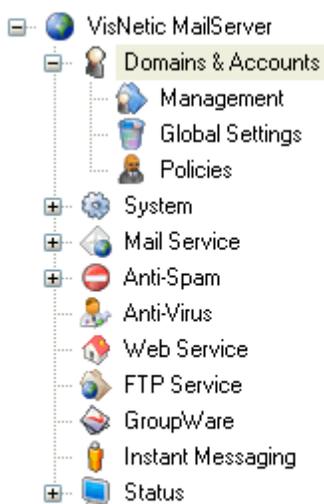
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CHAPTER 1

Domains & Accounts

The Domains and Accounts node contains the nodes **Management**, **Global Settings** and **Policies**.



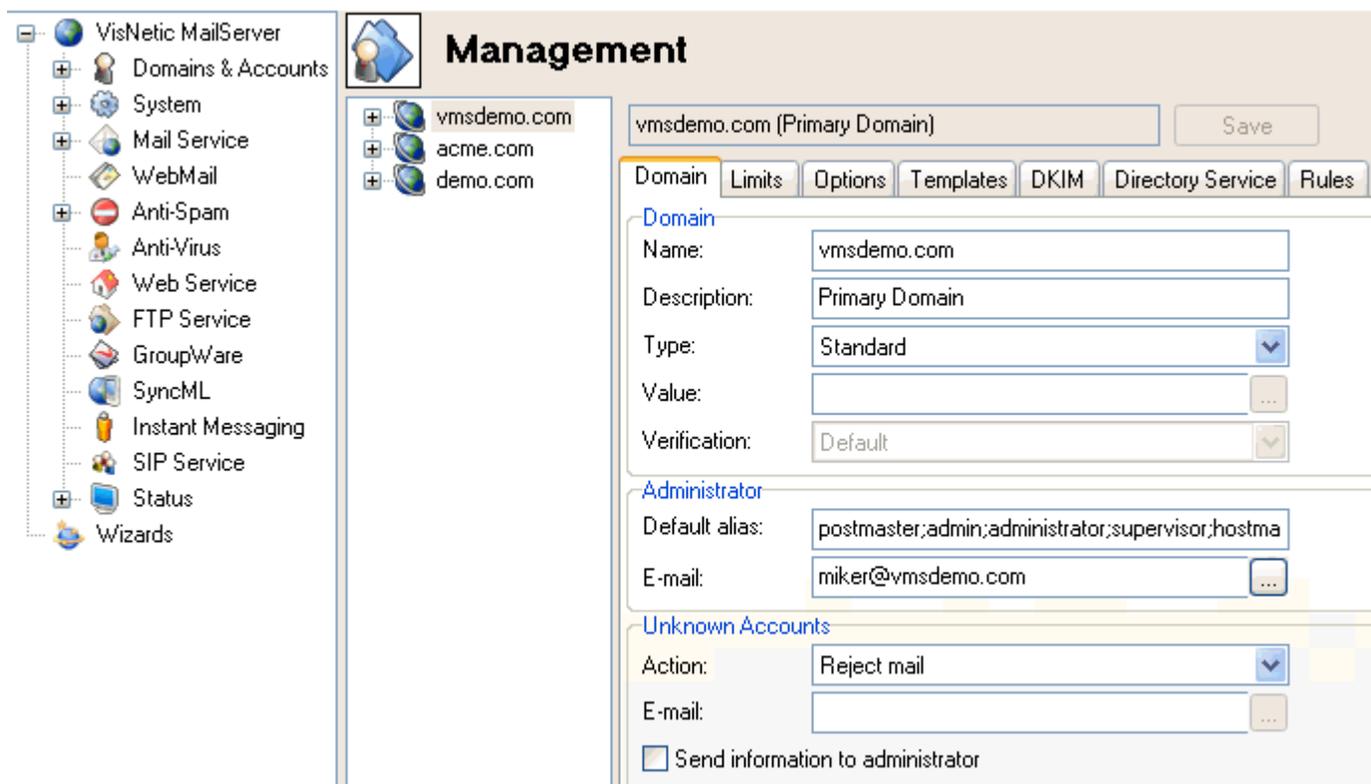
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CHAPTER 2

Management

Selecting the Management node causes the right hand pane to split into a tree hierarchy view of domains on the left and the settings for the selected Domain (or Account) on the right.



Within the Management node you can Administer all your Domains and Accounts, modifying any settings as required.

Right-clicking in the middle pane will open the Accounts menu where you can Add a new Domain or Account, make the selected Domain the Primary Domain and import and export account, amongst others.

Domains are expandable to a list of Account Types, which are in turn expandable if any of that type of account are defined within the Domain. Items are expandable/collapsible by clicking the (+) or (-) symbol next to them, or by double-clicking.

Selecting a Domain or Account will effect the right hand pane to display any settings for the item and you can modify these settings here.

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Account Templates

We will start this section by talking a little about Account Templates, this section will be referred back to at later point in the manual and it is probably worth familiarizing yourself with the ideas now.

Creating a Template

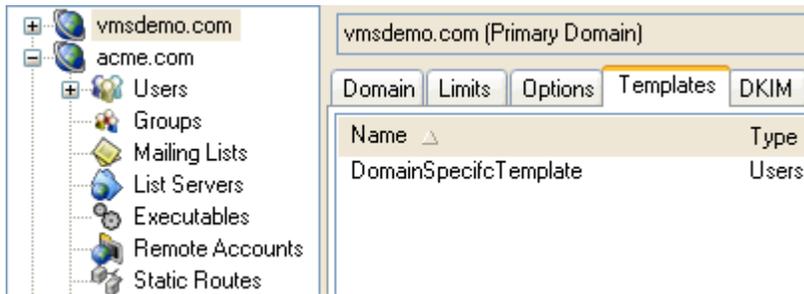
Account templates are used to define a standard set of properties that can be applied to a new account.

Account templates can be defined in two places within the VisNetic MailServer console:

1. The Global Settings -> Template tab



2. With a Domain selected, in the Templates tab



Both these areas allow you to create and edit Templates via the same dialogs but you should be aware that:

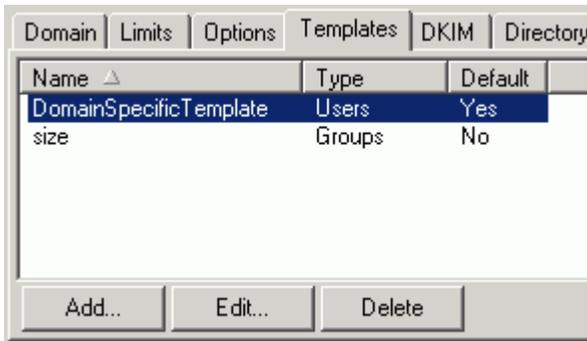
In Global you can create Domain account templates, within a Domain, you can't.

Each Template only applies to a specific Account type

You can create Templates of the same name within Global and also within multiple domains, and they are NOT the same template.

You can create a **default** Template for account types. When an account of that type is created, this default template will be applied. There should only be one default template for each account type.

Selecting the Templates tab will present you a list of all templates defined within the selected Domain (or Global) as shown below:



The above screenshot shows that we have two Templates defined

DomainSpecificTemplate - which can only be applied to User Accounts, and is a default template, so will be applied to newly created User Accounts.

size - which applies to group Accounts, and is not a default, so will not be applied automatically.

Selecting a Template and pressing **Delete** will delete that template (or templates if more than one is selected).

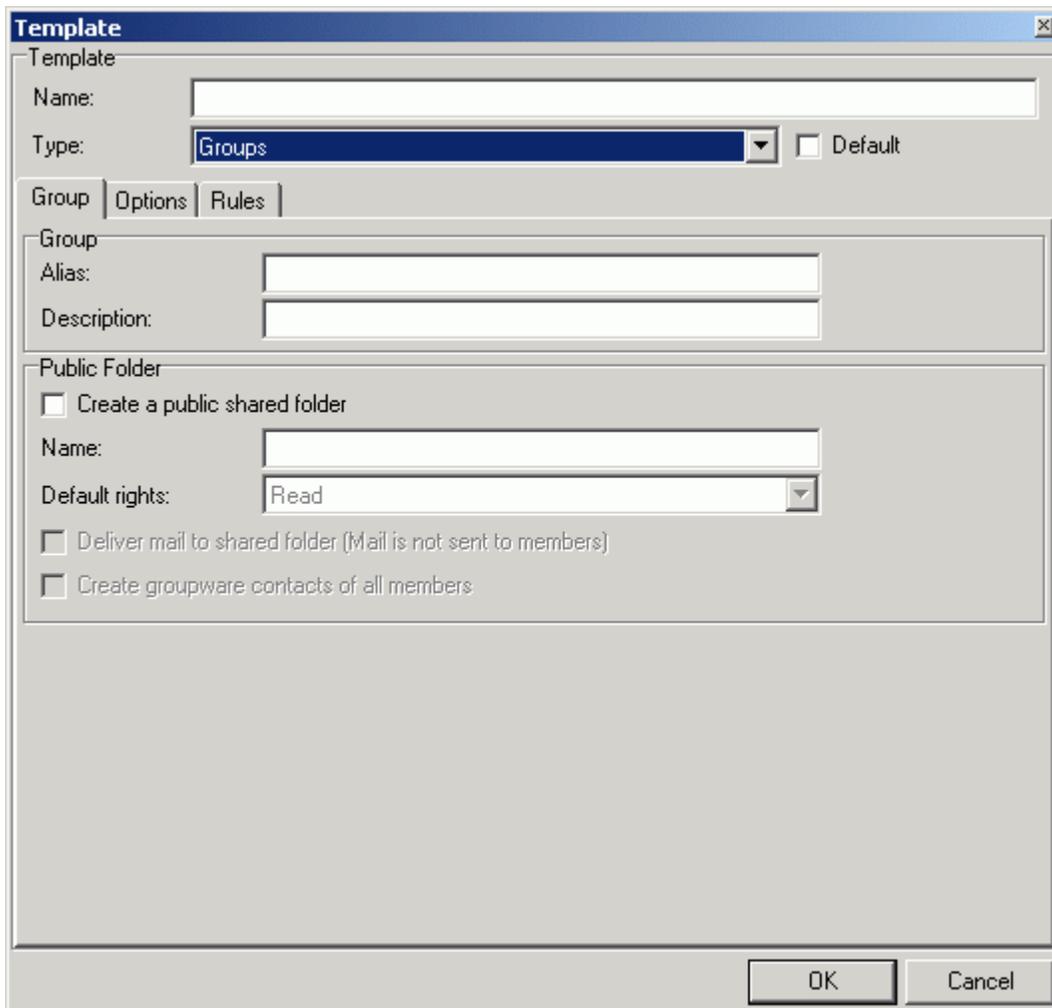
Pressing the **Add** or **Edit** button will open the Template dialog:

In the top area, above the tabs, you choose the name of the template, the type of account it can be applied to, and whether it is a Default template (i.e. automatically applied to all newly created accounts of the type selected). So in the above screenshot we are dealing with a template called "size", which applies to Accounts of type "User", and is not automatically applied to new accounts.

NOTE - the above screenshot shows the Type drop-down expanded so you can see all the account types shown. At the bottom of the list you can see the "Domain" account type, which is only available when defining a Template in Global Settings.

The tabbed area changes according to the Account type selected and reflects the options available for that account type. These options are explained later in this manual and will therefore not be discussed here, please refer to the manual section for the relevant account type. Note that not all options are available as it is not sensible to have them in a template.

Below is the dialog when the Group type is selected:



And here when the User type is selected:

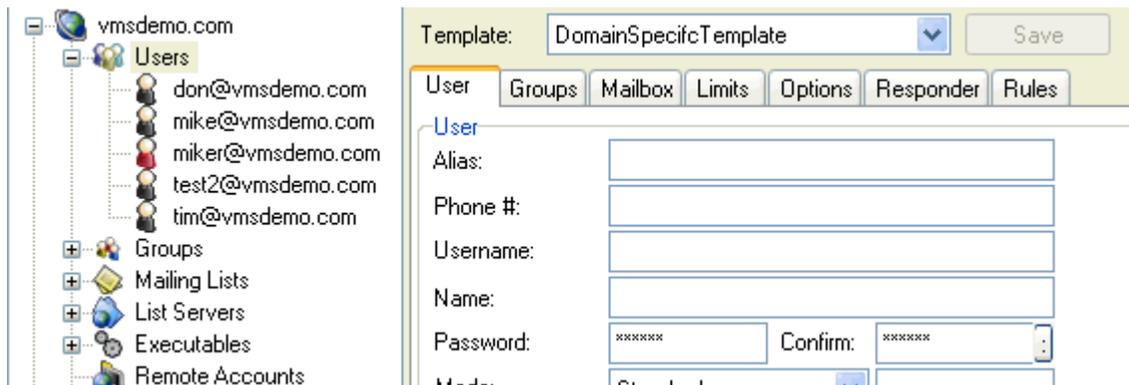
The screenshot shows a 'Template' dialog box with the following fields and options:

- Template** section:
 - Name: [Empty text box]
 - Type: [Users] (dropdown menu) Default
- User** tab (selected) with sub-sections:
 - Alias: [Empty text box]
 - Phone #: [Empty text box]
 - Username: [Empty text box]
 - Name: [Empty text box]
 - Password: [Masked text box] Confirm: [Masked text box]
 - Mode: [Standard] (dropdown menu) [Empty text box]
 - Comment... [Button]
- Account** section:
 - Type: [IMAP & POP3] (dropdown menu)
 - Permissions: [Standard] (dropdown menu) [Rights... button]
 - Forward to: [Empty text box]

Buttons: OK, Cancel

Applying Templates to new accounts

Whenever you create a new account, and if there are any Templates that can be applied to that type of account, the following Template dropdown will be displayed:



The drop-down box will list all Global and Domain-specific templates that can be applied to this type account.

To apply a template, just select it.

NOTE - that default templates are applied when you create users not only via the console, but also via WebAdmin, the API, Active Directory, etc. The API can also specify a template to use when creating an account.

Template Scenario

This example shows how careful setup of templates could dramatically reduce effort setting up new accounts:

Scenario:

Worried about disk space

You have many small domains with hundreds of users in each, and one domain (BigDomain) with a few users who want to email large files to each other. So you want to set the Users in the small domains to have a mailbox size of 20Mb, and the Users in BigDomain to have a mailbox size of 1Gb.

Solution:

Set up a Template in Global settings called **mailbox**, for account type User, as Default and set the mailbox size to 20Mb.

Set up a Template in BigDomain, also called **mailbox**, for account type User, as Default and set the mailbox size to 1Gb.

Explanation:

Whenever you setup a new User account VisNetic MailServer will see the Global default Template **mailbox** and apply it to the new user settings, ***unless*** the new account is in BigDomain, in which case the Domain Template **mailbox** will override the Global Template **mailbox**.

CHAPTER 3

Domains

To create a new Domain you can either:

- Select the **Accounts** -> **New Domain** menu item
- **Right-click** in the middle pane when you have the **Domains and Account** -> **Management** node selected and select **New Domain**.
- Press **CTRL+D**

To modify the settings of an existing Domain you should select the **Domains and Account** -> **Management** node, then select the Domain you wish to modify.

Whether you are creating a new Domain or modifying an existing one you will be presented with the settings panels for the Domain in the right-hand pane.

Be aware that one of your Domains must be assigned as the Primary Domain. The Primary Domain Administrator is also regarded as the Server Administrator and any system messages (license warnings, System Reports etc.) will be sent to this Account.

You can change the Primary Domain by selecting a Domain and selecting the **Accounts** -> **Make Primary** menu item

The Primary Domain is always listed first in the Domain list. Other Domains are then listed in alphabetical order.



Functionally, there is no difference between the Primary and Secondary Domains. You can, however, send messages to the Primary Domain without specifying the Domain Name.

For example: sending a message to Anyuser, given the above example, would route the message to Anyuser@blueline.com.

A Domain Name is NOT the same as a Host Name. If you have a secondary Domain that you want your Users to connect to you must have both A and MX DNS records set up.

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Don't forget that Templates can be set up to streamline the definition of accounts, see **Account Templates** (on page 3)

Domain - Domain

The **Domain** Section of the Domain tab shows basic information about the Domain:

The screenshot shows a configuration window titled "Domain" with the following fields:

- Name:** vmsdemo.com
- Description:** Primary Domain
- Type:** Standard (dropdown menu)
- Value:** (empty text box with a browse button "...")
- Verification:** Default (dropdown menu)

Field	Description
Name	This is the name of the Domain. Messages can be only delivered to created Domains. If a message arrives for a Domain that does not exist, the message will be forwarded (relayed) outside your server.
Description	A short informational description of the domain.
Type	The type of Domain - there are five Domain types, there follows a description of each type.
Domain Type - Standard	This specifies a standard domain with users who have separate mailboxes. This is the default domain type and probably the most commonly used.
Domain Type -	The Domain Alias type is used to immediately forward any received messages

<p>Domain Alias</p>	<p>to another domain.</p> <p>The domain to be forwarded to must be specified in the Value: box.</p> <p>Forwarding can only be done to local Domains (i.e. on the same VisNetic MailServer).</p> <p>This Domain is useful where you have registered multiple combinations of a domain name but want all messages to be collected from one point.</p> <p>For example, if you own</p> <p style="padding-left: 40px;">MyShop.com</p> <p style="padding-left: 40px;">MyShop.net</p> <p style="padding-left: 40px;">MyShop.org</p> <p>and you want all messages to go to MyShop.com.</p> <p>You should set up a Standard Domain for .com, and Alias Domains for .net and .org.</p> <p>Both the .net and .org Domains should specify MyShop.com in the Value: field.</p> <p>Standard MX and A records should be set up for all three domains.</p> <p>All messages received to the .net and .org Domains will be immediately forwarded to the .com Domain.</p> <p>NOTE - that this type of Domain does NOT need to have an account defined within it. However, if an Account is defined then any mail sent to that account will NOT be forwarded!</p>
<p>Domain Type - Backup Domain</p>	<p>The basic function of a Backup Domain is to accept messages and forward them immediately to another server. If the other server cannot be contacted then the messages are queued for delivery when the server is back online.</p> <p>This can be useful in three suggested scenarios -</p> <p>Backup Server</p> <p>This is a backup to ensure no messages are lost if your primary server is offline.</p> <ul style="list-style-type: none"> ▪ You have a Main Server and a Backup Domain on a different Server. Note that both servers should have the same domain name (e.g. mail.mydomain.com). ▪ MX records are defined for both servers but the Backup Domain Server's MX has a lower priority. For example, 2 MX records are created for mydomain.com, one points to mail.MainServer.com and has priority 5 and the second points to mail.BackupServer.com and has priority 10. ▪ The Backup Domain is set to forward all messages to your main server. <p>Now, if your main server is down for any reason, any remote connections should contact your backup server to deliver messages. When your Main server is running correctly again the Backup will deliver all messages collected during the down-time.</p> <p>Domain Gateway</p> <p>This allows you to have a server between your "real" server and the internet.</p> <ul style="list-style-type: none"> ▪ You have a Backup Domain Server connected to the internet and your Main

	<p>Server is internal to your company.</p> <ul style="list-style-type: none"> ▪ An MX record exists for the Backup Domain Server Only. ▪ The Value field should contain the internal IP address of your Main Server. ▪ The Backup Domain is set to forward messages to your Main server. <p>Now, all messages sent to your company will be initially processed by your Backup Domain Server.</p> <p>The Backup Domain Server can do all the AntiVirus and AntiSpam processing and only deliver messages that you really want to your internal server.</p> <p>Migration Scenario</p> <p>A third scenario where the Backup Server can be implemented is to help implement a phased migration of Users from one Email Server to a VisNetic MailServer.</p> <ul style="list-style-type: none"> ▪ Set the system up the same as a Domain Gateway (see above) with the Backup Domain set up on the VisNetic MailServer you are migrating to. ▪ Create User Accounts in the Backup Domain for the Users you want to migrate to the new server. Any messages for defined Accounts will NOT be forwarded to the old Server. When a User Account is not defined (i.e. not migrated) the message will be forwarded as normal. <p>So now, as you define User Accounts, they will effectively migrate to the new Server.</p> <p>NOTE - an important difference between a Distributed Domain and a Backup Domain is how they respond when they cannot connect to the receiving server:</p> <p>A Backup Domain will save the message and deliver it when the server is back online.</p> <p>A Distributed Domain will issue a 4xx warning to the originating server, effectively telling it to try again later.</p>
<p>Domain Type - Distributed Domain</p>	<p>A Distributed Domain is designed to be used where a business is spread across multiple locations and you wish to distribute your Email servers around your locations, each with a subset of your Users.</p> <ul style="list-style-type: none"> ▪ At each location you should set up a VisNetic MailServer. ▪ On each server you should set up a Distributed Domain, each with the same name (i.e. all called mydomain.com) ▪ An MX record should be set up for each server in the Distributed Domain. <p>Now when a message is delivered to the receiving server, it will:</p> <ul style="list-style-type: none"> ▪ use the SMTP VRFY or RCPT command (see Verification option further down) on all the other servers in the Distributed Domain to locate the recipient of the message (unless the User is Local to this instance). ▪ If the User is not found the message is Rejected and a 5xx permanent error is reported to the sending server. ▪ If any server in the Distributed system cannot be contacted then a 4xx temporary error is reported to the sending server, which should retry after a

