



**Creating/Managing
Email Accounts
User Guide**

June 2006

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Introduction

GSInet has **increased the number of email accounts that come with every Internet Access account from 5 to 20**, plus we're introducing two great new features that can give you more control over your Internet account: **more email storage space** and the **ability to add "child," or additional email accounts.**

Mail storage increased to 250 MB

Has your email box seemed a little full lately? Are you finding that you have to delete mail just to be able to send or even get mail?

Well, those days are over because we've increased the size of email storage to 250 MB across all of your accounts.

Depending on the type of account you have with us, you can distribute this 250 MB to one address or divide it among all of the addresses in your account.

So, if you have only one address, you could allocate all 250 MB of storage space to that one account. If you have five addresses, you could give them each 50 MB or distribute it in any variety of ways.

We do require that each email address have 5 MB of space as a minimum.

Add an address anytime

GSInet is now giving you the power to add an email address any time you want—without the need to call customer service!

Take a look. . .

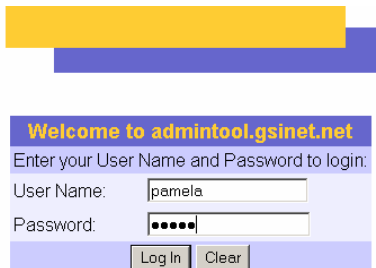
1. Login: Log in to your AdminTool, the online place where you can change your password and do other tasks related to your Internet account.

The Web address for your AdminTool is <http://admintool.gsinet.net>.

To login, enter your Internet account user name and password and click "Log In."

For this example, Catherine Diane is logging into her account with GSInet. Her user name is "pamela."

gsinet.net
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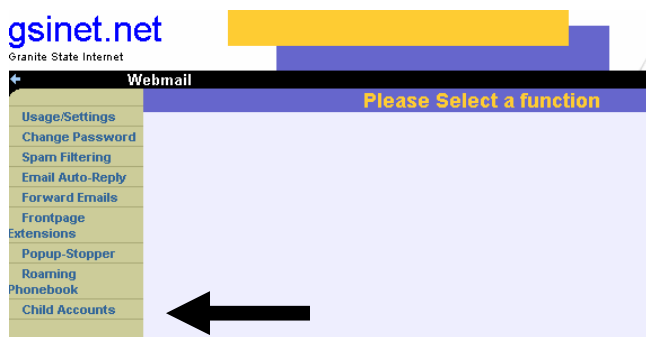
Welcome to admintool.gsinet.net

Enter your User Name and Password to login:

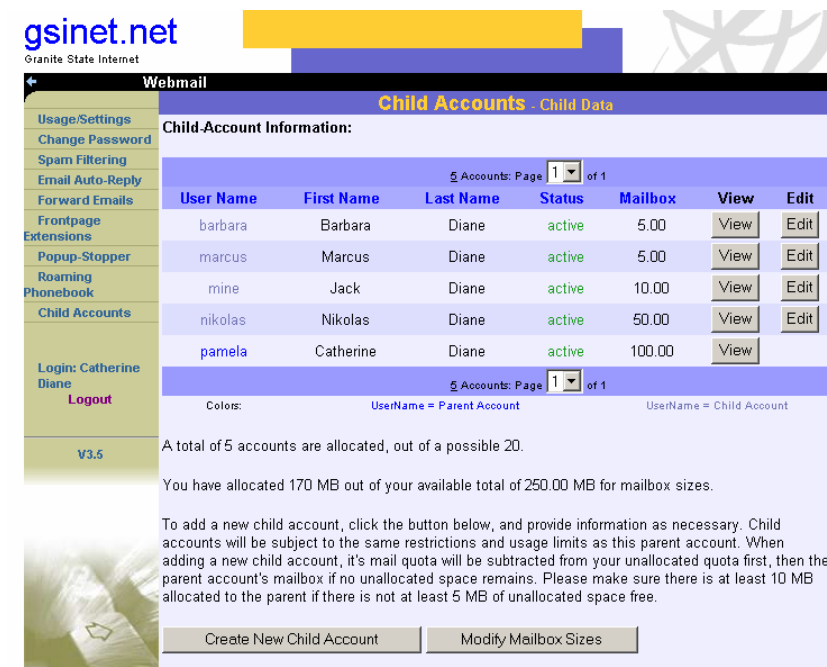
User Name:

Password:

2. Select “Child Accounts” from the menu on the left of screen.



3. Review the page. From this screen, you can do a number of tasks related to your account, including adding new email addresses as well as changing the size of the account’s email storage.



In this example,

- GSI.net has allocated 250 MB of mail storage space to Catherine Diane’s account.
 - Right now, only 170 MB of space has been allocated among the addresses that Catherine has in her account.
- Catherine Diane is the parent account.
 - Parent accounts are listed in blue.
- Catherine Diane has four child accounts.
 - Child accounts are listed in grey.
- All of the accounts are “active,” which means they can receive and send email.
- Catherine Diane can set up to 20 email accounts as part of the GSI.net’s standard offer.

