



# Managing Your Internet Account: A Helpful Guide

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## **Experience the Subscriber Account Tool**

We are pleased to offer you this new Account Tool, which replaces the “AdminTool.” We believe the Subscriber Account Tool will improve your ability to manage your Internet account.

### ***Log into the Account Tool***

Go to **MyGSInet.net** and select the ‘**Web Tools**’ channel from the tool bar near the top of the page. On the ‘**Web Tools**’ page, click the ‘**Subscriber Account Tool – NEW!**’ login (located in the center of the page).

If you have logged into the AdminTool previously, your username (the first part of your GSInet email address before the @ symbol) and password will be the same for the new Account Tool. If you do not know your username and/or password, contact us at 603-529-9911. Note that the system times out after two hours of non-use and you will need to log in again.

As you explore the Account Tool, we hope this guide and the instructions in the Help tabs will come in handy. But, again, if you have any trouble, please contact us at 603-529-9911.

### ***Review Your Account Information***

When you log into the Account Tool, you will see the “Summary” page that contains your account information. Please let us know if any of the information is incorrect!

**If you are the “Owner” of the account**—that is, if the account is in your name and you are responsible for the bills, here are a few things to do on the Summary page:

- Write down our domain. You'll need it if you want to create your own Web site using the free, easy-to-use software program, Site Creator.
- Confirm that we have your current billing and service addresses.
- Check your Mailbox Size to see how much space you have available. (The owner is listed as "User 1" in the account.)
- Confirm whether your Auto-Reply is on and scan your Auto-Reply message for typos.
- Review who is in your Friends Circle and on your Black List.
- See how much space you have left on your personal Web site (Vanity Page), if you are using your Web Page Service.
- View the information that the other people on your account (identified in the system as “Users”) have submitted and check how much space they have available in their mailboxes.

**If you are not the owner of the account:**

- Check your Mailbox Size to see how much space you have available. (The owner is listed as "User 1" in the account.)
- Confirm whether your Auto-Reply is on and scan your Auto-Reply message for typos.
- Review who is in your Friends Circle and on your Black List.

- View your login time to see what days and times you can log in, if you have dial service and the owner of the account has set parameters.
- See how much space you have available on your personal Web site (Vanity Page), if you are using your Web Page Service.

## Strengthen Your Password

Don't let yourself be victimized by cyberscammers. Cyberscammers try to infiltrate email accounts that have weak passwords and send out spam and set up phishing scams from those accounts. (Phishing sites are those pretend sites that try to get personal information from you.) Protect your identity and your money by strengthening your password!

To change your password and view its strength, go to the "Manage User" tab and the "Information" sub-tab.

The screenshot shows a user management interface for 'WB Test Member One'. The 'Information' sub-tab is selected, displaying various user details. A 'Password' field is highlighted with a yellow bar, and its strength is indicated as 'Medium'. Two arrows are overlaid on the form: Arrow #1 points to the password input field, and Arrow #2 points to the 'Password Strength' indicator.