	<p>period of time.</p> <ul style="list-style-type: none"> If the User is found then any AntiVirus and AntiSpam processing is performed and the message is delivered to the Distributed server that the User is defined on. <p>NOTE - an important difference between a Distributed Domain and a Backup Domain is how they respond when they cannot connect to the receiving server:</p> <p>A Backup Domain will save the message and deliver it when the server is back online.</p> <p>A Distributed Domain will issue a 4xx warning to the originating server, effectively telling it to try again later.</p>
<p>Domain Type - ETRN/ATRN Queue</p>	<p>This type of Domain is used to hold all messages to be collected by another mail server using the ETRN or ATRN SMTP Client commands. This type would usually be used by ISPs.</p> <p>One User Account must be created to allow the collecting server to log in and collect mail.</p> <p>This User Account MUST have the ETRN/ATRN Account option selected in the User Options (see "User - Options" on page 41) sheet.</p> <p>If a password is set for this Account then the collecting server must specify the password in the ATRN command.</p>
<p>Value</p>	<p>The Value option is valid for all Domains except the Standard Domain.</p> <p>Multiple values can be specified in this field, separated by semicolons. Port values can also be specified by adding a colon and the port at the end of the host name.</p> <p>For example - mydomain.com:81;192.168.0.1</p> <p>ETRN/ATRN Queue</p> <p>If the collecting server has a static IP Address then this field should contain the IP address. If the IP address is dynamic the Value: field should be left blank.</p> <p>Domain Alias</p> <p>Field must contain the Domain Name of the server that you are aliasing.</p> <p>Backup Domain</p> <p>Field can contain the host name or IP address of the server that email is to be forwarded to. If the field is left blank then an MX lookup is performed.</p> <p>Distributed Domain</p> <p>Field should contain the IP addresses of the other servers in the Distributed Domain or can be left blank if MX DNS records are defined for all domains in the Distributed system.</p>
<p>Verification</p>	<p>Applies only to the Distributed Domain and Backup domain types.</p> <p>The Distributed Domain uses the VRFY or RCPT command to locate the server where the User is defined.</p>

	<p>It is recommended to use the VRFY command.</p> <p>The RCPT command should be used on servers that do not support the VRFY command (very rare nowadays).</p> <p>Selecting Default for Distributed Domains will use the VRFY command.</p>
--	--

The **Administrator** section of the Domain tab specifies the Administrator Aliases and email Accounts for the Domain Administrator:

Administrator

Default alias:

E-mail:

Field	Description
Default alias	<p>Specifies the postmaster aliases.</p> <p>Multiple aliases can be separated by semi-colons, without spaces.</p> <p>Any aliases you specify here do not need to have accounts created for them.</p>
E-Mail	<p>Specifies the Account that messages to a postmaster alias should be delivered to.</p> <p>Multiple accounts can be specified (separated by a semicolon).</p> <p>Remote email addresses can be used.</p> <p>The primary domain must have an administrator email defined. It is used by the system for notification emails and system reports.</p> <p>Use the '...' button to select accounts and/or groups. Read more about the Select Accounts dialog.</p>

The **Unknown Accounts** section of the Domain tab specifies how to handle message that arrive for delivery to undefined accounts:

Unknown Accounts

Action: ▼

E-mail:

Send information to administrator

Field	Description
Action	<p>Specifies the action to take with any message that is destined for an Account that is not defined on the server..</p> <p>Reject mail - the message is rejected and returned to the sender. This is the recommended setting.</p> <p>Forward to email address (catch-all) - the message is forwarded to the specified account. This can be useful if you wish to monitor these incoming messages but you could end up monitoring a lot of spam messages.</p> <p>This is also a way an ISP can offer unlimited email aliases since messages can be sent to anything@domain.com and it will be delivered to the this catch-all account. When using a catch all account it is suggested to switch on the Add X-Envelope-To option for that account.</p> <p>Enter the email address to use. Multiple addresses can be entered, separated by semicolons.</p> <p>You can also use the '...' button to select accounts or groups with a dialog (See Select Accounts for more information).</p> <p>Delete mail - the message is deleted, the sender will NOT be notified.</p>
E-mail	<p>Specifies the email address that messages should be delivered to if the Forward to email address Action is selected.</p>
Send information to administrator	<p>If this box is checked then the Administrator account will receive a notification of any messages sent to accounts that do not exist.</p>

Domain - Limits

NOTE - In all options, a value of 0 means unlimited.

The screenshot shows a configuration window titled "Domain" with the following fields:

- Domain admin account limit (Accounts #): 300
- Disk quota: 500 MB
- Send out data limit per day: 0 MB
- Send out messages limit (#/Day): 0
- Disable login to this domain

Field	Description
Domain admin account limit	<p>Limits the number of accounts that can be defined in this Domain by a Domain Administrator.</p> <p>It should be remembered that this includes special accounts, like Mailing List Accounts, Catalog Accounts etc..</p>

Disk quota	Limits the amount of disk space that this Domain will use. Input a value and select Kilobytes, Megabytes or Gigabytes from the dropdown box. Once this amount is exceeded no further messages will be accepted by the Domain, a 4xx temporary error is issued and the sending server should retry after a period of time.
Send out data limit per day	Select an amount of data this domain can send out in one day.
Send out messages limit (#/Day)	Specify a maximum number of messages that this domain can send in one day.
Disable login to this domain	Stops all users from logging in to this Domain. This option is only available if the Use domain user limits option is checked in Global Settings - Domains is checked.

Users

Mailbox size:

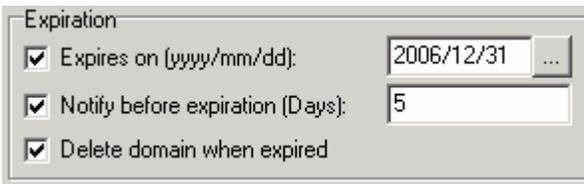
Max message size:

Send out data limit per day:

Send out messages limit (#/Day):

Field	Description
NOTE	The following limits for Users in a Domain are only accessible if the Use domain user limits option is checked in Global Settings - Domains .
User mailbox size	Limits the size of a Users mailbox. Input a value and select Kilobytes, Megabytes or Gigabytes from the dropdown box. Once exceeded no further messages will be accepted for that user.
Max message size	Limits the size of ANY message sent, or received, by a user. Input a value and select Kilobytes, Megabytes or Gigabytes from the dropdown box. Be aware that all attachments are Base64 Encoded, which adds a size overhead of around one third, so if you wish to limit your users to a message size of 1MB you should set the limit to 1.3MB.
Send out data limit per day	Limits the amount of data that any single user can send out in 1 day. Input a value and select Kilobytes, Megabytes or Gigabytes from the dropdown box.

	<p>Once a user exceeds the limit no further messages will accepted from that user.</p> <p>It should be noted that a message sent to multiple recipients will be counted for each recipient, i.e. a 1MB message sent to 10 recipients will be counted as 10MB towards the limit.</p>
Send out messages limit (#/Day)	<p>Limits the number of messages that a single user can send out in one day. Once exceeded no further messages will be accepted from that user.</p> <p>It should be noted that a message sent to multiple recipients will be counted as 1 message for each copy, i.e. a message sent to 20 users counts as 20 messages towards the limit.</p>



The Expiration feature allows you to define an expiration date for the Domain. When a Domain expires, only the login to the Domain is disabled, you can still perform other actions on the Domain.

Field	Description
Expiration on	Specifies the date on which the Domain will expire.
Notify before expiration	<p>You have the option to notify the Domain administrator before the actual expiration - specify the number of days before expiration that the message should be sent.</p> <p>NOTE that if no Domain administrator email is specified, then the Server Administrator will be notified. The notification email will contain the Domain name and the number of days until expiry.</p>
Delete Domain when expired	<p>If this box is checked the Domain will be deleted at midnight at the end of the day it expires.</p> <p>All Accounts and Settings will be lost at this time, so use with extreme care.</p>

Domain - Options

Options

IP Address:

Hostname:

Folder:

Field	Description
IP Address	Enter an IP address here to bind this Domain to that IP. The IP address and hostname are used for outgoing connections as unique values for the Domain. The IP address is also used for authentication, if this is not set correctly then none of your users will be able to authenticate.
Hostname	Enter a Domain hostname to be used for outgoing connections. This setting can be essential for Domain identification by various AntiSpam technologies, including Greylisting, SPF and Intrusion Prevention.
Folder	Domain folder, used for all Domain settings and user accounts directories. This acts as a prefix and is added to the mailbox path for all newly created Users.
Header / Footer	You have the option to specify a Domain header and a footer. Enable the global header/footer option and open the Domain dialog to specify your footer and header information. If the Domain header and footer are not defined, the global will be used. You can see more in the global Header / Footer settings.

Services Access

- Anti-Virus
- Anti-Spam
- Challenge Response
- Instant Messaging
- GroupWare
- SIP

This dialog lets you enable or disable selected services for the whole Domain.

The ability to change these options is dependent on the Access Mode of the particular service.

Domain - Templates

Templates are discussed **here** (see "Account Templates" on page 3).

Note that Templates created within a Domain can only be used for new accounts within that Domain.

Domain - DKIM

"DKIM" stands for DomainKeys Identified Mail. DKIM creates a domain-level authentication framework for email by using public-key technology and DNS record to prove the source and content of a message.

You can find general information about DKIM at <http://dkim.org> and the DKIM FAQs at <http://dkim.org/info/dkim-faq.html>.



Field	Description
Active	Check this box to enable DomainKeys technology for sending messages from this Domain. The Enable DomainKey feature in Global Settings - Domains (see "Domains" on page 94) must be checked for this option to be available.
Selector	Specifies the domainkey used to sign an outgoing email. There can be only one valid selector at a time.
Domain	Specifies the Domain or subdomain for the DomainKeys technology to use. Leave this blank and the actual Domain will be used.
Private Key	The Private Key that is used by DomainKeys. This should be published to a DNS TXT record in the format described in "Selector Data" below.

	You can use the Generate Private Key button to compute your Private Key.
Selector Data	<p>Contains the Selector Data which contains your Public Key.</p> <p>Use the Retrieve selector data button to populate this field.</p> <p>This field contains the string that should be included in your DNS TXT record.</p> <p>The format of the DNS TXT record is:</p> <p><Selector>._domainkey.<domainname></p> <p>From the above screenshot:</p> <p>m512._domainKey.vmsdemo.com, where domainKey is your private key.</p>
Generate private key	Use to compute your Private Key.
Retrieve selector data	<p>Use to Generate the Selector Data based on the private key and key length.</p> <p>The selector data contains your Public Key.</p>

DomainKeys - How it works

Sending Servers

1. There are two steps to signing an email with DomainKeys:
2. The domain owner generates a public/private key pair to be used for signing outgoing messages (multiple key pairs are allowed).
3. The public key is published in a DNS TXT record, and the private key is made available to the DomainKeys-enabled outbound email server.
4. When an email is sent by an authorized user of the email server, the server uses the stored private key to generate a digital signature of the message, which is inserted in the message as a header, and the email is sent as normal

Receiving Servers

1. The DomainKeys-enabled receiving email server extracts the signature and claimed From: domain from the email headers.
2. The public key is retrieved from the DNS system for the claimed From: domain.
3. The public key is used by the receiving mail system to verify that the signature was generated by the matching private key. A match effectively proves that the email was truly sent from, and with the permission of, the claimed domain and that the message headers and content have not been altered during transit.
4. The receiving email system applies local policies based on the results of the signature test. For example, the message might be deleted if the signature does not match.

Domain - Directory Service

The Directory Service option allows you to have VisNetic MailServer synchronize itself with an Active Directory Service.

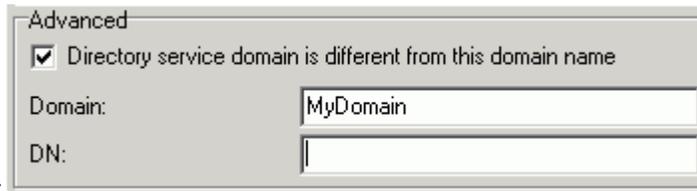
VisNetic MailServer will synchronize on a regular basis and any changes to Users within the AD server will be reflected within VisNetic MailServer.

NOTE - that this is a one-way synchronization only, AD to VisNetic MailServer. If you change a user within VisNetic MailServer it will NOT be reflected on the AD Server and VisNetic MailServer will revert the changes to match the AD server. You can still define Users within this Domain that are NOT defined in your AD server. Such Users will not be affected by AD synchronization.

Field	Description
Synchronize users and groups with directory service	Check this option to have this domain synchronized with a particular Active Directory Server.

Field	Description
Synchronize users and groups with directory service	Check this option to have this domain synchronized with a particular Active Directory Server.
Hostname	Specify the Hostname of the Active Server.
Username	Specify a User with access rights to User information on the AD server.
Password	Specify the password for the User above.

Backup Hostname	Specify a backup AD server, if you have one.
Synchronize Now	Press this button to have VisNetic MailServer immediately synchronize itself with the specified AD server.
Test connection	Press this button and VisNetic MailServer will check that it can access the AD server (recommended)



Field	Description
Directory service domain is different from this domain name	<p>Check this option if the domain names in VisNetic MailServer and your AD server don't match.</p> <p>For example:</p> <p>To synchronize vmsdemo.com Users on VisNetic MailServer with MyDomain.com on your AD server you should check this option and enter MyDomain.com in the Domain text box.</p>
Domain	<p>If your AD Domain name is different from your VisNetic MailServer Domain name, you should specify it here., you can also specify a second AD Domain name here, separated with a semi-colon, if required (this is an unusual case, your AD administrator will know whether it is necessary or not).</p> <p>Example 1</p> <p>VisNetic MailServer domain = vmsdemo.com AD server domain = ADDomain email addresses in ADDomain are *@vmsdemo.com you should enter ADDomain</p> <p>Example 2</p> <p>VisNetic MailServer domain = vmsdemo.com AD server domain = ADDomain email addresses in ADDomain are *@mydomain.com you should enter ADDomain;mydomain.com</p>
DN:	<p>This field should be used if you need more control over the Active Directory domain you access.</p> <p>If you do need to enter anything here then it should be a complete DN, e.g.</p>

	<p>cn=AllUsers,dc=vms,dc=com</p> <p>or</p> <p>dc=vms,dc=com for all accounts in all subnodes.</p> <p>Again, your AD administrator should be able to help you with this.</p>
--	---

Active Directory Examples

Many organizations use a central Active Directory (AD) server so they can manage their user accounts centrally. VisNetic MailServer's synchronization function allows you to regularly synchronize the user accounts in the AD to a specific domain in the server. This synchronization occurs every 15 minutes.

Basic scenario

It assumed that in most cases that:

- the domain name in AD matches the domain name in VisNetic MailServer.
- the users are located in the "Users" organization unit (OU) in the AD structure
- the email domain in AD user properties matches the domain in VisNetic MailServer that you are synchronizing with.

In these cases you only need to setup:

- the hostname of your AD
- the AD user and password (the AD user has to have rights to list users of the AD OU).
- a backup AD domain name - if there is one - which will be used if the connection to primary AD fails.

Synchronized users (which are in the LDAP/AD mode) will be authenticated against AD, so VisNetic MailServer will not store their password.

Notes:

1. The “Test connection...” button lists all available users in the specified AD OU. This list doesn't necessarily match the users being synchronized in VisNetic MailServer. Where a user's email domain doesn't match the VisNetic MailServer domain, that user will not be synchronized.
2. The “Synchronize Now” button will do exactly that. The synchronization may take some time. You should refresh the interface to see the changes that have been made by synchronization.

Secure connection

If you want to connect to your AD server using SSL connection you should use following syntax for the Hostname specification: `ldaps://ad.vmsdemo.com`

You also have to have the trusted SSL certificate on the AD server.

AD domain different to VisNetic MailServer domain

When the AD domain name is different to the VisNetic MailServer domain name you need to specify it using a different syntax.

Let's assume domain vmsdemo.com in VisNetic MailServer and domain vmsdemo.com in AD, you would specify:

Advanced

Directory service domain is different from this domain name

Domain:

DN:

User email domain different to AD domain

When the user email in AD has a different email domain you again need to specify this using a different syntax, with a second parameter in the Domain field delimited by a ';':

Assume domain vmsdemo.com in VisNetic MailServer, domain vmsdemo.com in AD, and user email domains of <alias>@vmsdemo.us. Then you should specify:

Advanced

Directory service domain is different from this domain name

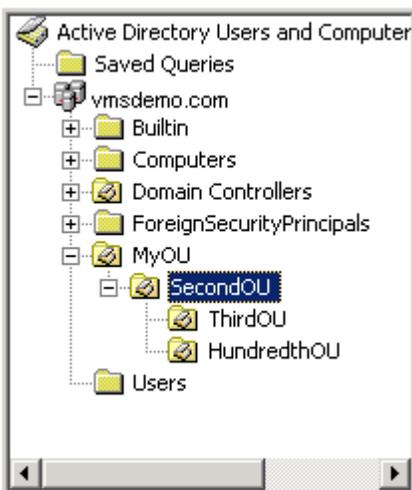
Domain:

DN:

More complex structures

The domain in AD could also have a more complex structure. VisNetic MailServer is able to synchronize users from an OU specified in DN field.

Assume domain vmsdemo.com in VisNetic MailServer, domain vmsdemo.com in AD, user emails domains of <alias>@vmsdemo.us, and the following AD structure:



if you want to synchronize the SecondOU's users and OUs the settings in VisNetic MailServer would be.

Domain - Rules

Rules are common to all Domain types and User Accounts and are described in detail **here** (see "Rules" on page 107).

Domain - Info

Information	
Name:	vmsdemo.com
Description	Primary Domain
Accounts #:	5
Type:	Standard
Expires:	
IP Address:	<All Available>
Hostname:	
Administrator email:	miker@vmsdemo.com
Administrator alias:	postmaster admin administrator supervisor hostmaster webmaster abuse

The Info Tab displays summary information about the selected domain.

The information shown is self-explanatory.

Be aware that the number of Accounts shown here is not just Standard User Accounts but includes all Accounts such as Remote Accounts, Group Accounts etc..

Domain Wizard

There is a New Domain Wizard located in the Wizards node of the VisNetic MailServer Console where you can quickly add a Domain whose setting you can modify at a later stage.

New Domain Wizard

The New Domain Wizard allows you to quickly define a new Domain with some basic properties that you can modify at a later time.

Double-click the New domain Icon to start the wizard.

New domain

Step 1/5

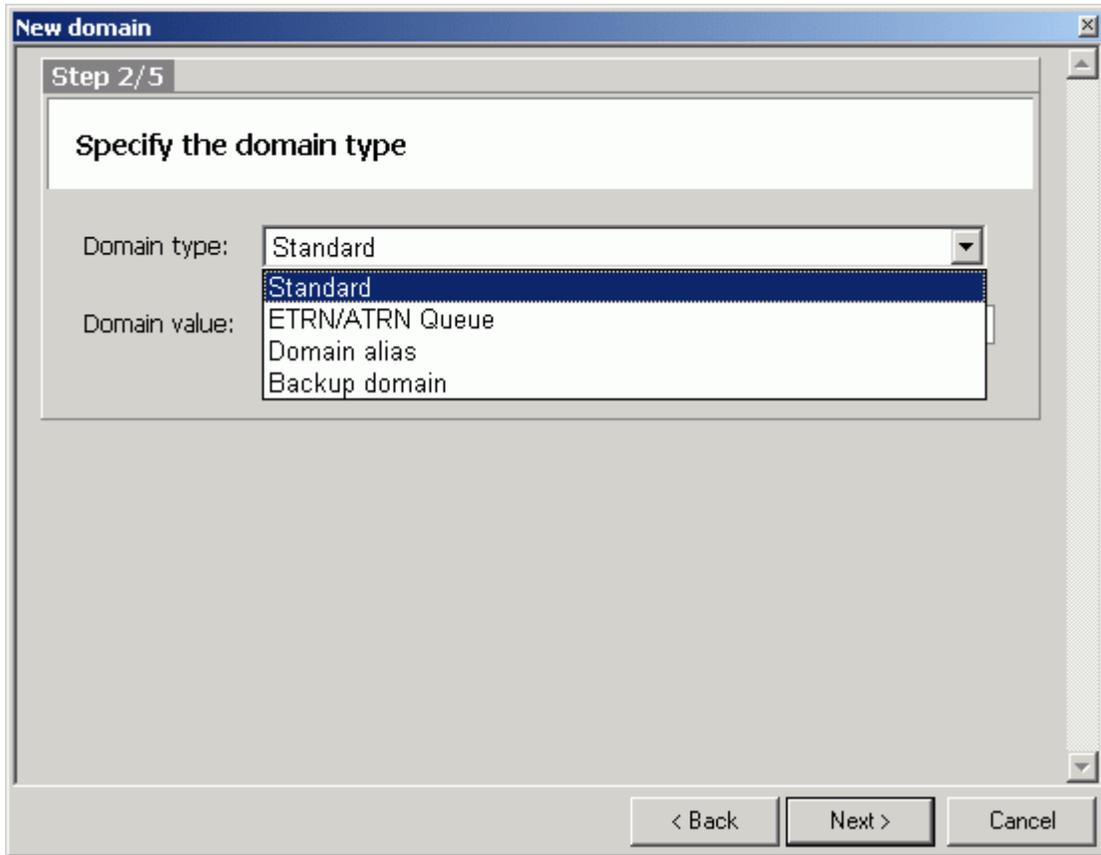
Specify the new domain name and its short description

Name: Specify new domain name (eg. yourdomain.com).

