
ENTERGROUP GUIDE FOR V3 WEBMAIL

In this tutorial you will learn the general settings of EnterGroup's Version 3 webmail access!

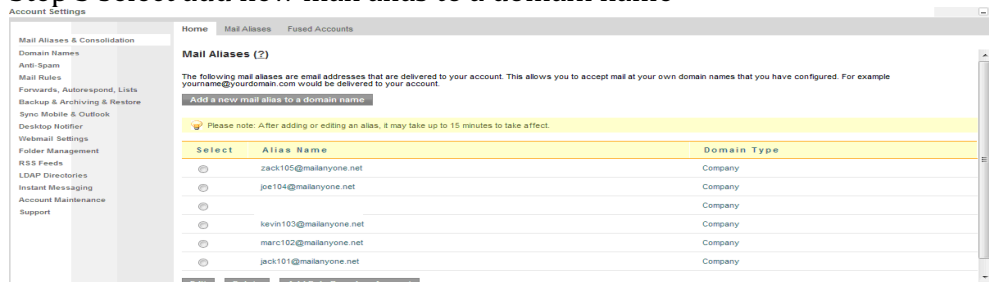
WEBMAIL V3 by EnterGroup

How to setup alias on your EnterGroup account?

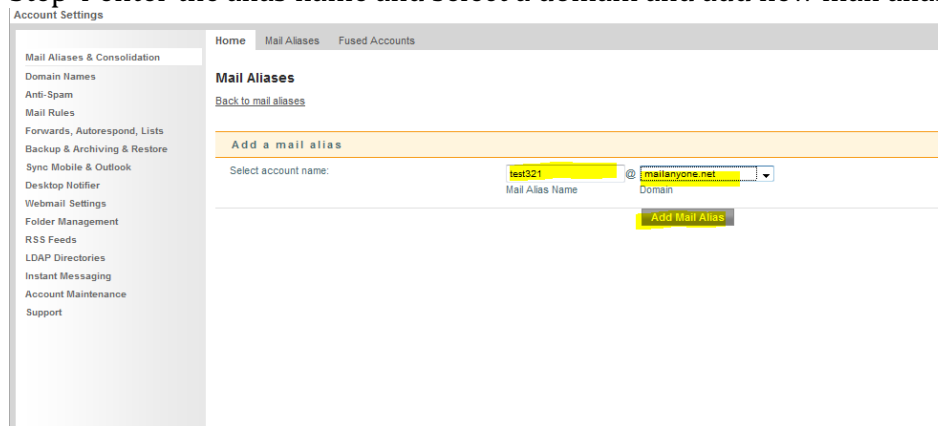
Step 1 login to your webmail and select settings

Step 2 select mail alias and consolidation and select add mail alias

Step 3 select add new mail alias to a domain name



Step 4 enter the alias name and select a domain and add new mail alias



How to add a consolidator account?

Step 1 click on settings/mail aliases and consolidation/click consolidator/consolidate a new account

Account Settings

Home Mail Aliases Fused Accounts

Mail Aliases & Consolidation

Domain Names

Anti-Spam

Mail Rules

Forwards, Autorespond, Lists

Backup & Archiving & Restore

Sync Mobile & Outlook

Desktop Notifier

Webmail Settings

Folder Management

RSS Feeds

LDAP Directories

Instant Messaging

Account Maintenance

Support

Fused Accounts (2)

The following mail accounts will be checked for new messages and downloaded periodically into your account.

[Fuse a new account](#)

Select	Type	Incoming Server	Username	Password	Delete	Last Download
<input type="radio"/>	IMAP	imap.gmail.com	MJryder05@gmail.com	*****	Yes	05/20/2012 at 12:06:59 AM

Accounts above in yellow indicate a full transfer of email from server has not yet completed.
Accounts above in red indicate a failure has occurred.

[Delete](#) [Add Rule based on account](#)

Step 2 enter the info select IMAP and click add mail alias

Account Settings

Home Mail Aliases Fused Accounts

Mail Aliases & Consolidation

Domain Names

Anti-Spam

Mail Rules

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Fuse a new account

[Back to consolidated accounts](#)

Step 1: Fuse a new account

Type of Account:

Account Username: *

Account Password: *

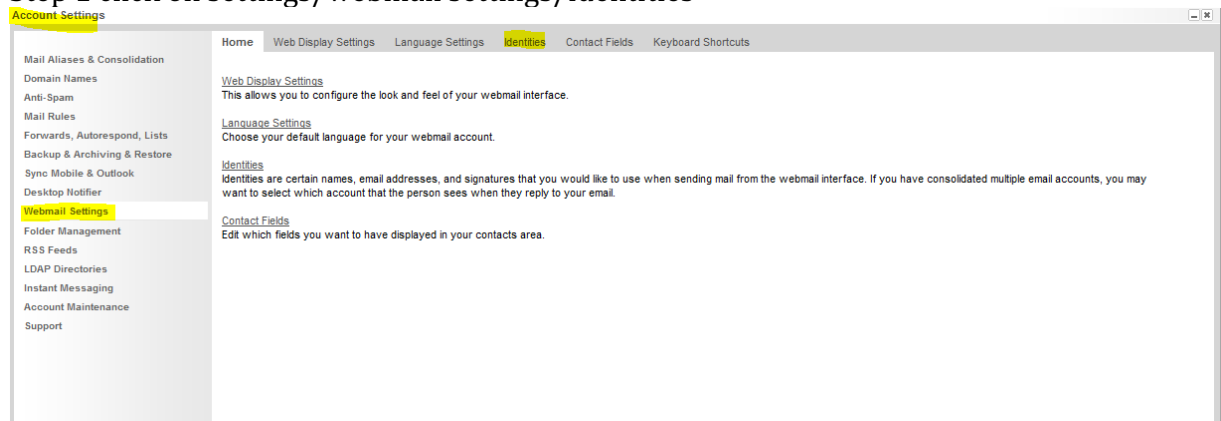
Delete mail after retrieving:

Test Mail account server before completing: You must manually enter your username and password to test your account because they are stored encrypted

[Continue](#)

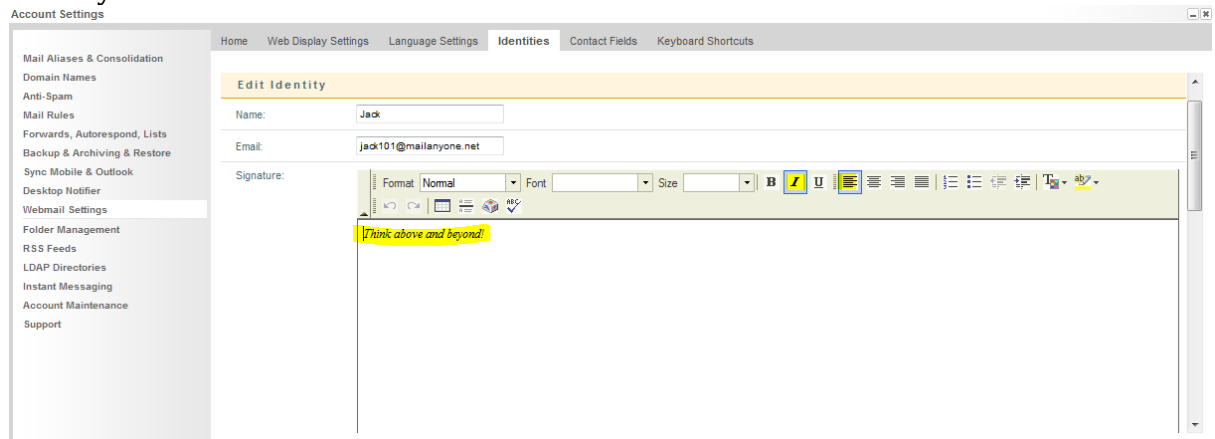
How to setup foot note for your email?