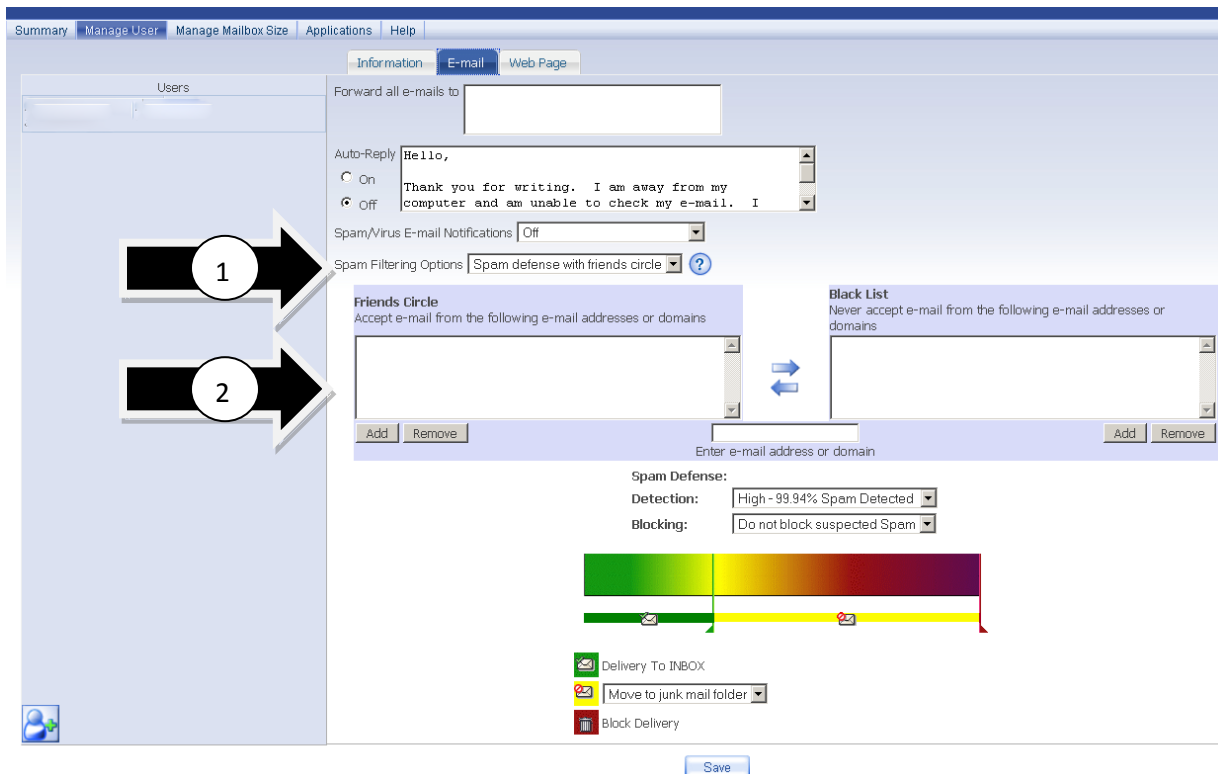
Choose a password (**Arrow #1**) that contains the following:

- At least eight characters
- Lower and upper case letters
- Numbers
- A symbol (!)

There are eight categories that range from "Not allowed" to "Strongest." Try to create a password that receives at least a "Strong" rating on the Password Strength Meter (**Arrow #2**).

## Choose Who Can and Cannot Email You

Aren't you sick of spam? Although we block most spam messages, you can reduce the number even more. Go to the "Manage User" tab and the "Email" sub-tab to create a Friends Circle and Black List.