Description: Specify short description

< Back Next > Cancel

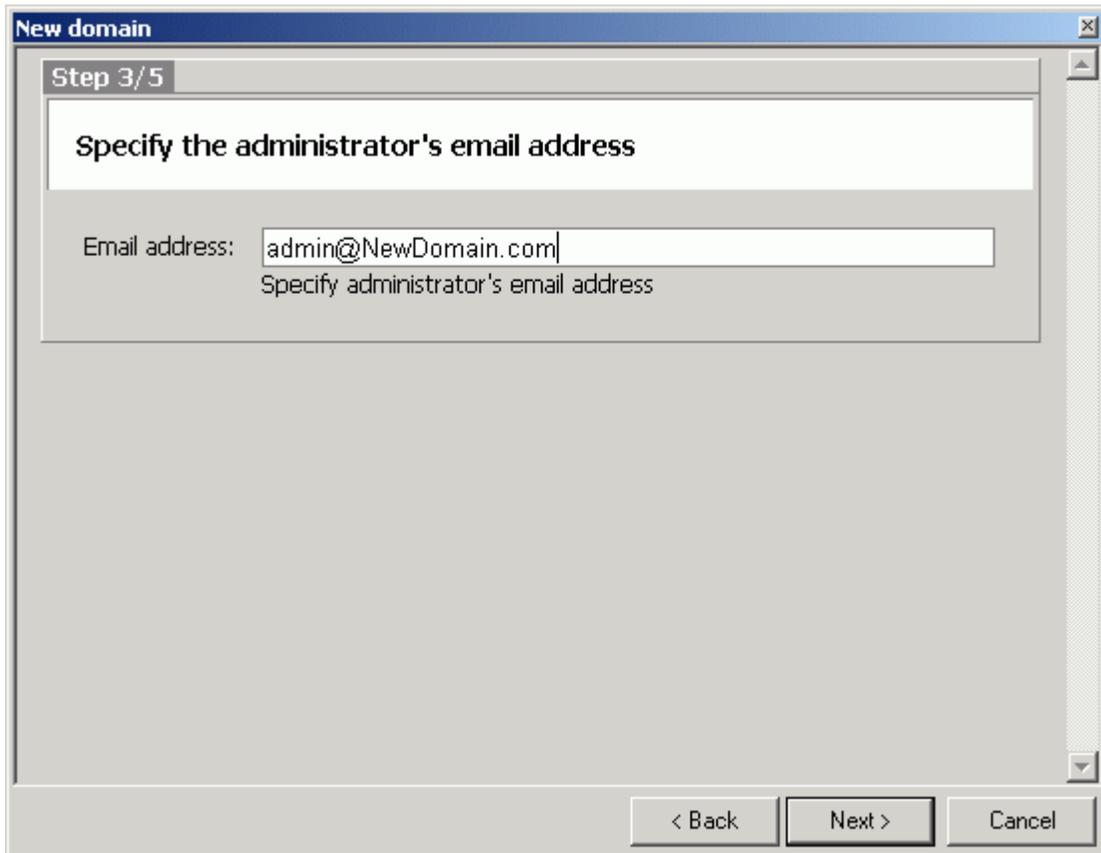
Type the name of the new domain, a short description and press Next.



Select a Domain Type from the drop-down list.

The screenshot shows a window titled "New domain" with a progress indicator "Step 2/5". The main heading is "Specify the domain type". Below this, there are two input fields: "Domain type:" with a dropdown menu currently showing "Domain alias" and a small downward arrow, and "Domain value:" with a text box containing "www.vmsdemo.com". Below the text box is the instruction "Specify the domain value". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

Specify a value, dependant on the Domain type (see the Domain section of the Domain and Accounts Reference Manual), and press Next.



The screenshot shows a Windows-style dialog box titled "New domain". The window has a blue title bar with a close button in the top right corner. Below the title bar, there is a tab labeled "Step 3/5". The main content area is titled "Specify the administrator's email address". Below this title, there is a label "Email address:" followed by a text input field containing the text "admin@NewDomain.com". Below the input field, there is a smaller label "Specify administrator's email address". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

Enter an email address for the Domain Administrator and press Next.

New domain

Step 4/5

Do you really want to create the new domain?

Click the Next button to create the new domain

Name:

Description:

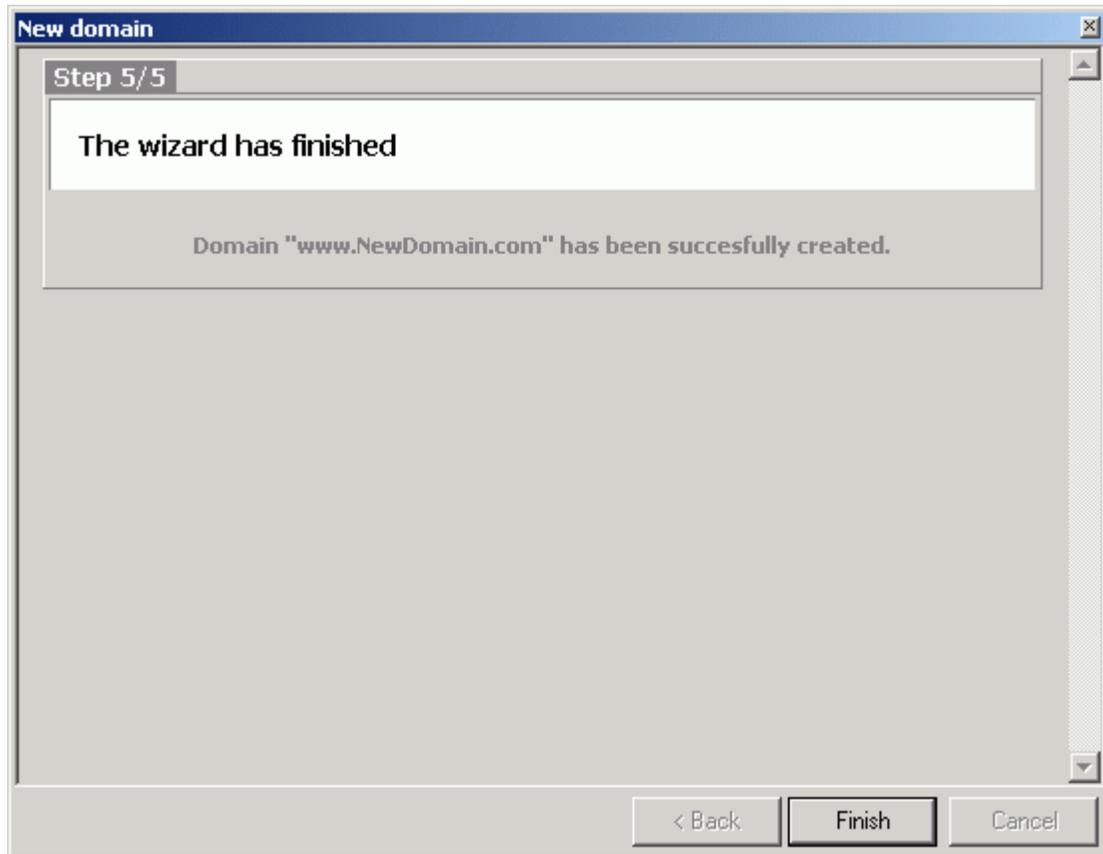
Domain type:

Domain value:

Email address:

< Back Next > Cancel

Check your settings and press Next.



Check the screen for any error messages. If the above screen is shown then your domain has been created successfully!

CHAPTER 4

User Accounts

User Accounts are the most common Accounts on the mail server. User Accounts tend to be email accounts for real people who can send and receive messages from this account.

All Accounts are defined within a Domain and for User accounts the email address of the User is in the form `User@DomainName`, so for User John defined in `MyDomain.com` the email address would be `John@MyDomain.com`

In This Chapter

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User - Mailbox	38
User - Limits	39
User - Options.....	41
User - Responder.....	43
User - Rules.....	44
User Wizard	44

Don't forget that Templates can be set up to streamline the definition of accounts, see **Account Templates** (on page 3)

User - User

Field	Description
Alias	A unique identifier for the account within this domain. This alias becomes part

	<p>of the Users email address.</p> <p>Example: Entering an Alias of Support into Domain Mydomain.com would give this User an email address of Support@MyDomain.com</p> <p>Multiple aliases can be used by separating them with semi-colon: e.g. support;help;bugs;info - meaning that messages to any of these accounts will be delivered to this one mailbox.</p>
Phone #	<p>Here you can enter the number for the User's unique SIP phone, if he has one. Multiple phone numbers are supported, delimited with semi-colons.</p>
Username	<p>This is the VisNetic MailServer identification name of the mailbox, which is used for authenticating access to VisNetic MailServer services.</p> <p>It is usually the same as the Alias of the account, but does not have to be.</p>
Full name	<p>The Users real name or an identifier of the account.</p>
Password	<p>The password for the mailbox.</p>
Confirm	<p>This field is automatically completed as you complete the Password field. If you wish to confirm your password you should over-type this field with your password again. If there is a mismatch VisNetic MailServer will inform you.</p>
The : button	<p>Press this button to have VisNetic MailServer generate a random password for you.</p>
Mode	<p>The authentication mode lets you specify how the mail server authenticates login requests for this User.</p> <p>Standard</p> <p>This is the default mode.</p> <p>The mail server uses its own authentication engine, which supports many authentication schemes such as CRAM-MD5, MD5, DIGEST-MD5, PLAIN, LOGIN etc.</p> <p>NT Domain</p> <p>The NT domain mode specifies that the NT Domain controller should be used to authenticate the user.</p> <p>The mail server must have the SE_TCB_NAME privilege.</p> <p>By default, the local machine Domain controller and user will be used.</p> <p>If necessary, the Domain Controller and User can be explicitly identified in the text box to the right, in the following format: NT Controller; NT username</p> <p>Active Directory</p> <p>The Active Directory mode authenticates against an AD server.</p> <p>By default the localhost AD server and username of the email address is used.</p> <p>If the AD server name, username or domain differs, you can explicitly set it in the text box to the right, in the following format: ADserver; ADusername@ADdomain</p>

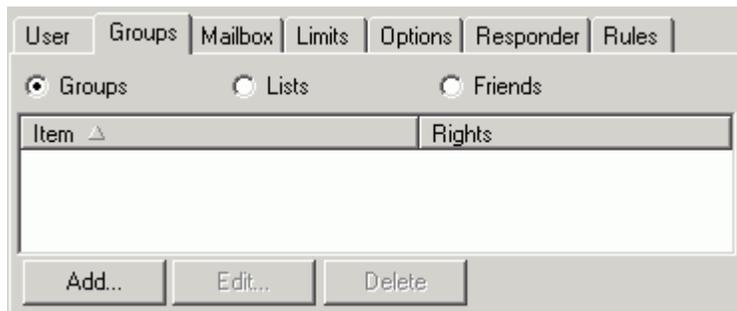
	<p>NOTE - you can specify multiple AD servers here (maybe a backup server) separated by the character (pipe character).</p> <p>Any Password</p> <p>This mode specifies that any password will be accepted.</p> <p>This option is not recommended but could be used for a trial account or similar.</p>
Comment	<p>Pressing the Comment button opens a dialog allowing you to add a comment to the account. If a comment has already been defined it will be displayed in the dialog</p>



Field	Description
Type	<p>Specifies the mailbox type:</p> <p>POP3</p> <p>Standard POP3 access to the Account.</p> <p>IMAP</p> <p>Standard IMAP access to the Account.</p> <p>All folders can be accessed from the Email client.</p> <p>IMAP & POP3</p> <p>Access via IMAP or POP3.</p> <p>Remember that POP3 normally deletes the messages from the Inbox folder unless it is configured not to do so by the user.</p>
Permissions	<p>Restricts the level of access this User has to Server resources:</p> <p>Standard</p> <p>A standard User Account can access all services but cannot change any settings using the WebAdmin interface.</p> <p>Settings can be changed using WebMail.</p> <p>Domain Administrator</p> <p>Domain Administrators can also maintain Accounts within the domains they administer but they cannot change Global Settings within VisNetic MailServer.</p> <p>The Rights button becomes active if Domain Administrator is selected. Pressing this button open a dialog where you can specify which particular types of account the administrator can modify, and also whether this Account is a Spam Administrator Account.</p>

	<p>Administrator</p> <p>Administrator Permission grants this User full access to the VisNetic MailServer, without limitation.</p>
Forward to	<p>All incoming messages will be forwarded to any address(es) specified in this field.</p> <p>This provides a mechanism for automatically copying messages to other Users, remote or local.</p> <p>Multiple addresses can be specified with semi-colons as delimiters.</p> <p>NOTE - that the original message is also delivered. If you do not want a copy you should use the Remote Address (see "User - Mailbox" on page 38) option.</p>

User - Groups



The Groups tab displays a sortable list of all Groups or Lists that this User is a member of, or this users Friends.

Select one of the radio buttons - Groups, Lists or Friends to see the list.

At the bottom of the pane are **Add**, **Edit** and **Delete** buttons:

The **Add** button allows you to add the items to the User, via the select item dialog.

The **Edit** button allows you to modify the settings for the Users membership of a selected Group.

The **Delete** button allows you to delete an item from the list.

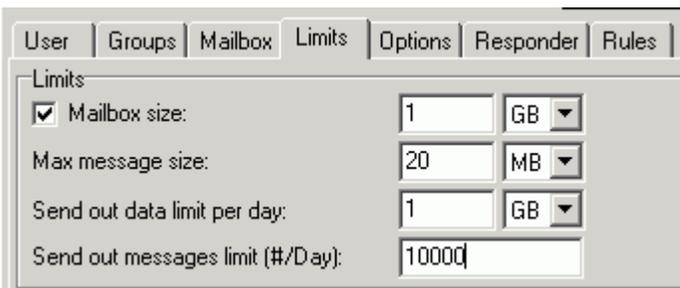
User - Mailbox

Field	Description
Mailbox Path	This specifies the location of the User account's mailbox, where all files and messages related to the account will be stored. VisNetic MailServer automatically defaults this to a path based on the Domain name and User alias but you can change it to anything you wish, including a fully qualified path.
Remote Address	This specifies that mail will not be stored in the mailbox but sent on to a remote address instead. This address should be of the format name@domain.com. This field may contain multiple addresses separated with semi-colons.
NULL	This option specifies that this is a dummy account and any messages sent to this account will be deleted, but any forwarding and auto responder functions will work as normal.

Field	Description
Delete mail older than	VisNetic MailServer will remove any messages after the specified period. This takes place at midnight at the end of the day in question. NOTE - that this only applies to the Inbox.

Forward mail older than	<p>VisNetic MailServer will forward any messages older than the specified number of days to the account(s) listed in the To: field.</p> <p>NOTE - that this only applies to the Inbox.</p>
To:	<p>Specifies account(s) to Forward mail older than, if selected.</p> <p>Multiple addresses may be specified, separated by semi-colons.</p>
Copy incoming mail	<p>Specifies either:</p> <p>an email addresses that all incoming messages will be copied to.</p> <p>or, a path to a directory where message copies will be stored.</p>
Copy outgoing mail	<p>Specifies either:</p> <p>an email addresses that all incoming messages will be copied to.</p> <p>or, a path to a directory where message copies will be stored.</p>
Alternate email	<p>Alternate email (preferably outside current domain).</p> <p>Informational messages such as mailbox size warnings, account validity, etc. are sent to this email address.</p>

User - Limits



The screenshot shows the 'Limits' configuration window. It contains the following settings:

- Mailbox size: 1 GB
- Max message size: 20 MB
- Send out data limit per day: 1 GB
- Send out messages limit (#/Day): 10000

Field	Description
Mailbox size	<p>Limits the size of a Users mailbox.</p> <p>Enter a value and select Kilobytes, Megabytes or Gigabytes from the drop-down box.</p> <p>Once exceeded no further messages will be accepted for that user.</p>
Max message size	<p>Limits the size of ANY message sent, or received, by a user.</p> <p>Enter a value and select Kilobytes, Megabytes or Gigabytes from the drop-down box.</p>

	<p>Be aware that attachments to messages are Base64 Encoded, which adds a size overhead of around 30%, so if you wish to limit your users to attachments of 1MB you should set the limit to 1.3MB.</p>
Send out data limit	<p>Limits the amount of data that any single user can send out in 1 day.</p> <p>Enter a value and select Kilobytes, Megabytes or Gigabytes from the drop-down box.</p> <p>Once a user exceeds the limit no further messages will accepted from that user.</p> <p>It should be noted that a message sent to multiple recipients will be counted for each recipient, i.e. a 1MB message sent to 10 recipients will be counted as 10MB towards the limit.</p>
Send out messages limit	<p>Limits the number of messages that a single user can send out in one day.</p> <p>Once exceeded no further messages will be accepted from that user.</p> <p>It should be noted that a message sent to multiple recipients will be counted as 1 message for each copy, i.e. a message sent to 20 users counts as 20 messages towards the limit.</p>

Expiration

State:

Expires if inactive for (Days):

Expires on (yyyy/mm/dd):

Notify before expiration (Days):

Delete account when expired

Notification file:

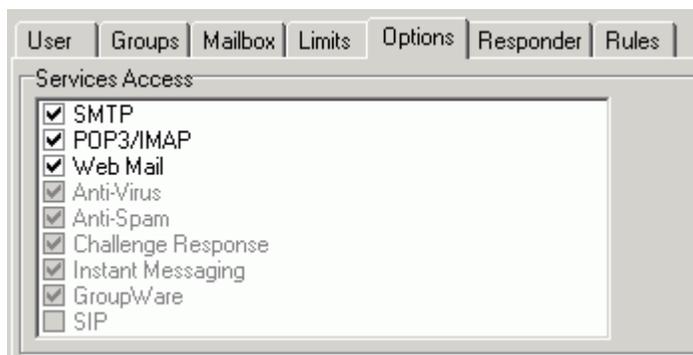
Notification File...

Field	Description
State	<p>Enabled</p> <p>Fully working account.</p> <p>Disabled (Login)</p> <p>Partially disabled account. Mail is received, but the user can not log-in and access any messages. It is very suitable for ISP providers, if they need to disable accounts temporarily.</p> <p>Disabled (Login, Receive)</p> <p>Completely disabled account. The User is unable to login and incoming messages are rejected.</p> <p>Disabled (Spam Trap)</p> <p>If email is delivered to this account, the sender is considered as an "Intruder"</p>

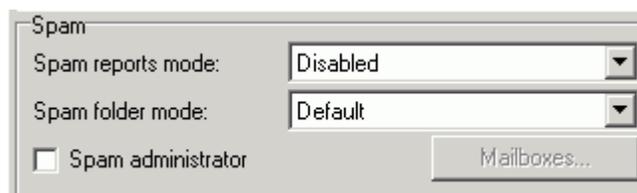
	(See Intrusion Prevention) and his IP address is blocked according to the Intrusion Prevention settings.
Expires if inactive for [Days]	The Account expires if it is not used for the specified number of days. When expired the account is disabled at midnight at the end of the day.
Expires on (yyy/mm/d)	Specifies that the account will expire on the specified date. The account will be disabled at midnight at the end of the day.
Notify before expiration (Days)	If the Account is set to Expire on a specific date then a notification message can be sent the specified number of days before the account expires.
Delete account when expired	Expired accounts will be deleted if this option is on. USE WITH CARE, you may not be able to retrieve Account information once it is deleted.
Notification file	This specifies the full path and filename of a report that will be sent to the user informing them that their account will soon expire. If this field is blank then a standard report will be generated.