Step 1 click on settings/webmail settings/identities



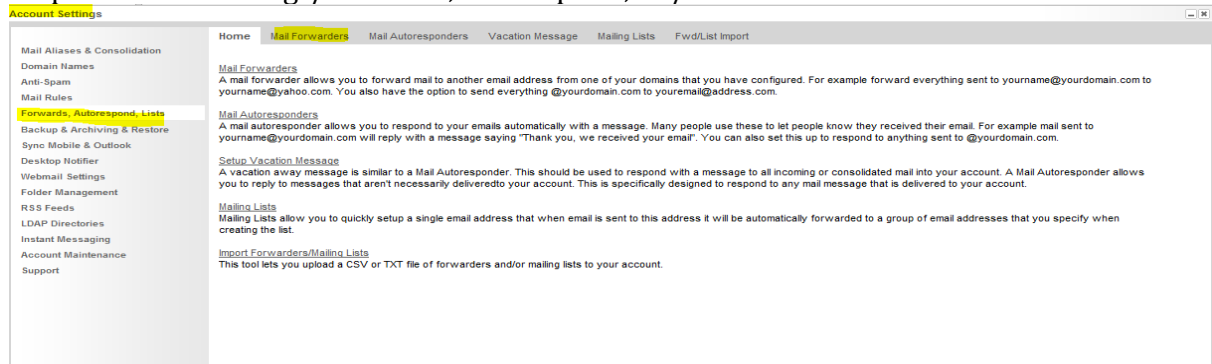
Step 2 select add an identity

Step 3 type in the text select font, size etc/click on save identity

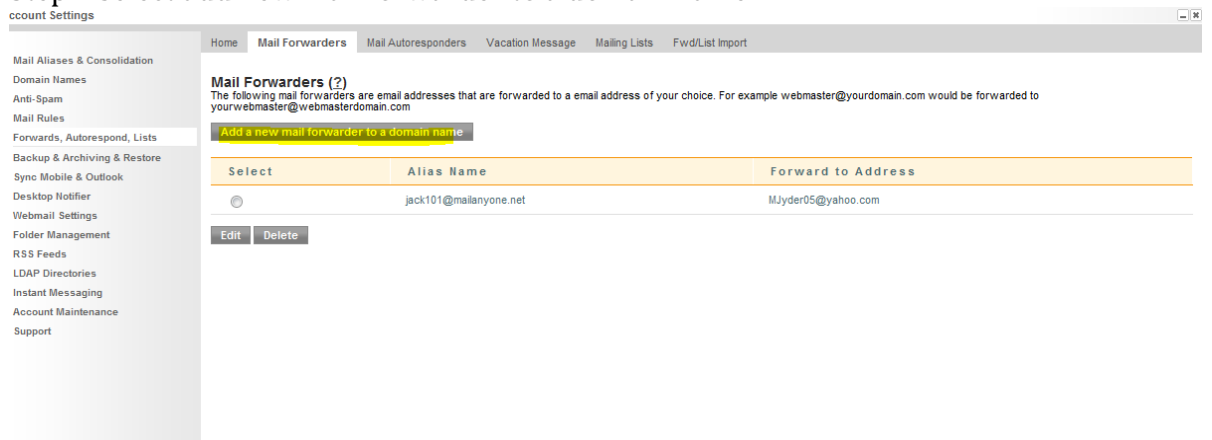


How to setup Mail Forwarding

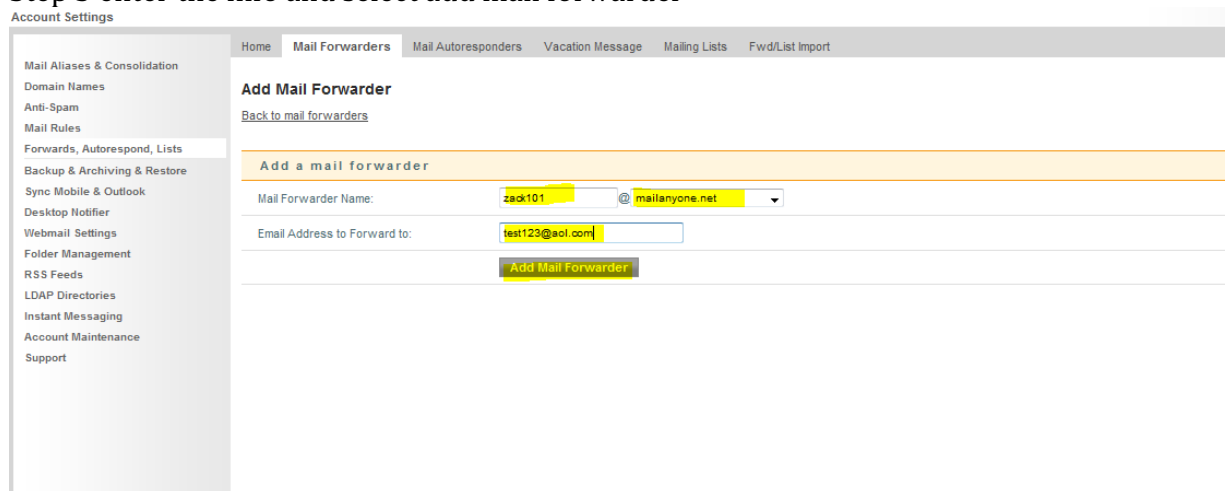
Step 1 click on settings/forwards,autorespond,list/ select mail forwarders