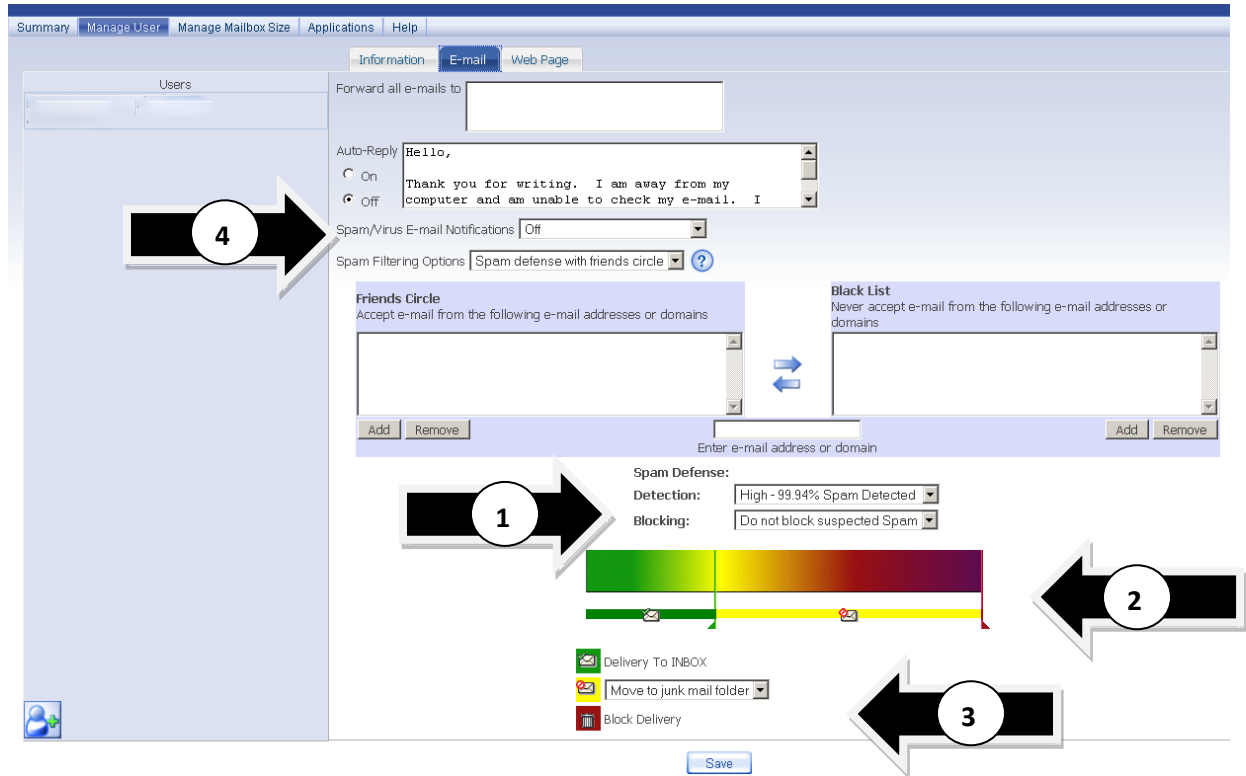
In the drop-down box next to "Spam Filtering Options" (**Arrow #1**), choose between the following three settings:

- **Spam Defense with Friends Circle** – This is the default option. It incorporates your Friends Circle and Black List information so that your friends' emails get through, but spam is blocked.
- **Friends Circle Only** – With this setting, you only receive emails from the addresses or domains you designate.
- **Friends Circle with Confirmation** – With this setting, if people outside of your Friends Circle send you an email, they will get an automatic reply asking them to prove that they are human (and not a computer). For instance, they might have to identify what is in a picture. Once they do this, you will receive their email. This setting prevents automated systems from sending you emails.

Populate your Friends Circle and Black List by adding information into the "Enter email address or domain" box and clicking the appropriate "Add" or "Remove" buttons (**Arrow #2**). When entering domains, begin with the "@" symbol; for example, "@google.com."

# Set Your Spam Defense

Control how much spam you get using new tools highlighted in the following screenshot.



Use the drop-down “Detection” and “Blocking” menus (**Arrow #1**) to determine how much spam you receive. The higher you set the detection level, the more rigorously the network will scan your incoming messages and identify those it suspects are spam. Then, with the “Blocking” drop-down menu, you can decide what to do with those messages that the network suspects are spam—block them outright, block most of them, etc. **Please note: Blocked messages are not recoverable!**

If you prefer to fine-tune your settings, you can use the slider (**Arrow #2**) instead of the dropdown menus. Here are a few hints:

- The farther you drag the green slider to the right, the more spam messages you will receive.
- The farther you drag the red slider to the left, the more spam messages will be blocked.
- The greater distance you leave between the green and red sliders, the more spam messages will either appear with a subject flag with the name of your choosing or sent to your junk mail folder.

Decide where you want spam/junk mail to go (**Arrow #3**):

- **Delivery to Inbox** – All of your emails will arrive in your inbox, including spam.
- **Set Your Subject Flag To** – The emails that your ISP suspects are spam will have a flag in the heading. In this box, you type in the subject heading for these messages. If you click on the down arrow next to "Set your subject flag to," you get the option to "Move to junk mail folder." This

way, the emails your ISP suspects to be spam will be delivered directly to your junk mail folder, not your inbox.