User - Options

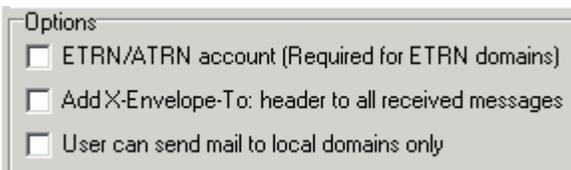
The Service Access pane (below) allows you to specify which Services this Account will be allowed to access, provided the Access Mode of the service allows modification.



Check the services that you wish to allow the Account to access.



Field	Description
Spam reports mode	<p>Select the Spam report mode for this user:</p> <p>Disabled The User will not receive Spam reports.</p> <p>Default The user will receive (or not) spam reports according to the settings specified in the Antispam - Reports Node</p> <p>New Items The User will receive a listing of new Spam items received since the last report was produced.</p> <p>All Items The User will receive a listing of all Spam Items.</p>
Spam folder mode	<p>See the VisNetic MailServer AntiSpam section for more details about Spam Folders.</p> <p>You can choose one of three modes:</p> <p>Default The default setting set in AntiSpam -> Action will be used</p> <p>Do not use Spam Folder A Spam folder will not be used for this account</p> <p>Use Spam Folder A Spam folder will be used for this account</p>
Spam administrator	<p>This checkbox is only enable if your Instant AntiSpam settings allow.</p> <p>A User can be a "Spam Administrator", allowing him to administrate AntiSpam message databases and approve message indexing.</p> <p>For more details see the Instant AntiSpam section.</p>
Mailboxes	<p>Enabled only if the Account is defined as a Spam Administrator.</p> <p>Pressing this button opens a dialog where you can specify additional mailboxes this User can maintain or moderate via the AntiSpam access.</p> <p>Examples are included in the dialog.</p>



Field	Description
ETR/ATR/ account	If this Domain is ETR/ATR/ Domain then this option is required and this Account should be the only account defined in the Domain.

	This is the Account where all incoming messages are kept for the collecting server.
Add X-Envelope-To header to all received messages	Check this option and all messages received will have the X-Envelope-To header added, containing the recipient. This option is useful for Catch All accounts so the collector of messages can see who the intended recipient was.
User can send mail to local domains only	Check this option to limit the User to sending messages only within this domain.

User - Responder

An autoresponder can be set up for a User Account. This could be useful if a User is unable to respond to emails for a period of time, e.g. when he is on vacation.

Field	Description
Mode	<p>Specifies whether an auto-response is sent or not. There are four options:</p> <p>Do Not Respond No response is sent.</p> <p>Respond Always Every message will be responded to.</p> <p>NOTE - Use with care, if the original sender has an autoresponder doing the same thing you could be creating a message loop.</p> <p>Respond Once A response will be sent once to each individual sender of a message, so the second and subsequent messages from another person will not receive a response.</p> <p>Respond after a period This option will send multiple responses to individual senders, but only the specified number of days <i>after the previous response</i> to the same sender. The number of days is specified in the text box to the right.</p>

	<p>For Example: Assume Respond after a period is selected and 7 is specified in the text box.</p> <p>If User1 sends multiple message every day he will receive a response after the first message, then again after the first message 7 days later, then again 7 days later, and so on.</p>
Respond again after (Days)	The minimum number of days between responses if Respond after a period is the selected mode
Message button	<p>Press this button to create the response message.</p> <p>A dialog is displayed where you can specify the message properties.</p>



Field	Description
Respond only to messages sent to my email address	Check this option and a response will only be sent if the To: header contains the email address associated with this account.
Respond only if between:	<p>This option lets you specify exact dates when a response will be sent.</p> <p>Click the "..." buttons to open a date-picker dialog.</p>
No responder for	<p>This button opens a file where you can specify a list of email addresses and/or domains that should not have responses sent to them.</p> <p>Each email address or domain must be on a separate line.</p>

User - Rules

Rules are common to all Domain types and User Accounts and are described in detail **here** (see "Rules" on page 107).

User Wizard

There is a New User Wizard located in the Wizards node of the VisNetic MailServer Console where you can quickly add a User, whose setting you can modify at a later stage

New User Wizard

The New User Wizard allows you to quickly add a User to a domain, which you can modify at a later time.

Double-click the New User Wizard to start the dialog:

Select the Domain that you wish to add the user to and press Next.

New user [Close]

Step 2/6

Specify information about the new user

Username: New username

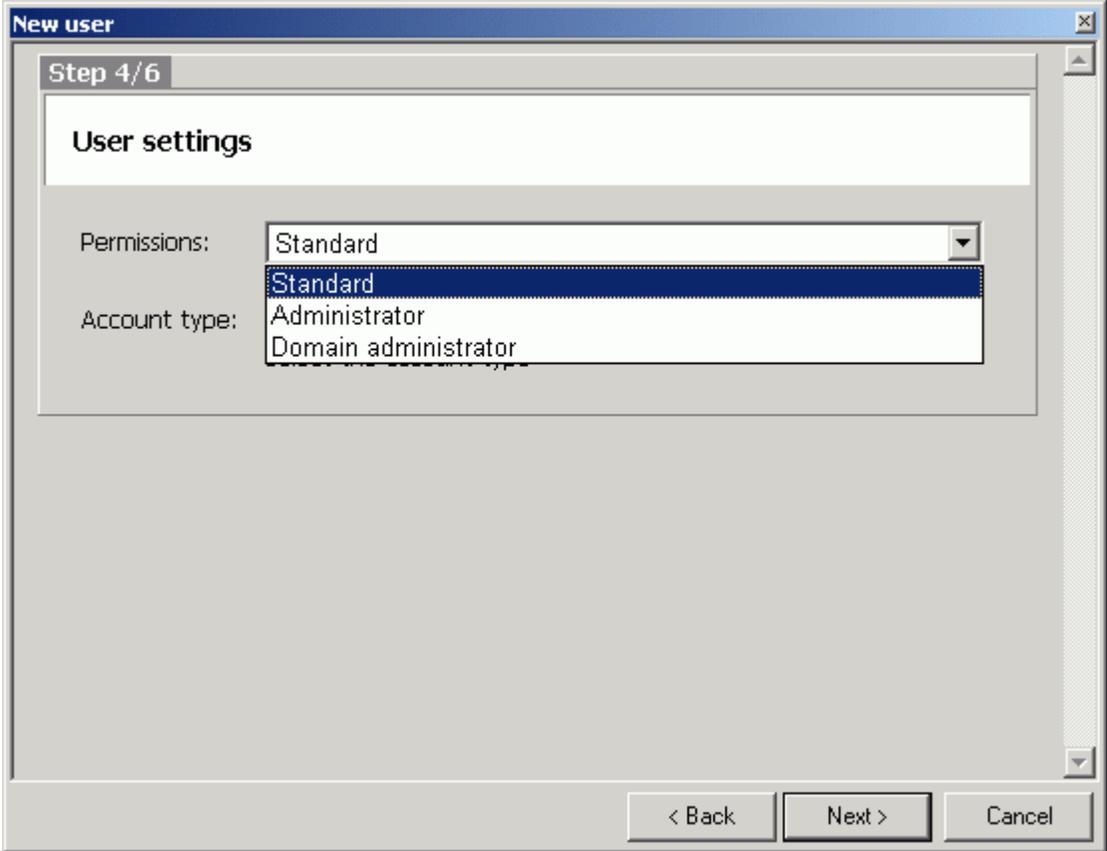
Full name: Full name (eg. John Doe)

< Back Next > Cancel

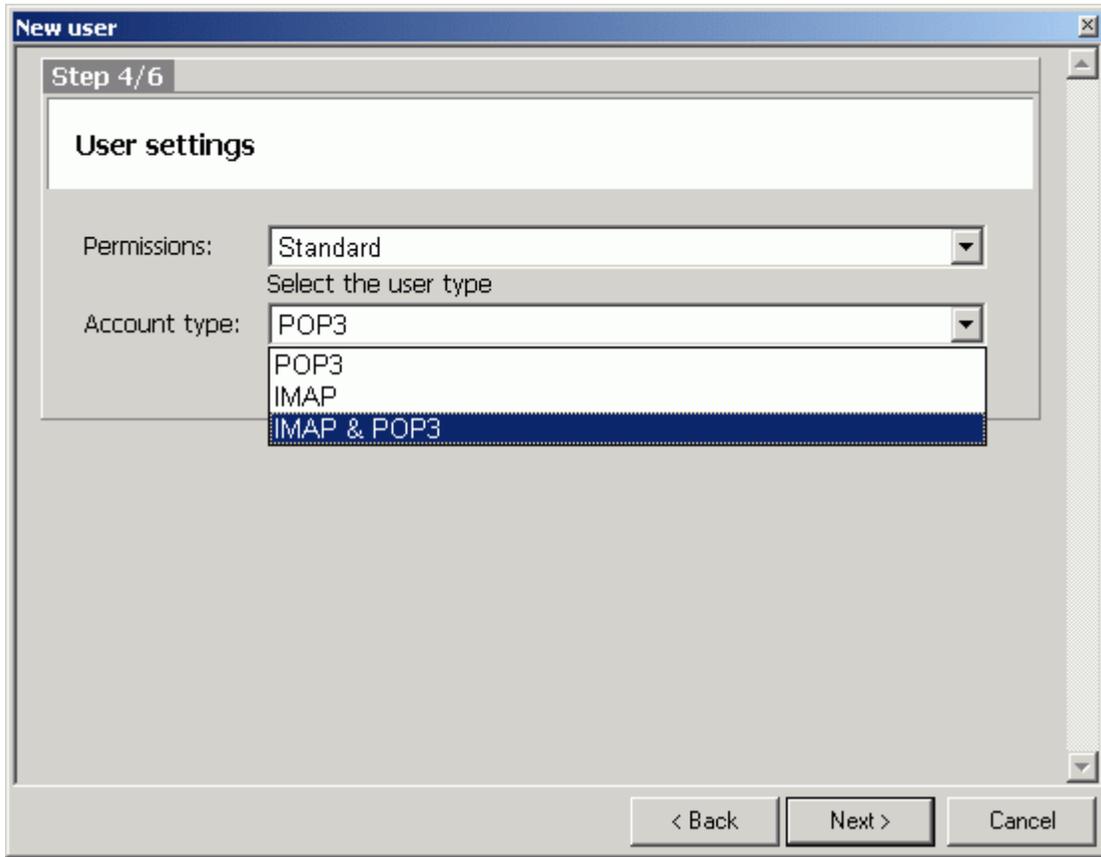
Enter a Username and the Fullname (real name) of the User and press Next.

The screenshot shows a Windows-style dialog box titled "New user". The title bar includes a close button (X) in the top right corner. Below the title bar, a progress indicator shows "Step 3/6". The main content area is titled "Password for the new user" and contains two input fields. The first field is labeled "Password:" and contains seven black dots, with the text "Specify the new password" below it. The second field is labeled "Confirmed password:" and also contains seven black dots, with the text "Confirm the new password" below it. At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

Enter a password for the User (in both fields) and press Next.



Select a Permission set for the user.



Select an account type for the user and press Next.

New user [x]

Step 5/6

Do you really want to create the new user?

Click the Next button to create the new user.

Domain: vmsdemo.com

Username: newUser

Full name: Fred Bassett

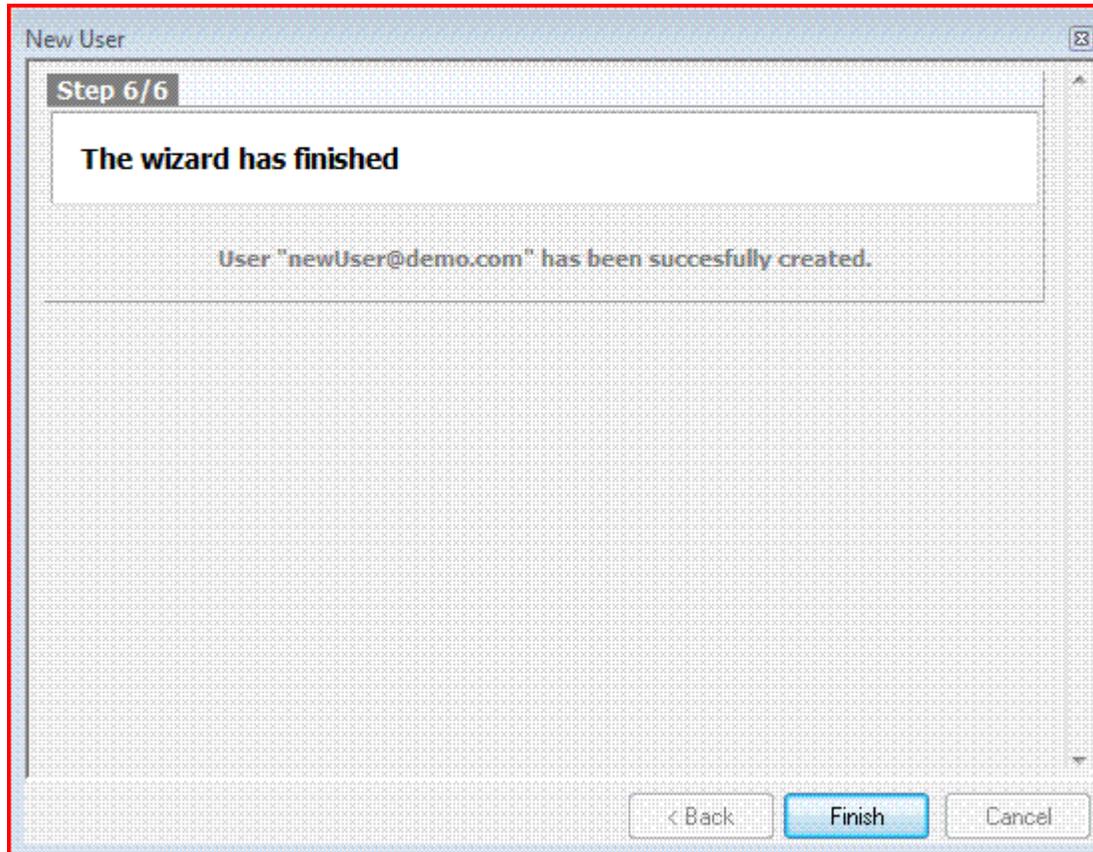
Password: ●●●●●●

Permissions: Standard

Account type: POP3

< Back Next > Cancel

Check your entered information and press Next if it is correct.



Check the screen for error messages.

If the screen is shown as above then the user has been successfully added, press Finish and you are done.

CHAPTER 5

Groups

GroupWare allows a group of people to share data -

- Calendar Information
- Contact Information
- Email information

In conjunction with GroupWare the ability to define Group Accounts provides a powerful collaboration process. A Group Account contains a list of Member Accounts, which could be User, Mailing List, or even other Group Accounts.

Groups can be given access to any shared folders defined on the system.

Individual Users can share their Calendar and Contact Information with Groups, as well as individual Users.

Emails can be sent to Group Accounts, which will be routed to all members of the Group.

This functionality gives the ability to, for example, create a Group for a Corporate Department, and define a common Data Store (Shared Folder), common Address Book and common Calendar. Any changes to data in these common stores is immediately available to all members of that store.

Combining this powerful functionality with the fact that GroupWare is accessible through VisNetic MailServer WebMail, means that Users need never be out of touch or in possession of out-dated information.

VisNetic MailServer also provides a Plug-in for MS Outlook, the **VisNetic Outlook Connector**, that allows offline Groupware functionality directly from Outlook itself.

Simple Administration keeps the maintenance of Group Accounts at a minimum.

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Don't forget that Templates can be set up to streamline the definition of accounts, see **Account Templates** (on page 3)

Groups - Definition

The screenshot shows a dialog box for defining a group. It is divided into two main sections: 'Group' and 'Public Folder'.
 In the 'Group' section:
 - 'Alias' is a text box containing 'friends'.
 - 'Description' is a text box containing 'My Friends'.
 In the 'Public Folder' section:
 - There is a checked checkbox for 'Create a public shared folder'.
 - 'Name' is a text box containing 'friendsmail'.
 - 'Default rights' is a dropdown menu currently showing 'Read'.
 - There are two unchecked checkboxes: 'Deliver mail to shared folder (Mail is not sent to members)' and 'Create groupware contacts of all members'.

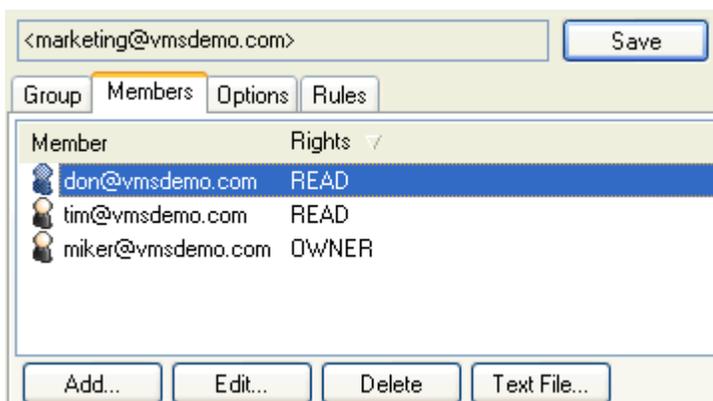
Field	Description
Alias	<p>A unique identifier for the Group within the Domain.</p> <p>The Alias is the first part of the email address of the Group.</p> <p>In the above screenshot an email to support@vmsdemo.com would be the email address of the Group.</p> <p>Multiple aliases can be used by separating them with semi-colon: support; help; bugs; info</p>
Description	A short description of the Group.
Create a public shared folder	<p>Check this box to create a Public Shared Folder for this Group.</p> <p>A shared GroupWare and IMAP folder will be created for the group members.</p>
Name	The name of the Public Shared Folder for this Group. This is the name displayed in the Client.
Default Rights	<p>The default rights to this folder assigned to all members of the Group.</p> <p>The options are:</p> <p>Read Users can read items.</p> <p>Read, Write Users can read items and add new ones</p> <p>Read, Write, Modify Users can read and add items, and can modify existing items</p> <p>Read, Write, Modify, Delete Users can read, add and modify items, and can delete items</p> <p>Owner</p>

	User can also read items marked as Private.
Deliver mail to shared folder (Mail is not sent to members)	Check this option and mail sent to this group will not be delivered to any individual member's mailbox, but to a shared folder instead.
Create groupware contacts of all members	Check this option to have VisNetic MailServer create Groupware contacts for all the members of the group, which will be displayed in the user's clients. You can create members of the group in a simple text file using the Text File button on the members tab (see Groups - Members (on page 54))

The Save Button can be used to save the Group definition at any time.

Groups - Members

Selecting the Members Tab displays the following pane.

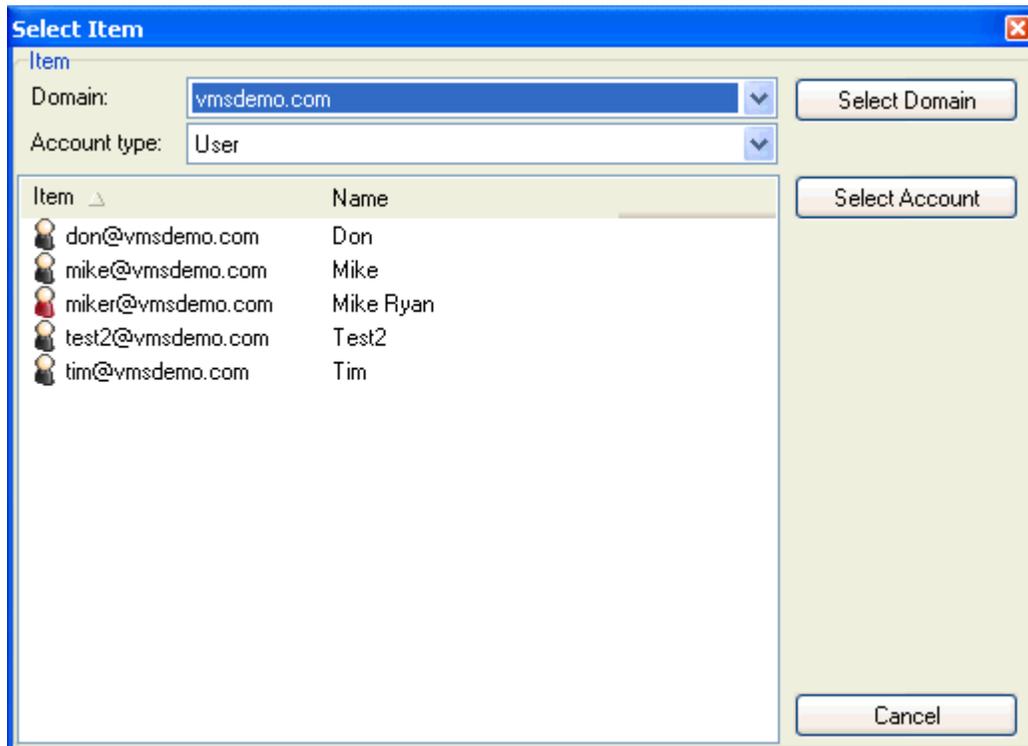


The view shows a sortable list of members of this Group.