Step 2 select add new mail forwarder to a domain name

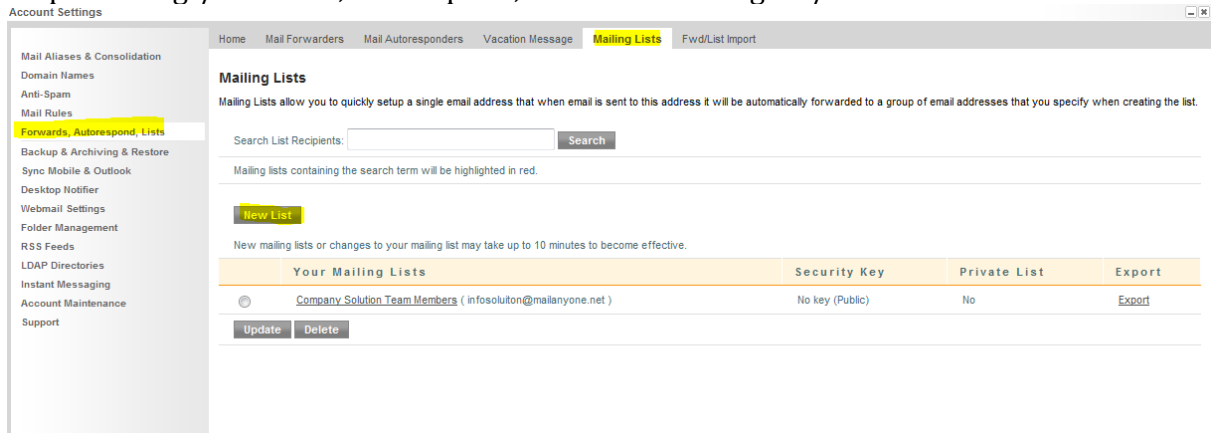


Step 3 enter the info and select add mail forwarder

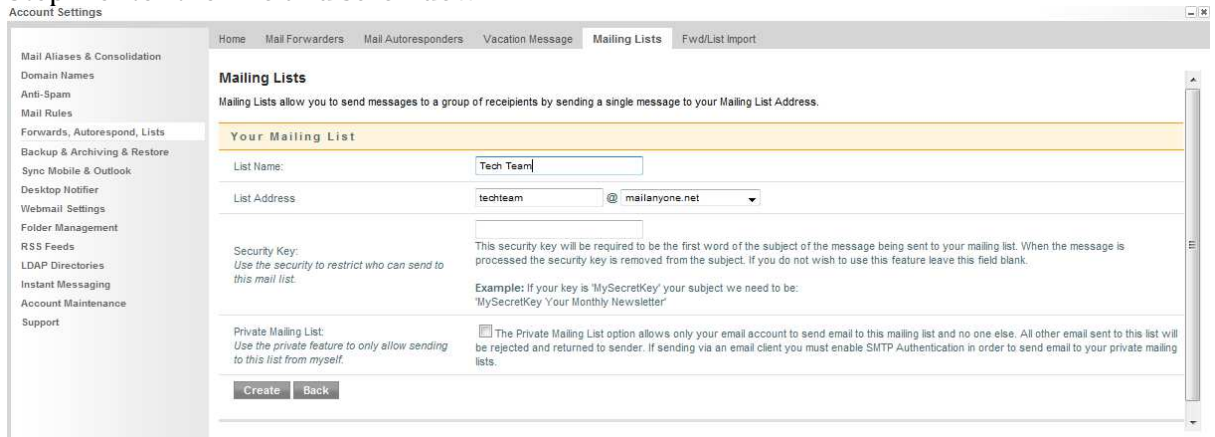


How to create a mailing list?