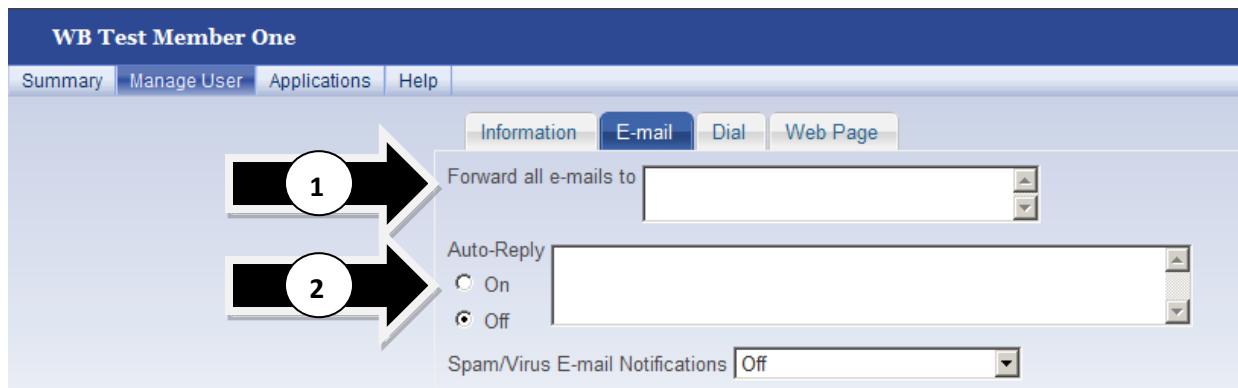
- **Block Delivery** – The messages that your ISP suspects to be spam will not be delivered.

### ***Evaluate Your Spam Filter Settings***

If you turn the Spam/Virus Email Notifications on (**Arrow #4**), you will see how well your spam filter settings are working. You can make adjustments at any time.

## **Consolidate Email Accounts and Take a Vacation**

Balancing multiple email accounts? Need an email holiday? Go to the “Manage User” tab, “Email” sub-tab. (This is the same screen that contains the spam filter options.)



### ***Forward Messages***

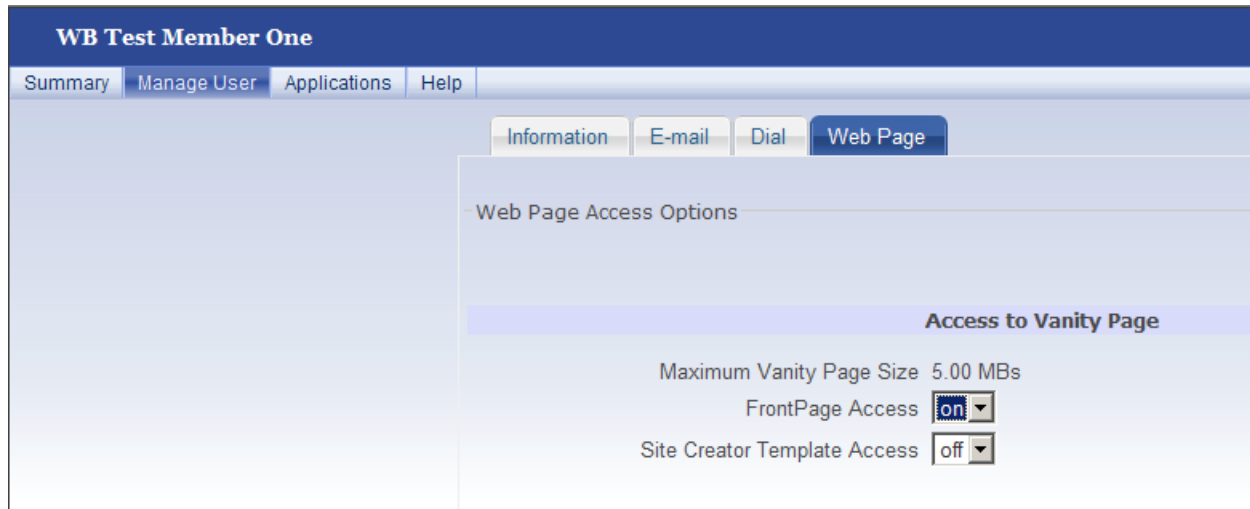
If you want to forward your emails to a different account, type that email address in this box (**Arrow #1**).