The **Add**, **Edit**, **Delete** and **Text** File buttons are discussed below.

The Add button

Click the Add button and the Select Item Dialog will open

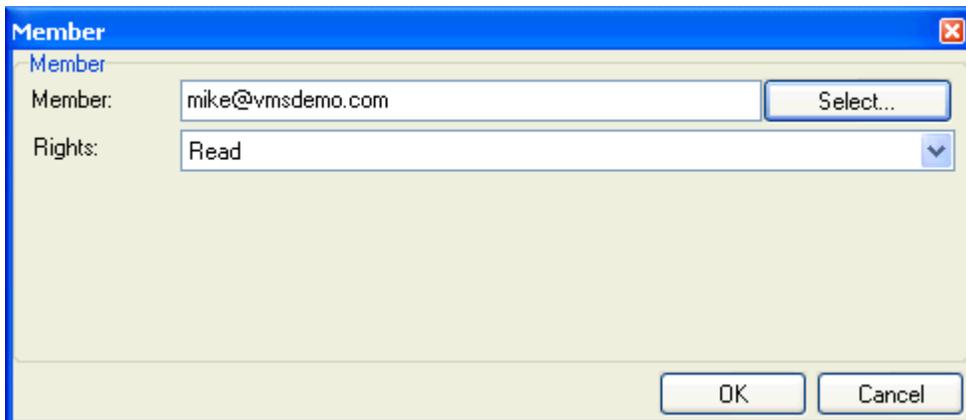


If you are adding a member **from one of your VisNetic MailServer Domains** you can use the **Domain** and **Account Type** drop-downs to refine your search.

Once the correct account is displayed select it and press the **Select Account** button.

If you wish to add an Account that is **not** on one of your VisNetic MailServer Domains (e.g. someone@hotmail.com) then you should press the **Cancel** button.

In either case you will be presented with the Member dialog, as shown.



The Member will be empty if you Cancelled from the Select Item Dialog or will contain the account you selected.

Select the Rights you wish to assign to the Member and press **OK** to add it to the Group.

The Edit button

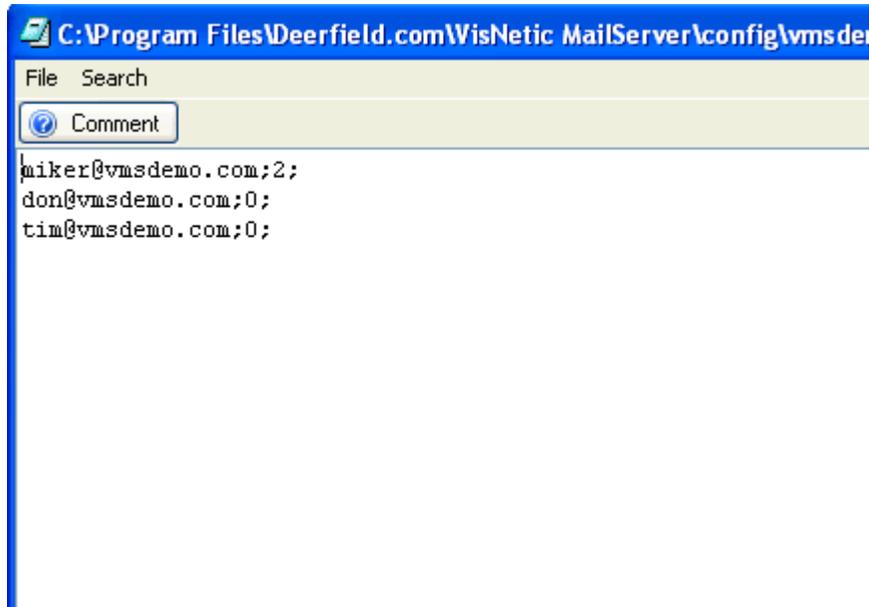
Selecting a Group member and pressing the **Edit** button will open the Member dialog (see above), where you can change the Member and his Rights.

The Delete button

Selecting a Group member and pressing the **Delete** button will delete that Member from the Group. A confirmation dialog may be presented asking you to confirm the Deletion.

The Text File Button

Pressing the **Text File** button will open up a window displaying the content of the Text File that defines the Group Members.



This file can be edited directly via this window.

Member data is stored one member per line.

For information on the formatting of each line press the **Comment** button and an explanation, with examples, will be displayed.

NOTE: To save any changes you make to the file you must select **File -> Save**

Groups - Options



Field	Description
Only members can post new messages	Check this option and only members of the Group will be allowed to post new messages to the Group.
Password protection	Check this box to have password protection switched on for this group, and specify a password in the box provided. To send a message to the group a user must specify the correct password at the start of the subject line of the email.
Header/Footer	This button opens a dialog where you can specify text files (for text messages) and html files (for HTML messages) that will be inserted at the beginning and/or end of all messages sent to the group. A full path to each file should be specified. the "..." buttons next to each file selector can be used to navigate to your files. NOTE that HTML should not contain <HTML>, <BODY> or <HEAD> tags but only tags found within the <BODY></BODY> tags.
Service Access	Check which services you wish this Group to access..

Groups - Rules

Rules are common to all Domain types and User Accounts and are described in detail (see "Rules" on page 107).

CHAPTER 6

Mailing List

The Mailing List Account enables you to define a list of email addresses that you can send to using one email address.

They can be used for discussion groups, departmental announcements etc.

The members of a Mailing List can be stored in a plain text file, a database or they can be VisNetic MailServer User Accounts on the same server.

Variable names and values can be stored for each member, which can then be used within messages to customize individual messages for the receiver.

A Mailing List can be a member of a Mailing List account, but care should be taken not to include a Mailing List within itself as you may end up with a recursive mailing situation.

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Mailing List - Definition.....	59
Mailing List - Members	62
Mailing List - Message	63
Mailing List - Security	66
Mailing List - Options	67
Mailing List - Rules	69

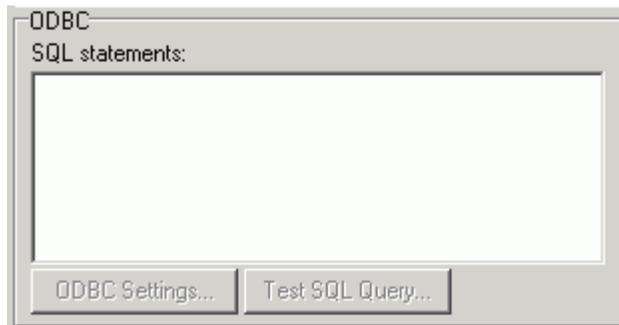
Don't forget that Templates can be set up to streamline the definition of accounts, see **Account Templates** (on page 3)

Mailing List - Definition

The screenshot shows a dialog box for defining a mailing list. It has several tabs: 'Mailing List', 'Members', 'Message', 'Security', 'Options', and 'Rules'. The 'Mailing List' tab is active. The fields are as follows:

- Alias:** list
- Description:** Mailing List
- Owner:** mike@vmsdemo.com
- Source:** Members from text file
- List file:** vmsdemo.com\list.txt

Field	Description
Alias	A unique identifier for the account within the domain.
Description	A short descriptive text for the account.
Owner	The email address of the owner of the list - Multiple addresses can be specified here, separated by semicolons. The Account Owner has special rights to this account. You can use the '...' button open the Select Accounts Dialog.
Source	A drop-down box allowing to quickly add a pre-defined set of members: Members from Text file Allows you to specify, or create, a simple text file containing the member email addresses. each address should be specified on a single line of the file. Members from ODBC Select this option to have VisNetic MailServer interrogate a database for list members. If you choose this option you will need to supply the SQL that VisNetic MailServer should use to extract addresses and variables from the database. see the next section for more information. All current Domain Users Messages will be sent to all users defined within this Domain. All System Users Messages will be sent to all Users defined with all Domains within this VisNetic MailServer. All System Domain Administrators Messages will be sent to all Domain Administrators within this VisNetic MailServer. All System Administrators Messages will be sent to all System Administrators within this VisNetic MailServer.
List file	A simple text file containing all members of the group, one per line.

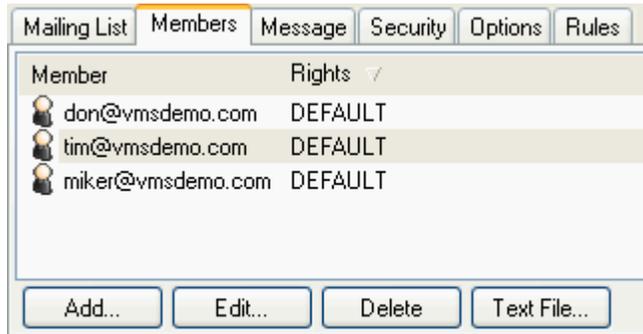


SQL statements	If you choose the Members from ODBC option in the previous section then you
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	<p>need to supply the SQL that VisNetic MailServer should use to extract information from the database.</p> <p>For example:</p> <p>SELECT <YourData> FROM <YourTable> WHERE <YourCriteria></p> <ul style="list-style-type: none"> ▪ <YourData> should specify which columns you need data extracted from. ▪ <YourTable> should specify the table containing your data. ▪ <YourCriteria> should specify any criteria you need to apply to your data. <p>NOTE - Variable values can be stored within the database and extracted within this SQL to create personalized messages, but:</p> <p style="padding-left: 40px;">The first field returned MUST be the email address</p> <p style="padding-left: 40px;">The second field returned (if at all) MUST be the member Rights or blank</p> <p style="padding-left: 40px;">Subsequent fields should be any variable values you wish to use</p> <p>If you also wish to use the Remove dead emails option in the Options tab you will need to specify a second SQL statement here which VisNetic MailServer will use to delete addresses as required. The %s system variable should be used to specify the email address.</p> <p>For example:</p> <p>DELETE FROM <YourTable> WHERE <YourEmailField> = '%s'</p> <ul style="list-style-type: none"> ▪ <YourEmailField> should specify the column containing the email address of the member. <p>The two statements should be separated by a single line with a semicolon.</p> <p>Example:</p> <p>SELECT <YourData> FROM <YourTable> WHERE <YourCriteria></p> <p>;</p> <p>DELETE FROM <YourTable> WHERE <YourEmailField> = '%s'</p> <p>If your SQL is particularly long you can specify it within a simple text file and enter the fully qualified filename in this area. VisNetic MailServer will recognize this as a file name and read it to collect the SQL.</p>
Test SQL query	Performs an SQL state command to see if everything has been setup properly.
ODBC settings	Sets the ODBC source for the database connection.

Mailing List - Members

This tab displays a sortable list of members of the selected Mailing List



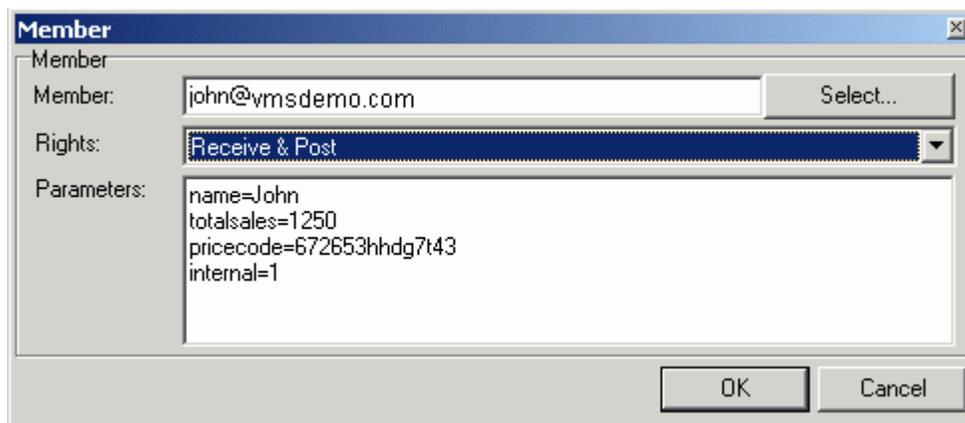
The **Add** Button allows you to add a new member to the Mailing List via the **Member** dialog (described below)

Selecting a member within the list will enable the Edit and Delete buttons:

The **Edit** Button allows you to change the definitions of the member via the **Member** dialog (described below).

The **Delete** button allows you delete the member from the list (a confirmation box is invoked).

The Member dialog is described here:



Field	Description
Member	The email address of the member.

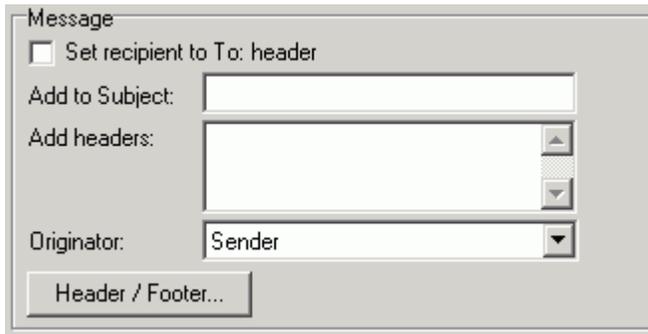
	<p>It can contain the users full name, in the following format: "John Doe" <john@vmsdemo.com> .</p> <p>You can use the Select button to open the Select Account dialogue.</p>
Rights	<p>Determines what the member can do.</p> <p>Default</p> <p>Member will have default rights as defined in <i>Mailing List - Security</i> (on page 66) tab of mailing list settings.</p> <p>Or various combinations of the following can be chosen from:</p> <p>Receive</p> <p>Member will receive all messages sent to the list</p> <p>Post</p> <p>Member can send any message to the mailing list.</p> <p>Digest</p> <p>Member receives messages once a day (at midnight) in a package.</p>
Parameters	<p>Defines variables which can be used within a message to create personalized messages.</p> <p>Variables can be included within a message by including the variable name enclosed within double braces.</p> <p>For example: in the above screenshot, any occurrence of {{name}} within the message would be substituted with John</p>

Mailing List - Message

The screenshot shows a configuration window for a mailing list message. At the top, there are tabs for 'Mailing List', 'Members', 'Message', 'Security', 'Options', and 'Rules'. The 'Message' tab is selected. Below the tabs, there are two sections for configuring headers:

- From: Header**: The 'Action' dropdown is set to 'Set to sender'. The 'Value' field is empty.
- Reply-To: Header**: The 'Action' dropdown is set to 'Set to value'. The 'Value' field contains the text 'List <list@vmsdemo.com>'.

Field	Description
From: Header	<p>You can specify changes to the From: header of a message:</p> <p>No Change No change will be made.</p> <p>Set to sender The header will be set to the address of the message sender.</p> <p>Set to Value Set the header to the value specified in the Value: box.</p>
Reply-To: Header	<p>You can specify changes to the Reply-To header of a message:</p> <p>No Change No change will be made.</p> <p>Set to sender The header will be set to the address of the message sender.</p> <p>Set to Value Set the header to the value specified in the Value: box.</p>



Field	Description
Set recipient To: header	<p>When a message is sent to a mailing list, the To: header will contain the address of the mailing list itself.</p> <p>Checking this option will cause the To: header of each message to be modified to contain the actual address of the recipient.</p>
Add to Subject	<p>This prefixes the Subject: header with the specified string.</p> <p>If the text is already present it does not duplicate it.</p> <p>If a Subject: header is not present it is created.</p>
Add headers	<p>You can add any number of custom headers to the message.</p> <p>System variables can be used here.</p> <p>This field is limited in size, so if you need to add many headers you should use</p>

	<p>a file to specify the headers to add, like this:</p> <ul style="list-style-type: none"> ▪ Enter %%include <FileName>%% in the Add headers: text area, where <FileName> is a fully qualified path to the file. ▪ Create the file specified, as a simple text file, and add the headers you wish to add to messages.
Originator	<p>This is an advanced SMTP option. You can specify the exact content of the SMTP MAIL FROM command.</p> <p>The possible options are:</p> <p>Blank - the MAIL FROM command offers an empty field.</p> <p>Sender - the Sender's address is used.</p> <p>Owner - the List Owner's address is used.</p> <p>NOTES</p> <p>If the Blank option is selected (the default) some email servers might reject the message.</p> <p>When you choose the Sender or Owner all bounce backs of failed messages will be sent to that email address.</p>
Header / Footer	<p>A dialog is opened where you can specify text and html files (for text and html messages respectively) that will be inserted at the start and end of all messages sent through the mailing list.</p> <p>You should always specify a fully qualified path to the file.</p> <p>NOTE - HTML files should only contain HTML BODY content (without the BODY tags).</p>

Mailing List - Security

The screenshot shows a 'Security' dialog box with the following fields and options:

- Only members can post new messages
- Password protection: Not password protected (dropdown)
- Password: (text input)
- Allow subscribers: (text input with browse button)
- Default rights: Receive & Post (dropdown)
- Max message size: 0 MB (text input and dropdown)
- Max members count: 0 (text input)
- Deny EXPN

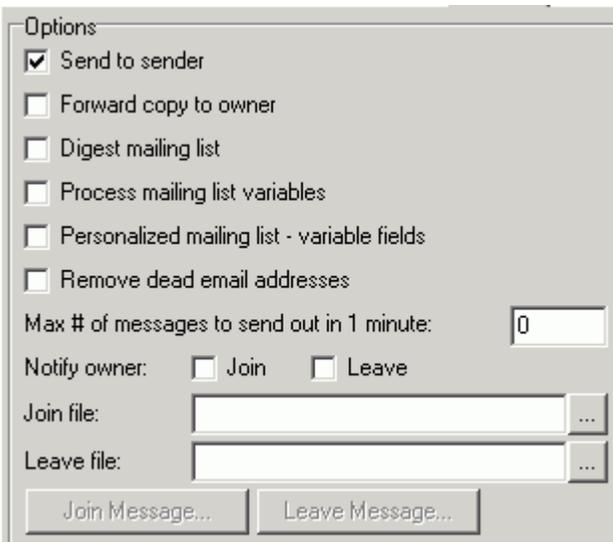
Field	Description
Only members can post new messages	Check this option to stop non-members of the Mailing List from sending messages to the Mailing List
Password protection	<p>Select a level of password protection you require for this Mailing List.</p> <p>Not password protected</p> <p>Users do not need to specify a password to post to the list.</p> <p>There are two types of Moderated Lists which require a password to be included either at the start of the Subject: header, or in the X-Approved MIME header. The difference between the two types is in the way that a message is treated when no password is given:</p> <p>Server Moderated</p> <p>A server moderated list will store a non-password message and send a copy to the list owner. If the owner wants to allow the message then he should reply to it (no password required) and the server will distribute the message.</p> <p>This is a way of having a list moderated by a real person.</p> <p>Client Moderated</p> <p>A client moderated list will send a non-password message back to the sender, effectively as a prompt to re-send the message with the password included.</p> <p>NOTE - Some mail clients support the X-Approved MIME header which can contain the password. VisNetic MailServer will automatically check that header and allow the message if the password is correct.</p>
Password	The password which VisNetic MailServer will check for.
Allow subscribers	As an extra security you can specify a Fully qualified path to a file of addresses which are allowed to subscribe to this list.
Default Rights	Determines what rights a member will have if you chose Default rights for the member.

	<p>Various combinations of the following options are available:</p> <p>Receive Member will receive all messages sent to the list</p> <p>Post Member can send any message to the mailing list.</p> <p>Digest Member receives messages once a day (at midnight) in a package.</p>
Max message size	Select a maximum message size that can be sent.
Max members count	Specify a maximum number of members for this mailing list.
Deny EXPN	<p>Normally, if a client issues the EXPN command the list members will be returned.</p> <p>As a security precaution you can check this option and VisNetic MailServer will respond with a "No such Mailing List" message.</p>



You can enable/disable AntiVirus scanning for any messages sent/received by this account.