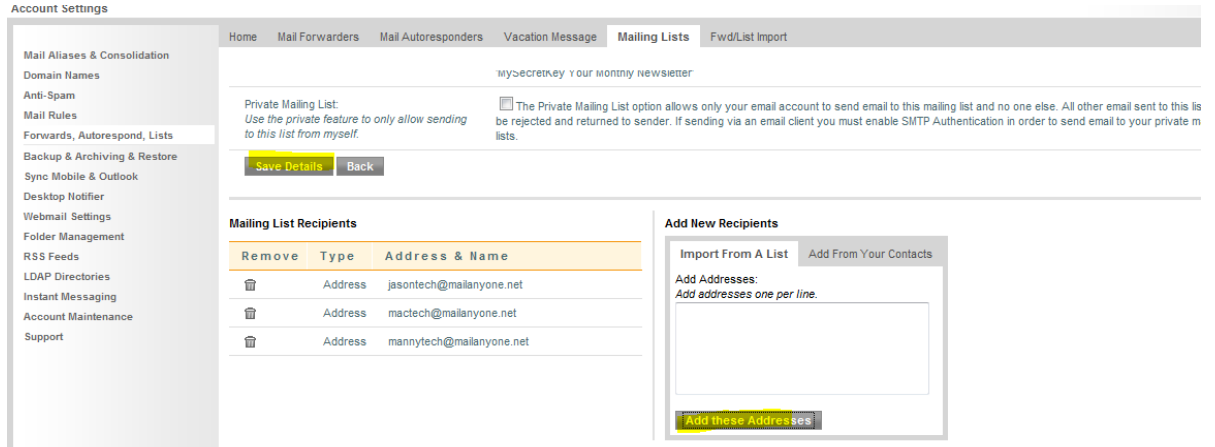
Step 1 settings/forwards,autorespond,lists select mailing list/select new list



Step 2 enter the info and scroll down



Step 3 enter the info and select add these addresses one by one and select save details



How to send a vacation message?

Step 1 click on settings/forwards,autorespond,lists/select vacation message

Account Settings

Home Mail Forwarders Mail Autoresponders **Vacation Message** Mailing Lists Fwd/List Import

Vacation Message (2)

Vacation Message Status: Disabled

A vacation away message is similar to a Mail Autoresponder. This should be used to respond with a message to all incoming or consolidated mail into your account. A Mail Autoresponder allows you reply to messages that aren't necessarily delivered to your account. This is specifically designed to respond to any mail message that is delivered to your account.

To enable your vacation message, simply enter in your vacation message below...

Vacation Message

From: **Select Identity**

Reply Subject:

Reply Body:

Step 2 select identity /fill up the vacation message /select update vacation message

Account Settings

Home Mail Forwarders Mail Autoresponders **Vacation Message** Mailing Lists Fwd/List Import

Vacation Message

From: Kevin (kevin103@mailanyone.net)

Reply Subject: Thank you

Reply Body: Your email is very important, however we closed for holiday weekend. We be more than happy to respond to your email after 22th of May.
Thank you
Tech Solution Inc
Kevin

Expiration Date: 05/21/2012 9:15 AM Do not expire

Update Vacation Message

How to create a submenu folder?

Step 1 click on settings/folder management/enter folder name folder type /select root directory/scroll down and select add folder

Account Settings

Create Rename Move Delete Properties

Please note that new folders may take a few minutes to appear.

Create Folder (2)

New Folder Name: **Top Secret**

Folder Type: **Mail Items**

Select the folder in which to create the new folder:

My Folders

- Root Directory
- Important
- Deleted Items
- Drafts
- Excel Files
- Jokes
- News Feed
- Payment

How to add mail rules?

Step 1 click on settings/mail rules/add a rule

Account Settings

View & Edit rules Add a rule

Rules List (2)

Add a rule

Apply a Mail Rule to an existing folder by selecting a rule and clicking on **Apply Now**.

Your rules listed in order of evaluation:

Select	Rule Name	Conditions	Actions	Execution Order
<input type="radio"/>	Specific Words	Where the message body contains specific words [free,xxx]	Delete message permanently	Down
<input type="radio"/>	Attachment Rules	Where the message size is more than size [10240]	Reply with message "Pls Compres"	Up Down
<input type="radio"/>	Certain People	Where the To line DOES NOT contain people [Mickey Mouse, Donald Duck]	Flag it Forward it to people Delete message permanently	Up Down
<input type="radio"/>	Subject Line Words	Where the Subject line contains specific words [Free, XXX,legs]	Flag it	Up Down
<input type="radio"/>	Marked as Priority	Where the message is marked as priority	Reply with message ""	Up

[Edit](#) [Delete](#) [Apply Now](#) [Move Up](#) [Move Down](#)

Step 2 enter the info and scroll down select save rule

Account Settings

View & Edit rules Add a rule

Rule Name & Options

Rule Name

Apply rule to Incoming email Outgoing email

Before Spam & Virus Check: Process After Spam & Virus Filter Process Before Spam & Virus Filter

Step 2: Next, select from one or more conditions that will be examined when an email message is received into your account.

Conditions to create a match

Select condition to add: *

Current Conditions: Where the Header DOES NOT contain specific words [\(remove\)](#)
free, no cost, xxx

Step 3: Finally, select one or more actions to perform if the above conditions are met.

Actions to perform when a match is found

Select Action to add: *