### ***Set Auto-Reply***

If you know you will not be answering emails for a certain period of time, turn on the Auto-Reply and type a message into the box that lets people know when you will be answering emails again (**Arrow #2**). To turn off the Auto-Reply, select "Off."

## Build Your Own Web Site

With the tools that we provide, it's easy to build your own Web site. Go to the "Manage User" tab and click on the "Web Page" sub-tab.



**FrontPage**, by Microsoft, is an HTML editor and Web site administration tool. If you create a Web site using FrontPage, turn the "FrontPage Access" to "on" using the drop-down menu. We support FrontPage versions up to and including FrontPage 2000.

**Site Creator** is a software program that helps you build your own Web site using easy, step-by-step instructions and templates. To use Site Creator:

- Turn "Site Creator Template Access" to "on" using the drop-down menu.
- Open a new browser with the URL: <http://sitecreator.gsinet.net> .
- Use the same username and password for Site Creator that you used to log into this Account Tool.
- If you have questions about using Site Creator, please call. We can send you the Site Creator User's Guide and answer additional questions.

## Manage Your Mailbox Size

The owner of the account can control his or her mailbox size. Go to the "Manage Mailbox Size" tab to view current mail usage and click on the plus and minus signs (*Arrow #1*) to adjust the size of the mailbox. The single plus and minus signs increase/decrease the size by one Megabyte (MB). The double plus/minus signs increase/decrease the size by ten MBs.

**WB Test Member One**

Summary | Manage User | Manage Mailbox Size | Applications | Help

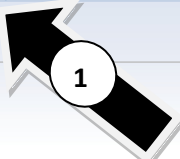
**Child-Account Mailbox Sizes**

A total of 1 account(s) are allocated, out of a possible 5.

User	Status	Maximum Mailbox Size	Current Mail Usage
BOSTON ROB (owner) bostonrob@truebanddemo.net	active	1000.00 MB	0.0 MB, 0 Messages

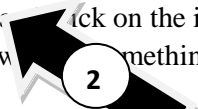
You have allocated 1000.0 MB out of your available total of 5.0 MB.

Save



## Add Additional Users

If you are the owner of the account, you can add up to four additional users (also called “child users”). You can also update their information at any time. Go to the “Manage User” tab and click on the icon with the person and plus sign (*Arrow #1 below*). After pressing on the icon, you will see something similar to the screen below.



**WB Test Member One** bostonrob@truebanddemo.net Logout

Summary | Manage User | Manage Mailbox Size | Applications | Help

Information | E-mail | Web Page

Users

New User

BOSTON ROB (owner)  
bostonrob@truebanddemo.net

Account Number 012

Domain truebanddemo.net

First Name

Last Name

Username

E-mail

Password

Confirm Password

Password Strength Password not entered

Status active

Address

User Address  Add more

Label User Address

Business

Address 1


Address 2

City  State  ZIP

Telephone

Phone Type  Phone Number  Add more

Save



Fill out the information on each of the sub-tabs. In the example above, this includes the Information, Email and Web Page sub-tab screens.

Additional users can update much of their own information as well. When they log on, they will see a “Summary” tab and an “Edit” tab, instead of a “Summary” tab and a “Manage User” tab.

## Set Mailbox Size for Additional Users

In addition to all the information that the owner of the account supplies for additional users under the “Manage User” tab, the owner of the account can determine the mailbox size for the additional users by going to the “Manage Mailbox Size” tab.

**WB Test Member One**

Summary | Manage User | **Manage Mailbox Size** | Applications | Help

**Child-Account Mailbox Sizes**

A total of 2 account(s) are allocated, out of a possible 5.

User	Status	Maximum Mailbox Size	Current Mail Usage
Bad Actor Stallone (owner) hack@truebanddemo.net	active	1000.00 MB	0.0 MB, 0 Messages
sylvia Stallone slimy@truebanddemo.net	active	1000.00 MB	0.1 MB, 2 Messages

You have allocated 2000 MB out of your available total of 5.0 MB.

Save

The status of user accounts can be "Active" or "Suspended" (*Arrow #1*). If the status is "Suspended," the user account is disabled. If you want to permanently remove a user from your account, you must contact us.