Mailing List - Options



Field	Description
Send to sender	When a list member sends a message to the list he will only receive a copy himself if this option is checked.
Forward copy to owner	<p>If the owner of the list is not a member of the list then checking this option will copy messages to the owner.</p> <p>We suggest, however, that list owners subscribe to their own lists.</p>
Digest mailing list	<p>Checking this option will make this list a "digest only" list, regardless of individual settings.</p> <p>At midnight a single message will be sent to all members containing all the messages of the day.</p>
Process mailing list variables	Check this option if you want to allow variables to be processed within messages sent to this list.
Personalized mailing list - variable fields	<p>The personalized mailing list option lets you customize your messages with variables linked to the members of the list.</p> <p>Variables included within a message, in the format {{VariableName}} will be replaced with the corresponding value of the variable for each member.</p> <p>Variables are set when you define a member (see <i>Mailing List - Members</i> (on page 62)).</p> <p>Personalized Mail Example:</p> <p>Dear {{name}},</p> <p>Congratulations!</p> <p>Your sales last month exceeded {{totalsales}}.</p> <p>We are pleased to offer you a special price for your next purchases.</p> <p>Please use pricecode {{pricecode}} with your next order.</p> <p>Your Team.</p> <p>In the above example the values for variables name, totalsales and pricecode will be substituted.</p>
Remove dead email addresses	<p>Check this option to have VisNetic MailServer permanently remove any members from the list if it encounters a permanent error while attempting delivery.</p> <p>NOTE - that a FULL MAILBOX at the receiving address can issue a fatal error and cause a legitimate address to be deleted - care should be taken in using this option.</p> <p>NOTE - if you are using ODBC to store your lists you must also have specified the SQL to delete a user from the database - see <i>Mailing List - Definition</i> (on page 59)</p>

Max # of messages to send out in 1 min.	Enter a non-zero number here to limit the number of messages that this list will send within a one minute period. This allows you to implement basic flow control for outgoing messages if your list becomes large (say 10000 members)
Notify owner	Check the Join and/or Leave boxes to automatically send a notification of these events to the list owner
Join & Leave Files	Specify fully qualified filenames to customized Join and Leave Files and they will be used to create messages to new and departing members of the list. You can use the buttons to edit the files once they have been specified.
Join message	Press this button to define a message that is sent to all new joiners.
Leave message	Press this button to define a message that is sent to mailing list leavers.

Mailing List - Rules

Rules are common to all Domain types and User Accounts and are described in detail **here** (see "Rules" on page 107).

CHAPTER 7

List Server

A List Server Account is an account used to allow Users to control their access to any Mailing List Accounts.

Various commands, such as Join and Leave, can be issued via emails.

A Moderated List Server option is available which verifies all commands by means of a password.

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List Server - Examples	76

Don't forget that Templates can be set up to streamline the definition of accounts, see **Account Templates** (on page 3)

List Server - List Server

The screenshot shows a configuration window for a List Server account. The 'List Server' tab is active. The fields are as follows:

- Alias: listserv
- Description: List Server
- Owner: mike@vmsdemo.com
- Source: Mailing lists from text file
- List file: vmsdemo.com\listserv.txt
- Subscription: No confirmation
- Command in subject

Field	Description
Alias	A unique identifier for the Account within the Domain.
Description	A short description of the Account.

Owner	<p>The email address of the owner of the List Server.</p> <p>Multiple addresses can be specified, separated by semi-colons.</p> <p>This address is used for replies from the List Server and also for confirmation messages.</p>
List file	<p>By default this option should be left blank, allowing all mailing lists within the domain to be administered just by this one List Server.</p> <p>If you need to have multiple List Servers controlling different sets of Mailing Lists, then you should create a List file specifying which Mailing List Accounts are controlled by this List Server.</p> <p>Each Mailing List address should be specified on a separate line, as shown below:</p> <pre>list1@domain.com list2@domain.com</pre>
Subscription	<p>No confirmation</p> <p>Subscription (or Join) requests are processed without any confirmation.</p> <p>User confirmed</p> <p>Subscription requests will only be processed if the Subscribing email came directly from the subscribing email address. This stops Users from subscribing other people to the list.</p> <p>Owner confirmed</p> <p>Subscriptions requests must be confirmed via email by the owner of the Mailing List.</p>
Command in Subject	<p>Checked by default, only the Subject Header of an incoming message will be checked for a command.</p> <p>If you uncheck this option commands must be contained within the body of the message and multiple commands can be issued.</p>

Allowed Commands	
<input checked="" type="checkbox"/> Join (Subscribe)	<input checked="" type="checkbox"/> Review
<input checked="" type="checkbox"/> Leave (Unsubscribe)	<input checked="" type="checkbox"/> Vacation/NoVacation
<input checked="" type="checkbox"/> Lists	<input checked="" type="checkbox"/> BL (BlackList)
<input checked="" type="checkbox"/> Which	<input checked="" type="checkbox"/> WL (WhiteList)

Check all the commands you wish to allow people to use on this list server.

Detailed descriptions of each command are given below:

Command	Description	Usage
JOIN, SUBSCRIBE,	The join or subscribe commands are issued by users who wish to join a Mailing List.	JOIN SUBSCRIBE [password] {list name}, [email address], [full name] ,

<p>JOIN-DIGEST, SUBSCRIBE-DIGEST</p>	<p>Adding -DIGEST to the command will cause the subscriber to receive one daily message containing all the messages for that day.</p> <p>NOTE this option only works if the Mailing List has the Digest mailing list option set.</p> <p>When the Owner confirmed subscription option is set a confirmation message is sent to the owner of the list for approval.</p>	<p>[rights],[parameters]</p> <p>Values in <i>italics</i> are optional.</p> <p>The action on omission of a <i>password</i> will depend on the Subscription option selected (see above)</p> <p>If <i>email address</i> is omitted, the sending address will be used.</p> <p>Rights are set as follows:</p> <ul style="list-style-type: none"> 0 - no access at all 1 - Read only 2 - Post only 3 - Read and Post 4 - Digest only 5 - Read and Digest 6 - Post and Digest 7 - Read, Post and Digest <p>If <i>rights</i> are omitted the default value of 3 - Read and Post are used.</p> <p>Parameters are used for personalized Mailing Lists, multiple variables can be entered using & as a delimiter</p> <p>Example: JOIN listpass newsletter@domain.com,me@mydomain.com,My Name,7,name=John&city=London</p>
<p>LEAVE, UNSUBSCRIBE LEAVE-DIGEST UNSUBSCRIBE-DIGEST</p>	<p>Allows Users to leave a Mailing List</p>	<p>UNSUBSCRIBE LEAVE [password] {list name}, [mail address]</p>
<p>NORMAL or DIGEST</p>	<p>Allows Users to change the mode of their subscription to normal (all</p>	<p>NORMAL DIGEST [password] {listname}, [mail address]</p>

	messages are received) or to digest (one daily message).	
LISTS	Allows a User to obtain a list of all the mailing lists that are served by this List Server.	LISTS [password]
WHICH	Allows a User to retrieve a list of all Mailing Lists to which he is subscribed	WHICH [password] [mail address]
REVIEW, RECIPIENTS	Allows a User to retrieve a list of subscribers to a Mailing List	REVIEW RECIPIENTS [password] {list}
HELP	Allows a User to retrieve a list of all List Server commands (as on this page). This response can be customized using the List server help under the Options tab.	HELP [password]
BLACKLIST or WHITELIST (BL or WL)	Allows a User to add/remove email addresses to/from his individual Black & White List Rules.	BLACKLIST [password] {email}, [sender], ["remove"] or WHITELIST [password], {email}, [sender], ["remove"]
VACATION or NOVACATION	Allows a User to temporarily stop receiving messages. Issue the VACATION command to stop receiving and the NOVACATION command to start receiving again. This can also be used where somebody is Subscribed to a Mailing List with two addresses but only wishes to receive messages to one account. He should issue the VACATION command from the other address.	VACATION [password] {list name}, [mail address] NOVACATION [password] {list name}, [mail address]

List Server - Lists

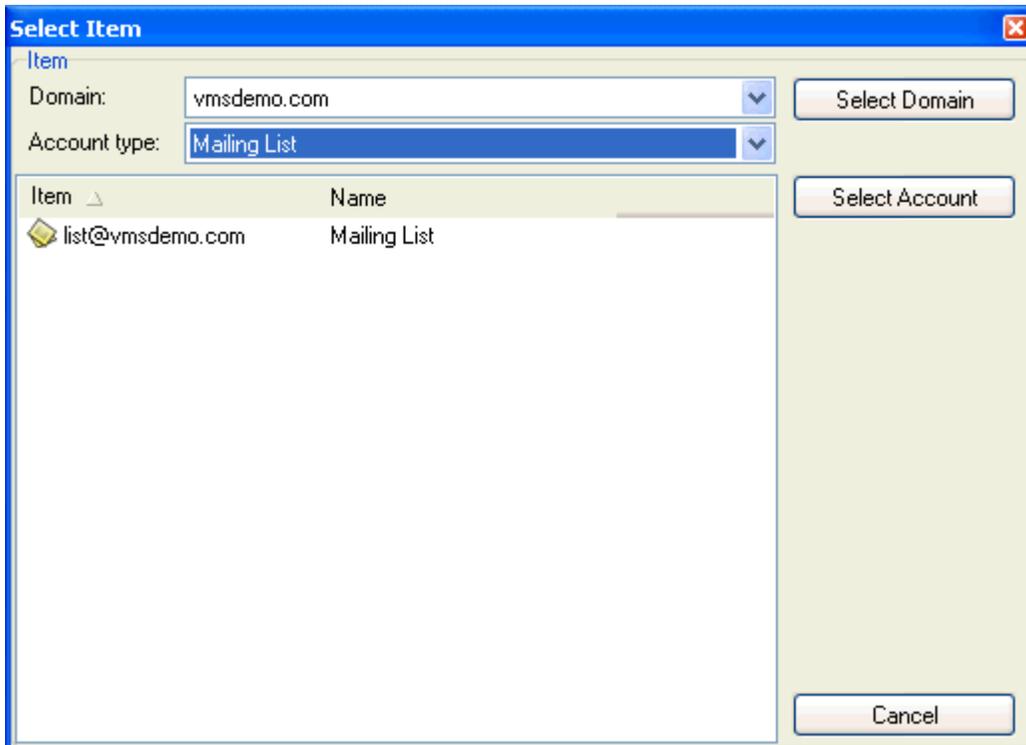
This tab allows you to select which lists are to be managed by this list server. You are presented with a list of managed lists:



The Edit button is non-functional on this tab.

Use the Delete button to delete a list from this list server.

Use the Add button to add a list to this server. The standard Select Item dialog will open to allow you to choose lists to add.



Select the list(s) and press the Select Account button to add them.

List Server - Options

Field	Description
Moderated list server	When checked all list server commands are protected by a password (see the previous topic for command syntax). If the password is omitted or an incorrect password is given the command will not be processed.
Password	Specify the password here.
List server help	If a user sends the HELP command to the list server, the server responds with a standard help message. You can customize the content of the message by specifying a text file here. A second file can be added here which will be used as the confirmation message from the List Server if confirmed subscriptions are in use. helpfile;confirmationfile
Originator	Here you can choose the content of the SMTP MAIL FROM command. The possible values are: Blank - Some mail servers may reject a message with an empty MAIL FROM header. Sender - The Senders address will be used Owner - The Owners address will be used NOTE that if you choose Sender or Owner any bounced messages will be sent to that address.
Suppress command responses	Failure and Success responses to commands are suppressed and not sent to the sender of the command. This might be useful when processing web form requests by emails.



You can enable/disable AntiVirus scanning for messages sent/received by this account.

Check the box to enable AntiVirus processing

List Server - Rules

Rules are common to all Domain types and User Accounts and are described in detail **here** (see "Rules" on page 107).

List Server - Examples

Here are some examples of how to use a list server.

Assume the following for the list server

Domain	vmsdemo.com
List Server Alias	ls1
List server password	lspass
Command in Subject	Yes
Mailing lists served by this server	announcements tech_news general

To get a list of Mailing lists send an email to ls1@vmsdemo.com with a subject of Lists

CHAPTER 8

Executable

Executable Accounts are designed to allow you to run jobs or processes on a server without using any remote access tools. A job is defined in advance on the server and it can be executed by sending an email to the Executable Account.

Be aware that the process must exit correctly by itself without any need for user input, so the Server can complete the task correctly.

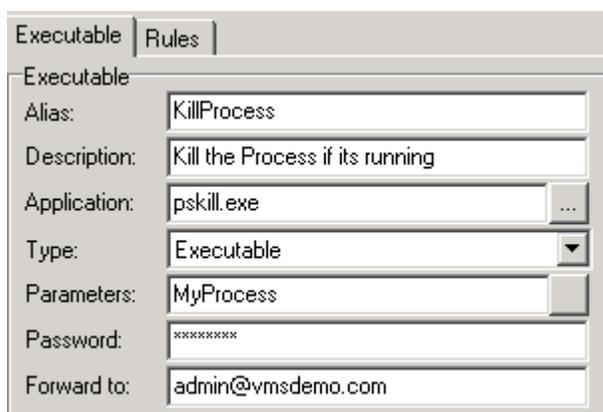
It is highly recommended that a password is set for the Executable Account and/or Rules are set up to restrict email access to the account.

In This Chapter

Executable - Definition	77
Executable - Rules.....	78

Don't forget that Templates can be set up to streamline the definition of accounts, see **Account Templates** (on page 3)

Executable - Definition



Field	Description
Alias	A name for the account within this domain.
Description	A short description of the account.
Application	Specifies the fully qualified filename (or URL) of the executable, which can be a DOS, Win32 application or a DLL.

	It must not be a GUI application which requires user input.
Type	<p>You must choose the correct type of application here for the executable to be processed correctly.</p> <p>Use Executable for DOS.</p> <p>Use StdCall or Cdecl to specify the library interface for a DLL file.</p> <p>Use URL when the executable is a remote script.</p>
Parameters	<p>If the executable requires parameters they can be specified here.</p> <p>You can also pass VisNetic MailServer system variables to the executable</p> <p>A complete list of variables can be found in the system variable example file (<code>..<InstallDirectory>/examples/variables.dat.html</code>)</p> <p>Some examples are:</p> <p>%%From%% - who the mail was sent from %%To%% - who the mail was sent to %%Subject%% - the subject of the mail %%MessageFile%% - the full path and filename to the received message</p>
Password	<p>The executable account can be protected by a password.</p> <p>If this field is filled the Subject of the message will be checked for the password.</p> <p>If the password is found it will be deleted from the Subject and the executable will be processed.</p> <p>If the password is not found then the executable will not be processed - no error message will be sent.</p>
Forward to	Specifies that the message is also forwarded to the address specified here.



You can enable/disable AntiVirus scanning for any messages sent/received by this account.

Executable - Rules

Rules are common to all Domain types and User Accounts and are described in detail **here** (see "Rules" on page 107).

CHAPTER 9

Remote Account

Remote Accounts are used to fetch mail from accounts on external POP3 and IMAP servers.

A **Forward To** can be set to receive messages that cannot be distributed correctly.

If the remote account is a catch-all account and you set VisNetic MailServer to use Domain POP processing it will distribute the messages accordingly.

A copy of all messages can be sent to an address for audit or archive purposes.

In This Chapter

Remote Account - Definition.....	79
Remote Account - Options	81
Remote Account - Domain POP.....	82

Don't forget that Templates can be set up to streamline the definition of accounts, see **Account Templates** (on page 3)

Remote Account - Definition

Field	Description
Name	A unique name for the account within this Domain.

Server	<p>Specify here the Host name of the server that this remote Account should collect messages from.</p> <p>Examples: pop3.demon.com imap.demo.com</p>
Server type	<p>Specify the protocol that should be used to collect messages:</p> <p>POP3 Use the POP3 protocol to collect messages.</p> <p>IMAP4 Use the IMAP4 protocol to collect messages.</p> <p>NOTE - the local account (specified in the Forward to: field, see below) must be an IMAP4 account</p>
Username	You need to specify the Username that is used to access the remote server to collect mail.
Password	The password for the Username specified above.
Log in using APOP	<p>For extra security, and if the remote server supports it, you can specify that APOP is used for the login process.</p> <p>APOP is a secure login method using md5 encryption.</p>
TLS/SSL	<p>Specifies whether to use a TLS/SSL connection to access the remote account. We recommend leaving this option as the default (Detect TLS/SSL).</p> <p>Detect TLS/SSL The remote connection will be checked using the CAPA command for TLS support. If supported the connection will continue in TLS/SSL mode</p> <p>Direct TLS/SSL The connection will be made using TLS/SSL.</p> <p>Disable TLS/SSL No TLS/SSL will be used - a non-secured TCP/IP connection will be established.</p>
Forward to	An account should be specified here where messages will be forwarded if the local recipient cannot be found.
Schedule	<p>Use the Schedule button to open the standard schedule dialog where you can define a schedule for mail collection.</p> <p>NOTE - you can also set a global schedule, allowing you to default to that schedule rather than defining one for each remote account.</p>
Connect now	Use this button to connect to the remote server and collect mail immediately.

Remote Account - Options

Options

Notify administrator of session problems (connection/authentication)

Dedupe collected mail

Leave messages on server

Delete message if older than (Days):

Delete messages if more than (Messages):

Field	Description
Notify administrator...	Check this option and the administrator will receive email messages if there are any problems connecting to the remote server.
Dedupe collected mail	<p>VisNetic MailServer will store Message-ID headers and if duplicates are found only the first will be processed.</p> <p>Storage of headers is only for the current connection session, so the Dedupe is per session.</p> <p>This option is recommended for Domain POP mode to avoid duplication of messages sent to multiple local recipients.</p>
Leave messages on server	<p>VisNetic MailServer will not delete messages from the remote server after collection.</p> <p>A log of downloaded messages and their IDs is kept so that messages are not downloaded in subsequent sessions.</p>
Delete message if older than	<p>If the message on the remote server is older than the specified number of days it will be deleted.</p> <p>Useful in conjunction with Leave messages on server as simple server message storage management.</p>
Delete messages if more than	If there are more than the specified number of messages on the server, messages are deleted.

Special

Forward extra copy to:

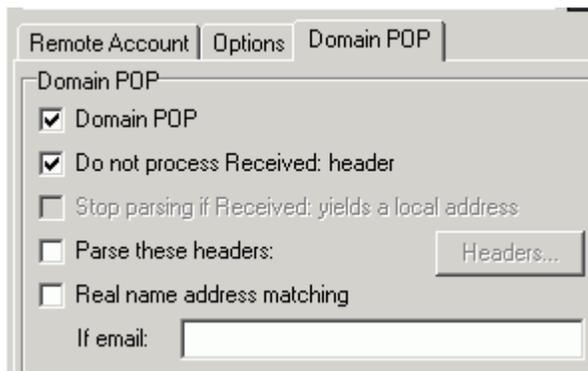
Convert domain names:

Email address routing:

Field	Description
Forward extra copy to	All messages received by the remote account can also be forwarded to a given email address using this option.

	This could be useful as an archive solution.
Convert domain names	<p>VisNetic MailServer expects the domain name on the remote server to be the same as the name of this server.</p> <p>You can create a set of rules to convert domain names that are not defined, each rule on a separate line.</p> <p>Example:</p> <p style="padding-left: 20px;">what.com=here.com</p> <p>would cause any email to someone@what.com to be re-routed to someone@here.com</p>
Email address routing	<p>This option lets you specify routing rules for messages received by the remote account.</p> <p>Pressing the Routing button opens a dialog to create these rules, with examples.</p> <p>Examples:</p> <p style="padding-left: 20px;">sales@vmsdemo.com=info@business.com</p> <p style="padding-left: 20px;">Mymail.com=vmsdemo.com</p> <p style="padding-left: 20px;">usa.net=info@vmsdemo.com</p> <p>The above rules have the following affects:</p> <p style="padding-left: 20px;">messages to sales@vmsdemo.com are routed to info@business.com</p> <p style="padding-left: 20px;">messages to Mymail.com are routed to vmsdemo.com</p> <p style="padding-left: 20px;">messages to usa.net are routed to info@vmsdemo.com</p>

Remote Account - Domain POP



Field	Description
Domain POP	Check this option to tell VisNetic MailServer that this Remote Account is collecting email from a catch-all account at the remote server, i.e. the account contains all the messages for the domain.

	<p>The domain should exist on the VisNetic MailServer.</p> <p>Messages are distributed according to the message's headers. See the previous sections for explanations of the Forward to and convert domain names options.</p>
Do not process Received: header	<p>Specifies that VisNetic MailServer should not use the "Received: " header or the "for" item to evaluate the recipient.</p> <p>Some remote mail servers set these fields to an email address differing from the one in the To: header. This can cause severe problems.</p> <p>This is a recommended option.</p>
Stop parsing if Received: yields a local address	<p>If VisNetic MailServer is set to process received headers it will always use the first received header created in the message.</p> <p>Checking this option tells VisNetic MailServer to check all of the received headers for a local email address. The first, if any, local address found will be used to deliver the message.</p>
Parse these headers	<p>Checking his option tells VisNetic MailServer to check other MIME headers for recipient information. Pressing the Headers button to create your list of headers to check.</p>
Real name address matching	<p>Checking this option instructs VisNetic MailServer to search for and check real names in the message headers.</p> <p>For example, if a message is found for "John Doe <john@doe.com>" VisNetic MailServer will look for "John Doe" on the server and, if found, will deliver the message to that account.</p>
If email	<p>Specifying an email address here limits the "Real name address matching" to messages addressed to this email address.</p>

CHAPTER 10

Static Route

Static Routes are simply aliases which are able to receive mail and perform a predefined action directly on the server based on whatever filter mechanisms are configured.

Most actions can be achieved using Content Filter actions or Redirect features and is the preferred method.

This type of account is available for backwards compatibility of VisNetic MailServer versions.

In This Chapter

Static Route - Definition	84
Static Route - Rules	86

Don't forget that Templates can be set up to streamline the definition of accounts, see **Account Templates** (on page 3)

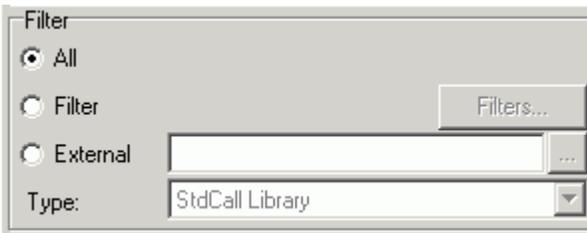
Static Route - Definition

The screenshot shows a configuration window for a Static Route. It has two tabs: 'Static Route' and 'Rules'. The 'Static Route' tab is active. The fields are as follows:

- Alias: StaticRoute
- Description: Forward to Admin
- Action: Forward to address (selected from a dropdown menu), with an unchecked checkbox for 'Forward'.
- Value: admin@vmsdemo.com
- Forward to: (empty text box)

Field	Description
Alias	A unique identifier of the account in the domain.
Description	A short description of the account.
Action	<p>Forward To Address</p> <p>All messages will be forwarded to an address.</p> <p>The forwarding address must be specified in the Value field</p> <p>Forward To Domain</p> <p>All messages will be forwarded to a Domain, the alias of the recipient will</p>

	<p>be preserved.</p> <p>The Domain must be specified in the Value field</p> <p>Forward to Host</p> <p>All messages will be sent to the specified host machine. It can be a host name or IP address.</p> <p>The Host or IP address must be specified in the Value field</p> <p>Deliver to This Domain</p> <p>All messages will be delivered to a domain without any other filtering.</p> <p>This is useful when you want to check all messages for something (with external filters, for example) and then deliver it to the recipient. You can use external filters to do whatever you want.</p> <p>The domain must be specified in the Value field</p> <p>Delete</p> <p>All messages will be deleted.</p>
Forward	Checking this option instructs VisNetic MailServer to forward messages via the outgoing queue, even if the domain is local.
Value	Described in Action above.
Forward to	This option lets you save all or archive all messages which meet the filter criteria. This is the email address to send messages to.



Field	Description
All	All messages will be processed by the static route and the action will be applied.
Filter	<p>Specifies that VisNetic MailServer filters which will be applied to messages. Use the Filters button to specify the filters.</p> <p>If the filters list evaluates as true the Action specified above will be applied.</p>
External	<p>Specifies an external filter file instead of the built-in ones.</p> <p>The external filter file must be an executable or DLL library.</p> <p>If the call returns a non-zero result then the Action specified above will be applied to the message.</p> <p>When using the executable a parameter with the filename to the received message will be passed to it.</p>



You can enable/disable AntiVirus scanning for any messages sent/received by this account.

Static Route - Rules

Rules are common to all Domain types and User Accounts and are described in detail **here** (see "Rules" on page 107).

CHAPTER 11

Notification

The Notification account is an Account you can use to convert an incoming message into a format suitable for delivery to a gateway server, such as an SMS or instant messaging server.

In essence, this usually means chopping the message into Notification chunks, stripping off attachments, changing the subject and defining the body of the message to be sent.

In order to use this option, you need an email gateway from your provider. This means you need to have an email address you can send messages to which will be forwarded to your notification device. These devices can be PDAs, cell phones or any other device capable of receiving short messages.

The same can be achieved using the Content Filters. This is a simplified object to be used for such requirements.

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Notification - Options	88
Notification - Rules	90

Don't forget that Templates can be set up to streamline the definition of accounts, see **Account Templates** (on page 3)

Notification - Definition

Notification | Options | Rules

Notification

Alias: notify

Description: Notification Test Account

Notify to: gate@vmsdemo.com

Instant messaging notification

Max message size (Bytes): 128

Split to multiple messages (Messages): 1

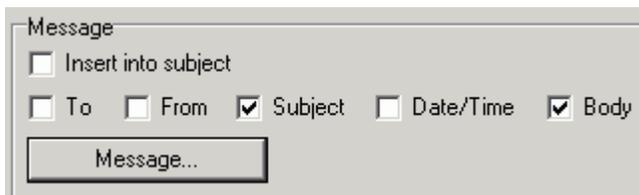
All

Filter Send

Filters...

Field	Description
Alias	A unique identifier for the account within the domain.
Description	A short description of the account
Notify to	Specifies the email address the formatted notification message will be sent to. This is the gateway address to your messaging service. For example the address that your service provider gave you to send an SMS to a mobile phone. Multiple addresses can be specified, separated by semicolons.
Instant messaging notification	If the 'Notify to' Account is local, an Instant Message will be sent rather than an email. If the recipient is connected to the IM server he will receive the message immediately.
Max message size	This specifies the maximum number of characters that can be accepted in a single notification. This is specific to the gateway provider.
Split to multiple messages	The option specifies the number of chunks a message should be split to when the length of the notification message text exceeds the Max size.
Filter	The filter section specifies the conditions to be checked against the incoming message to decide whether the notification should be sent. All A notification is sent for all messages. Filter Check this box and press the Filters button to specify filters that should be used. The filters will evaluate to TRUE or FALSE Check the Send option to send a notification when the filters evaluate TRUE Uncheck the Send option to send the notification when the filters evaluate FALSE

Notification - Options



Field	Description
Insert into Subject	The Subject of the notification message will be compiled from the options

	below
To	The original 'To' header will be placed into the notification.
From	The original 'From' header will be placed into the notification.
Subject	The original Subject header will be placed into the notification.
Date/Time	The original Date header will be placed into the notification.
Body	The original body content will be placed into the notification.
From	Specify your own From: header for the notification message. System variables are allowed.
Subject	Specify your own Subject: header for the notification message. System variables are allowed.
Body	Specify your own Body content for the notification message. System variables are allowed.
Message	Press this button to open the Message dialog where you can specify the content of your message.

Field	Description
Forward to	Specify an email address that the original message will be forwarded to. For audit or archive purposes.
Originator	<p>This is an advanced SMTP option. You can specify the exact content of the SMTP MAIL FROM command.</p> <p>The possible values are:</p> <ul style="list-style-type: none"> Blank - an empty Mail from: header will be generated Sender - the original sender will be used Owner - the owner of the account will be used <p>NOTES:</p> <p>If the Empty Mail From <> is selected (default) some email servers might reject the message.</p> <p>When you choose the Sender or Owner all bounce backs of failed messages will be sent to that email address.</p>

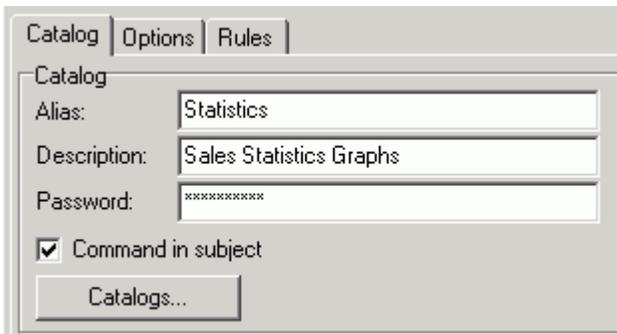


You can enable/disable AntiVirus scanning for any messages sent/received by this account.

Notification - Rules

Rules are common to all Domain types and User Accounts and are described in detail **here** (see "Rules" on page 107).

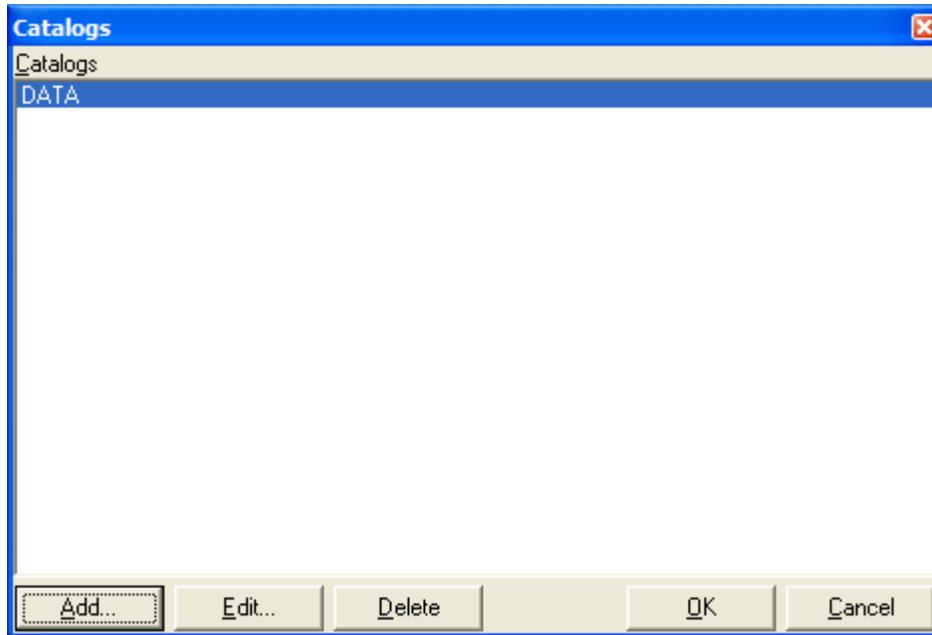
Catalog - Definition



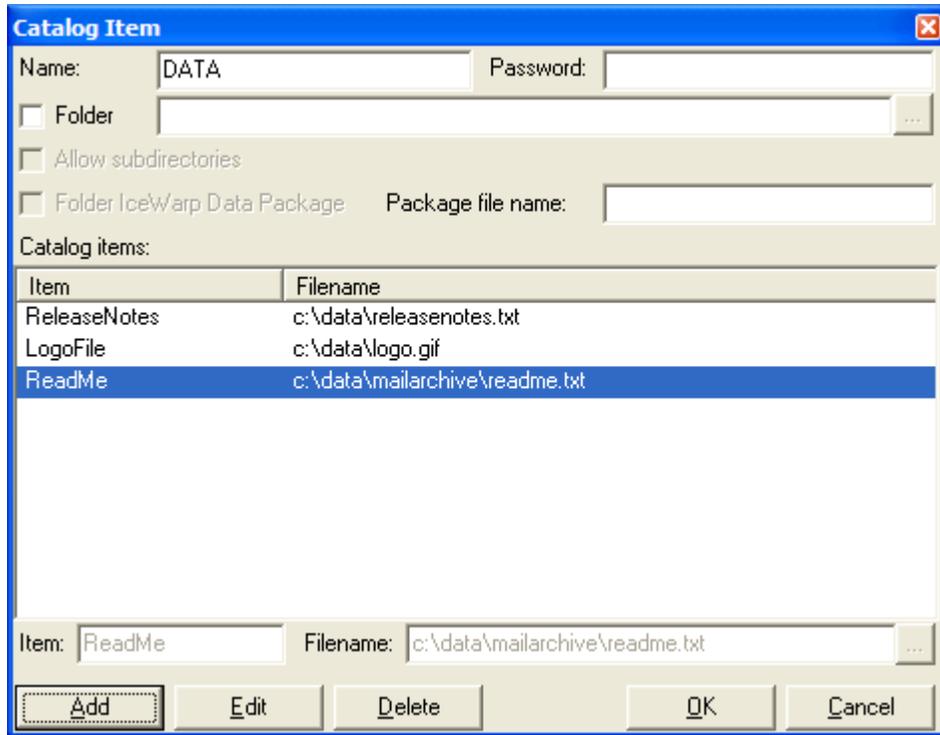
Field	Description
Alias	A unique identifier for the account within the domain.
Description	A short description of the account.
Password	You can specify a global password which must be used for all commands sent to this catalog account. We recommend you protect all your catalogs with passwords. You should also take care to protect the passwords themselves.
Command in Subject	By default, all commands are read from the Subject: header. If you uncheck this option, the message body will be checked for commands. This allows multiple commands to be issued within the body text.
Catalogs	This button brings up the catalog configuration dialog where you can define all the catalog stores and items. See Catalog - Maintenance (on page 91)

Catalog - Maintenance

To define/modify files and directories within the catalog account, press the **Catalogs** button.



In the catalog dialog you can add, edit and delete particular catalogs.



In this dialog you can configure the whole catalog.

Field	Description
Name	Specifies the catalog name or ID which will be used in the commands. This should be unique within the catalog account.
Password	Specifies the password required to GET this item (the DIR command does not require a password).
Folder	Specifies that this item is a Folder. All files within the folder will be available individually within the catalog. You must enter a fully qualified path in the text box.
Allow subdirectories	Only available if the item is a folder, checking this will include files within subfolders of the specified folder.
Folder IceWarp Data Package	If checked, all files in this item will be compressed using the IDP compression tool. You must specify a Package file name for the IDP file. This option is useful when you have a large amount of data within an item. The IDP package can be automatically decompressed by specially defined Content Filter. See the Actions list of the Content Filter options.

Package File Name	The file name to which the folder will be compressed by IDP.
Item	Choose a unique identifier for the item within the catalog - available when adding or editing an item (via the Add or Edit buttons). This is the item name that is used within a GET command
Filename	Specifies the full path to the file which is linked to this Item. Use the "... " button to browse to the file.

CHAPTER 12

Global Settings

The Global Settings area allows you to set certain options which can affect all accounts, all domains and some console display areas.

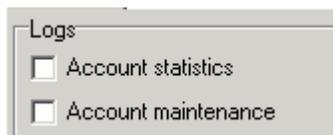
Some of these Global options affect whether further Domain and Account options are available for use.

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Accounts

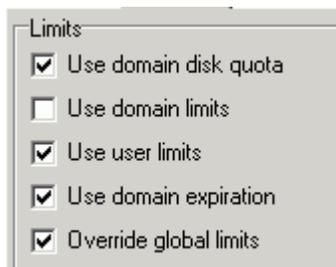
Logs



Account Statistics - check this option to collect accounts statistics

Account Maintenance - check this to have a log created containing information on Account creation, deletion, change etc.. The log is saved into *<InstallDirectory>\logs\maintenance*.

Domains



Field	Description
Use domain disk quota	<p>Check this option to have VisNetic MailServer check for Domain disk quota information when messages are received.</p> <p>Domain Quotas are defined in a file called diskquot.dat, which can be edited by using the Disk Quota button (described below). Quotas can also be defined in Domain - Limits (on page 16).</p> <p>NOTE - not all domains have to have a disk quota defined and you can specify a default disk quota for domains that have no individual quota defined.</p>
Use domain limits	Check this option to allow Domain limits to be set and applied.
Use user limits	Check this option to allow User limits to be set and applied.
Use domain expiration	Check this option to enable Domain Expiration dates.
Override global limits	<p>Check this option to have Domain-level Limits override any Global Limits.</p> <p>This is especially important if you want to specify Maximum Message Size limits on Domains</p>

Options

Enable DKIM

Enable domain literals

Field	Description
Enable DKIM	Enables use of DKIM AntiSpam technology within a domain (see Domain - DKIM (on page 20))
Enable domain literals	<p>Checking this option virtually bind all your domain names to IP addresses. The effect of this is that your domain will be capable of receiving emails in the following format:</p> <p>user@[IP]</p> <p>The real IP value depends on your IP Binding settings and system IP addresses.</p>

Other

Use domain hostname for outgoing connections

Use domain IP address for outgoing connections

Use welcome messages for new accounts

Warn domain administrator when domain size exceeds quota (%):

Warn users when mailbox size exceeds quota (%):

Welcome Messages... Disk Quota...

Field	Description
Use domain hostname for outgoing connections	Check this option to force VisNetic MailServer to use the correct hostname in the SMTP HELO command.
Use domain IP address for outgoing connections	<p>Checking this option will force all emails from a domain to be defined as coming from the IP address specified for the Domain in Domain - Options (on page 19).</p> <p>This is helpful when trying to connect to external servers using AntiSpam technologies which check the sending server.</p>
Use welcome message	<p>Check this option to have a welcome message sent to the mailbox of all newly created users.</p> <p>Message content is specified in a simple text file which you should create with a text editor.</p> <p>Domains and text files are linked in a file called messages.dat, which you can edit by pressing the Welcome Messages button. Examples are given and you can specify different welcome messages for different Domains.</p>
Warn domain administrator when domain size exceeds quota (%)	<p>Specify a percentage value and a warning message will be sent to the Domain Administrator when the domain exceeds that percentage of its quota.</p> <p>A value of 0 means no warning will be sent.</p> <p>For example, set value to 85 to have the warning message sent when the domain space reaches 85% of the quota</p>
Warn user when mailbox size exceeds	<p>Check this option and specify a percentage value and a warning message will be sent to the User when their Mailbox exceeds that percentage of its quota.</p> <p>A value of 0 means no warning will be sent.</p> <p>For example, set value to 85 to have the warning message sent when the domain space reaches 85% of the quota</p>
Welcome Messages	<p>Press this button to open the messages.dat file where the Welcome Message files can be linked to domains.</p> <p>The structure of the file is as follows:</p> <p>domain=filename</p> <p>Example:</p> <p>vmsdemo.com=c:\<InstallDirectory>\welcome.tmp</p> <p>If a line specifies an asterisk as the domain, the specified welcome file will be used for any domains not specified individually. This line must be the last one in the file.</p> <p>Welcome Message files.</p> <p>A welcome message file can contain system variables and system functions. The same logic as for Content Filter action Send Message applies. You can use</p>

	<p>the Sender and Recipient variables and include attachments.</p> <p>A list of variables can be found in file <InstallDirectory>\examples\variables.dat</p> <p>Example:</p> <p>From: Support <support@vmsdemo.com></p> <p>To: %%Sender%%</p> <p>Subject: Welcome %%Sender%%</p> <p>Dear %%Sender%% user,</p> <p>We would like to welcome</p> <p>The account was created on %%Date%% %%Time%%</p>
Disk Quota...	<p>Here you can edit file diskquot.dat (in the Config subdirectory). Examples are included</p> <p>The format of the file is as follows:</p> <p>Domain=limit</p> <p>Example:</p> <p>usa.net=5192</p> <p>*=10000</p> <p>This would specify that all domains have a 10MB limit apart from usa.net which has 5MB.</p> <p>The default (*) line should be the last line in the file.</p>

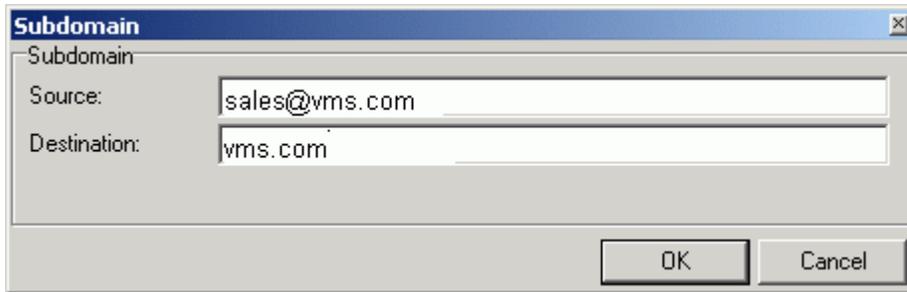
Subdomains

Source	Destination
sales.vmsdemo.com	vms.com

Subdomain definitions let you define multiple sub-domains for existing domains on the mail server. You can use masks and domain names in IDN format.

The functionality of a Subdomain is the same as a Domain Alias but Subdomains can contain masks, making this a more powerful feature.

Press the Add button to add new definitions to the list. The Subdomain dialog box will open:



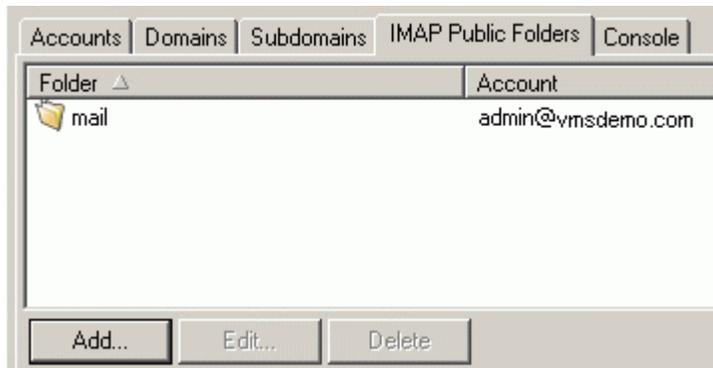
The above example would route any messages sent to sales@vms.com to the vms.com domain.

IMAP Public Folders

This section allows you to define custom IMAP Folders which can be shared between multiple Users or Groups.

These IMAP folders are separate to any that are defined as part of any Group Accounts.

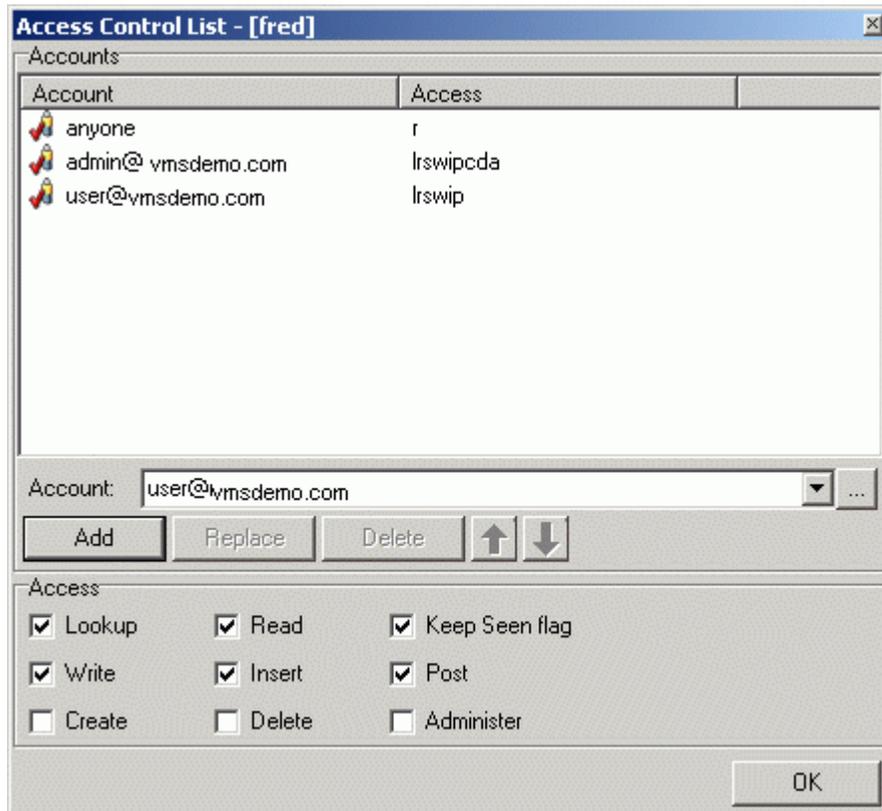
When selected, a list of currently defined folders is presented:



Use the **Delete** button to delete a Shared Folder definition.

Use the **Add** and **Edit** buttons to create or modify a Shared Folder definition. The **Public Folder** dialog is opened:

Field	Description
Folder name	The folder name that will be displayed in the IMAP client.
IMAP account	Each shared folder is linked to one IMAP account. This field contains the email address of the IMAP account. The IMAP account is used only as storage for the shared folder messages. You can still use the account as an ordinary account. One folder of the IMAP account will be used for sharing purposes. By default it is the INBOX folder.
Restrict to	Leave this field empty and the folder will be shared across all Domains. To restrict access to this folder enter the Domains that are allowed access, separated by semicolons.
IMAP folder	If this box is empty the INBOX folder of the IMAP account will be used as the shared folder. Specify a different folder name here if you don't want the INBOX used.
Edit Access Control List	Press this button to open the Access Control List dialog, see below



The **Access Control List** allows you to define access rights for individual Users or Groups.

There is one special Account name - **anyone** - which means any user with no specifically defined rights.

Enter the Account to which you wish to add Access Rights, select the Rights you wish to assign and click the **Add** button.

NOTE - you can use the '...' button to search for and select a User or Group.

Use the **Delete** button to delete a selected User from the list.

Use the **Replace** button to replace the rights of a User with the current selection.

A description of the Access Rights follows:

Field	Description
Lookup (l)	User can see this folder in their personal list of IMAP folders
Read (r)	User can open this folder and view its contents.
Write (w)	User can change flags on messages in this folder.
Insert (i)	User can append and copy messages into this folder.

Create (c)	User can create subfolders within this folder.
Delete (d)	User can delete messages from this folder.
Set Seen Flag (s)	User can change the read/unread status of messages in this folder.
Administer (a)	User can administer the ACL for this folder.
Post (p)	User can send mail directly to this folder (if folder allows).

Advanced

LDAP User Synchronization

Active B

LDAP Host:

Base DN:

User DN:

Password:

Synchronize All Users To LDAP Now...

Field	Description
Active	Check this box to activate LDAP User Synchronization.
LDAP Host	Enter the hostname of your LDAP Server.
Base DN	Enter the Base DN of your LDAP Server.
User DN	Enter the User DN required to access your LDAP Server.
Password	Enter the password associated with the given User DN.
Synchronize All Users To LDAP Now	Press this button to have VisNetic MailServer immediately synchronize itself with your LDAP Server.

Console

Max number of accounts in a domain to display:

Database account display start position:

Domain list display mode:

Account list display mode:

Field	Description
Max number of accounts in a domain to display	<p>How many accounts are shown at one time within the VisNetic MailServer Console, within a Domain.</p> <p>NOTE that the higher the number you specify here, the longer the list will take to load and display.</p>
Database account display start position	<p>The start position of the Account list.</p> <p>Used in conjunction with the Max number of accounts.</p> <p>Example:</p> <p>Assume you have Max number of accounts set to 1000 and are displaying a domain containing 3000 accounts -</p> <p>Your display will show the accounts 1 to 1000. If you want to see the next 1000 you should set start position to 1001 and accounts 1001 to 2000 will be displayed.</p>
Domain list display mode	<p>There are three ways to display domain list in Domains & Accounts section - you should choose whichever suits your need</p> <p>Domain</p> <p>Only domain names are displayed.</p> <p>Domain + Description</p> <p>Domain Name and Description is displayed</p> <p>Example:</p> <p>doc.vmsdemo.com (Documentation Server)</p> <p>Description + Domain</p> <p>Domain Description and Name are displayed</p> <p>Example:</p> <p>(Documentation Server) doc.vmsdemo.com</p>
Account list display mode	

CHAPTER 13

Policies

You may need to be more restrictive to make your server more secure. There are policies to do this for you. Read particular options carefully as they offer you powerful ways to secure your users against attacks or misuse. If your policies are set incorrectly, it may take some time to find out the causes of your problems. (E.g. If you setup your Login policy with the email address option chosen, and then your users try to login with their common username, they will no longer be able to log on until you resolve your policy settings.)

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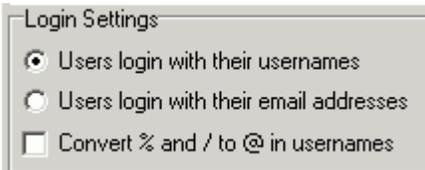
Login Policy

The screenshot shows a 'Login Policy' dialog box with the following settings:

- Block user login for accounts that exceed a number of failed login attempts: 5
- Block user login for (Min): 10
- Login policy mode: Do not block but delay authentication process
- Require administrator authentication to access the system settings

Field	Description
Block user login for accounts that exceed a number of failed attempts	Check this option to block Users, for a specified length of time, if they exceed the given number of consecutive failed login attempts. Set the value in the text box to the number of allowed attempts (5 in the above screenshot)
Block user login for (Min):	Specify how many minutes a User should be blocked for if they exceed the failed login attempts threshold (10 minutes in the above screenshot)
Login policy mode	Choose one of two options: <p>Do not block but delay authentication process</p> <p>If a user enters an incorrect password the authentication procedure will be delayed by 30 seconds.</p> <p>If the user then enters the correct password he is still delayed by 30 seconds but after that there is no delay.</p> <p>Block account for specified amount of time</p> <p>If a user enters an incorrect password then the account access is blocked for</p>

	the amount of time specified above.
Require administrator authentication to access the system settings	<p>Check this option to have the VisNetic MailServer Console ask for a User/Password combination when it is started.</p> <p>The User entered must be for an Administrator Account.</p>



Field	Description
Users login with ...	<p>You can choose whether users have to use their email address or their Username to login to the system.</p> <p>If you have a large number of domains and accounts it is advisable to use login with email address. This will reduce mail authentication and login time as VisNetic MailServer will be able to locate the account more quickly. Using this option also allows you to have the same User/Password combination in different Domains.</p>
Convert characters % and / to @ in usernames	<p>Some older mail clients (Netscape and Mac) do not allow using @ in a username.</p> <p>If you wish to use the login with email address option then you should check this option so that your Users have the option to login with % or / in the email address.</p> <p>Example: user%vmsdemo.com would be converted to user@vmsdemo.com</p>



Field	Description
Use account login IP restrictions	<p>Enabling this option offers you an IP security system to ensure that particular accounts can only access the VisNetic MailServer from specific IP addresses. Rules are stored in a file which can be created and edited by pressing the Login Restriction button.</p>
Login Restrictions...	<p>Pressing this button will open a dialog where you can create or edit your IP restriction rules.</p> <p>Examples are given within the editor dialog.</p>

Password Policy

General

Active

Check password against username and alias

Enable password encryption

Field	Description
Active	Check this box to have password policies enforced.
Check password against Username and Alias	Checking this box stops anyone creating a password equal to his username or alias.
Enable password encryption	Check this box to have VisNetic MailServer use encryption for passwords.

Password Format

Minimal password length:

Number of numeric characters in password:

Number of non alpha-numeric characters in password:

Number of alpha characters in password:

Field	Description
Minimal password length	Specify a minimum password length. A value of 0 means no minimum length is required.
Number of numeric characters in password	Specify the minimum number of numeric characters that must be present in the password. A value of 0 means no numeric characters are required (but they can still be used).
Number of non alpha-numeric characters in password	Specify the minimum number of non alpha-numeric characters that must be present in the password. A value of 0 means no non alpha-numeric characters are required (but they can still be used).
Number of alpha characters in password	Specify the minimum number of non alpha characters that must be present in the password. A value of 0 means no alpha characters are required (but they can still be used).

Password Expiration
 Active
 Password expires after (Days):

Field	Description
Active	Check this option to enable password expiration. Passwords will expire after the specified number of days, forcing your users to regularly change them via WebMail. This can increase security.
Password expires after	Specify the number of days after which the password expires.

Password Retrieval
 Passwords cannot be read or exported
 Administrator passwords cannot be read or exported

Field	Description
Passwords cannot be read or exported	Check this option to stop passwords being read or exported via the API or any other method. This is a recommended option as it can significantly increase security.
Administrator passwords cannot be read or exported	The same effect as the above option but only applies to Server and Domain Administrator passwords. This is a recommended option as it can significantly increase security.

CHAPTER 14

Rules

This dialog is the same for all accounts and domains.



Selecting **Mail Service** -> **Rules** or the **Rules** tab with a Domain or User selected will give you access to the Rules list, allowing you to perform maintenance on the rules.

NOTE - that the above graphics may be incorrect depending upon where you are accessing a Rules tab.

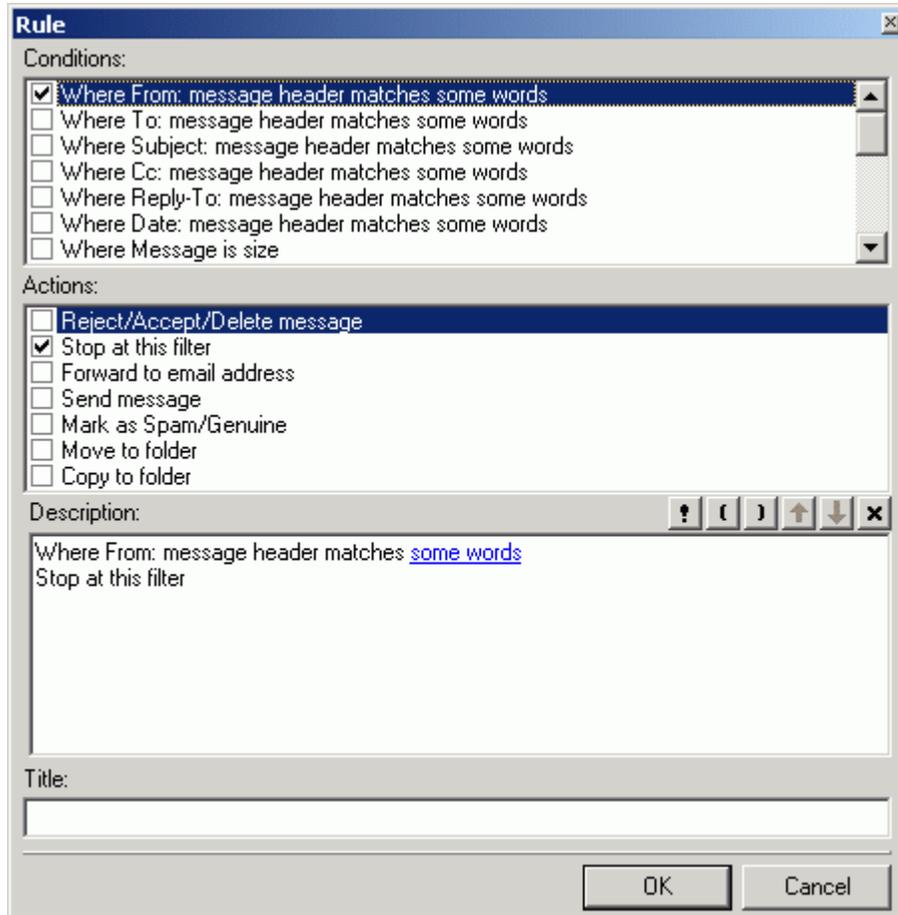
The filter is a text file with a strictly defined format. The file can be edited directly using a standard text file editor but we **highly** recommend that you use the **Add**, **Edit** and **Delete** buttons as even the simplest mistake can cause valid emails to be rejected.

Multiple rules can be selected for deletion by holding the Ctrl key and clicking multiple rules.

A range of rules can be selected by clicking the first rule and then clicking the second rule while holding down the Shift key.

Rules can be activated and de-activated by checking/un-checking the box to the left of the rule. This is useful for testing purposes or to disable a rule for a time without deleting it.

Clicking on the **Add** or **Edit** button will open a dialog like this, which allows you to define or modify your rule:



The various options, and the **String conditions** dialog, are discussed in detail in the following table but first we will explain basic use of the three sections of the dialog:

The Conditions block

In this area you can select the properties of the message that you wish to perform some test on.

- Multiple conditions can be tested by checking multiple boxes.
- The same condition can be added multiple times by double clicking the Condition when it is checked.

The Actions block

In this area you select the Action(s) that you want to perform on the message if the Rule evaluates as True

- Multiple actions can be selected by checking multiple boxes.

The Logic Buttons

The buttons below the Actions block are used to add logic to the rule

- The Exclamation mark will negate (NOT) the Condition you are currently modifying.
- The open and close brackets buttons will place the corresponding bracket within the rule that you are building.
- The up and down arrows will move the conditions up and down within the rule.
- The X button will delete the current Condition.

We recommend experimentation with these buttons to familiarize yourself with their function

The Description block

This will show the rule you are building or modifying and will change dynamically as you select or de-select Conditions and Actions.

Areas of the rules that can be modified are highlighted in this block and clicking on them will open a further dialog box to allow you to define your test.

Title

The name of the rule, for identification purposes.

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Conditions

Condition	Description
Where From: message header matches some words	Check the From: header for a string Condition. In the rule description click on some words to create the string condition (explained below).
Where To: message header matches	Check the To: header for a string Condition. In the rule description click on some words to create the string condition (explained below).

some words	
Where Subject: message header matches some words	Check the Subject: header for a string Condition. In the rule description click on some words to create the string condition (explained below).
Where Cc: message header matches some words	Check the Cc: header for a string Condition. In the rule description click on some words to create the string condition (explained below).
Where Reply-To: message header matches some words	Check the Reply-To: header for a string Condition. In the rule description click on some words to create the string condition (explained below).
Where Date: message header matches some words	Check the Date: header for a string Condition. In the rule description click on some words to create the string condition (explained below).
Where Message priority is value	Check the priority of a message. Click on Normal in the Rule description to select a priority.
Where Message is spam	Check if the message has been marked as spam.
Where Message is size	Check the Message size. Click the 0 kB to select the message size criteria. Select Greater or Lower and specify a Size (in kB)
Where Message body matches some words	Check the message body for a string condition. In the rule description click on some words to create the string condition (explained below). NOTE - Use this option with care as scanning the whole message body of every incoming message could seriously affect your Server performance.
Where Custom message header matches some words	Check Custom message Header for a string condition. In the rule description click on some words to create the string condition (explained below).
Where Any message header matches some words	Check all headers for a string condition. In the rule description click on some words to create the string condition (explained below).
Where Attachment name matches some words	Check the Attachment name for a string condition. In the rule description click on some words to create the string condition (explained below).
Where Sender matches some words	Check the Sender for a string condition. In the rule description click on some words to create the string condition (explained below).
Where Recipient matches some words	Check the Recipient for a string condition. In the rule description click on some words to create the string condition (explained below).
Where Sender's IP address matches some words	Check the Remote IP address for a string condition. In the rule description click on some words to create the string condition (explained below).
Where rDNS (PTR) matches some	Check the rDNS (PTR) record for a string condition. In the rule description click

words	on some words to create the string condition (explained below).
Where Spam score is value	Click on 0.0 in the Rule description to define a greater than or less than value to check the spam score against.
Where SMTP AUTH	Check if this message was delivered using an SMTP Authorized connection
Where IP / Sender matches some words	Check the IP and Sender and Recipient for a string condition. In the rule description click on some words to create the string condition (explained below). NOTE - that this condition exists for backwards compatibility only and it cannot be used with other conditions
All messages	A special condition that evaluates TRUE for all messages - use with care!

String Testing

String Testing	Description
	Clicking on some words (in a new condition) or the string itself (in a condition already defined) will open the String Condition dialog box. There are four options available in the dialog: The Function drop-down box offers 7 options for the string test, the option chosen effects the content required in the String text-box
Contains list of strings (semi-colon separated)	Populate the String box with a list of strings to test for
Contains string	Populate the String box with the string you to test for
Regex	Populate the String box with a regular expression
Starts with string	Looks for the string specified in the String box at the start of the tested condition
Ends with string	Looks for the string specified in the String box at the end of the tested condition
Is string	Tests whether the tested condition is exactly equal to the string specified in the String box
Contains list of strings from file	The String box should contain the path to a text file containing a list of strings you wish to test for. Press the "..." button to open a file dialog to navigate to a file where you can specify strings, one per line.
Match case	Check this box to take string case into account.
Match whole word only	Check this box to perform a standard "whole word" check against the string.

Actions

Actions	Description
	<p>The following Actions are available when a Condition is evaluated TRUE.</p> <p>Multiple Actions can be selected by checking multiple boxes.</p> <p>Selecting an Action will add the Action to the Description box and for some Actions you are able to click the text in the description to define the Action further. Details follow:</p>
Reject/Accept/Delete message	<p>Adds an Action to Reject (default) the message.</p> <p>Click on Reject in the Description area to select Reject, Accept, Delete, mark as Spam or Quarantine</p>
Stop processing more rules	<p>Stop any further Rules from being processed, if this Rule is evaluated as TRUE.</p>
Forward to email address	<p>Forward the message to an email address.</p> <p>Click email address in the Description area to specify the email address.</p>
Move to folder	<p>Move the message to a folder.</p> <p>Click on folder in the Description area to select the folder to move to.</p> <p>NOTE - that you have email delivered to a specific mailbox folder by specifying %%Extension%% as the folder name. When this is specified VisNetic MailServer will look for a folder name within the email address and store the message to that folder if it exists.</p> <p>Example:</p> <p>A message sent to john:important@vmsdemo.com will be stored in the folder important</p> <p>Note the colon used to separate the User alias from the folder name, this can be changed to another character using the API.</p>
Copy to Folder	<p>Copy the message to a folder.</p> <p>Click on folder in the Description area to select the folder to copy to.</p> <p>NOTE - that you have email delivered to a specific mailbox folder by specifying %%Extension%% as the folder name. When this is specified VisNetic MailServer will look for a folder name within the email address and store the message to that folder if it exists.</p> <p>Example:</p>

	<p>A message sent to john:%%important%%@vmsdemo.com will be stored in the folder important</p> <p>Note the colon used to separate the User alias from the folder name, this can be changed to another character using the API.</p>
Encrypt message	<p>Check this option to have the message encrypted.</p> <p>NOTE -that for this option to work there must be a copy of the User's public certificate located in a file called cert.pem in the User's mailbox folder. The message will be encrypted using this certificate and then can only be decrypted by the user using his private key in his email client.</p>
Send message	<p>Send a message.</p> <p>Click message in the Description area to open a dialog to define the message.</p> <p>You can define To, From and Subject fields, the Text of the message (or a file to retrieve the text from), the type of message (text, HTML, or message with attachment) and whether the message is email, an instant message, or both.</p>
Set message priority to value	<p>Select this option to have the priority of the message changed. Click on Normal to select the new priority to be assigned.</p>

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