Add a new address

Catherine Diane wants to add a new child account (or email address). As it states on the screen above, Catherine has used five of the 20 accounts available, so she can add up to 15 new child accounts.

To add the new account, Catherine clicks the “Create New Child Account” button.

At the “Child Accounts” screen, Catherine will enter the information about the account.

The screen is divided into two sections:

- Identity and Password Information
- Email Settings

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Webmail

Child Accounts

Identity and Password Information

First Name: Last Name:

User Name: Password:

Account: 555-5555 Password Verify:

*Required Fields

E-Mail Settings

Forward all emails to:
(separate multiple addresses with ";")

Spam Filtering Type:

Spam/Virus E-mail Notifications:

Spam Defense with Friends Circle:
Make sure you never miss e-mail from the people who matter most: your friends and family. Most users will want the power and flexibility of this level of Spam protection. You set the level of Spam Defense you want and define your Friends Circle by allowing email from specific addresses or domains. With Spam Defense and Friends Circle you get the e-mail you want yet block the e-mail you don't!

Friends Circle Only:
Your Friends circle allows you to receive email only from the addresses or domains that you authorize. If you subscribe to mailing lists, be sure to include those addresses in your Friends Circle.

Friends Circle with Confirmation:
Almost all spam is sent by automated computer systems. To help prevent automated systems from sending you mail, anyone not in your Friends Circle will be requested to authenticate or prove they are human. This helps to stop emails from automated systems from showing up in your inbox! If you subscribe to mailing lists, be sure to include those addresses in your Friends Circle.
We employ additional Spam protection that stops most Spam from reaching our e-mail servers. E-mail blocked by these servers will not reach your mailbox--even if you have included that address in your Friends Circle.

Next >>>

Now, we will go over what you do in each of these sections.

Identity and Password

Catherine is creating an account for Fava Bean and fills in all of the information for that new child account. All required fields appear in blue.

Child Accounts			
Identity and Password Information			
First Name:	Fava	Last Name:	Bean
User Name:	nicechianti	Password:	fritobandito1974
Account:	555-5555	Password Verify:	fritobandito1974
*Required Fields			

The User Name is the name that Fava Bean will enter when he logs in to check email. In this example, Fava Bean’s User Name is “nicechianti.” So, Fava Bean’s email address is nicechianti@gsinet.net

Note: Because Catherine controls the parent account that is adding the child account, she will enter and verify the password for the child account. Here, the password is “fritobandito1974.”

Email Settings

In the Email Settings area, you can:

- Enter email addresses to which you want to forward mail from this account.
 - This feature is useful, if you don’t get to check this account very often.
- Set Spam Filtering Type.
 - You can choose from three levels of Spam protection.
 - Spam Defense with Friends Circle.
 - Friends Circle Only.
 - Friends Circle with Confirmation
- Set the type of notice you want to receive when the system blocks Spam or Viruses from entering your mailbox.

E-Mail Settings	
Forward all emails to: (separate multiple addresses with ";")	<input type="text"/>
Spam Filtering Type:	<input type="text" value="Spam Defense with Friends Circle"/>
Spam/Virus E-mail Notifications:	<input type="text" value="Off"/>
<p>Spam Defense with Friends Circle: Make sure you never miss e-mail from the people who matter most: your friends and family. Most users will want the power and flexibility of this level of Spam protection. You set the level of Spam Defense you want and define your Friends Circle by allowing email from specific addresses or domains. With Spam Defense and Friends Circle you get the e-mail you want yet block the e-mail you don't!</p> <p>Friends Circle Only: Your Friends circle allows you to receive email only from the addresses or domains that you authorize. If you subscribe to mailing lists, be sure to include those addresses in your Friends Circle.</p> <p>Friends Circle with Confirmation: Almost all spam is sent by automated computer systems. To help prevent automated systems from sending you mail, anyone not in your Friends Circle will be requested to authenticate or prove they are human. This helps to stop emails from automated systems from showing up in your inbox! If you subscribe to mailing lists, be sure to include those addresses in your Friends Circle.</p> <p><small>We employ additional Spam protection that stops most Spam from reaching our e-mail servers. E-mail blocked by these servers will not reach your mailbox--even if you have included that address in your Friends Circle.</small></p>	
<input type="text" value="Next"/> <input type="button" value=">>>"/>	

In this example, Catherine Diane:

- Gives no forwarding email addresses.
- Sets Spam Filtering Type to “Spam Defense with Friends Circle.”
 - This means that Catherine can set the level of Spam detection for Fava Bean and define a friends circle for Fava Bean by allowing email from specific email addresses or domains that are authorized.
- Sets Spam/Virus notices to “Off.”

When she finishes, she clicks the “Next” button.

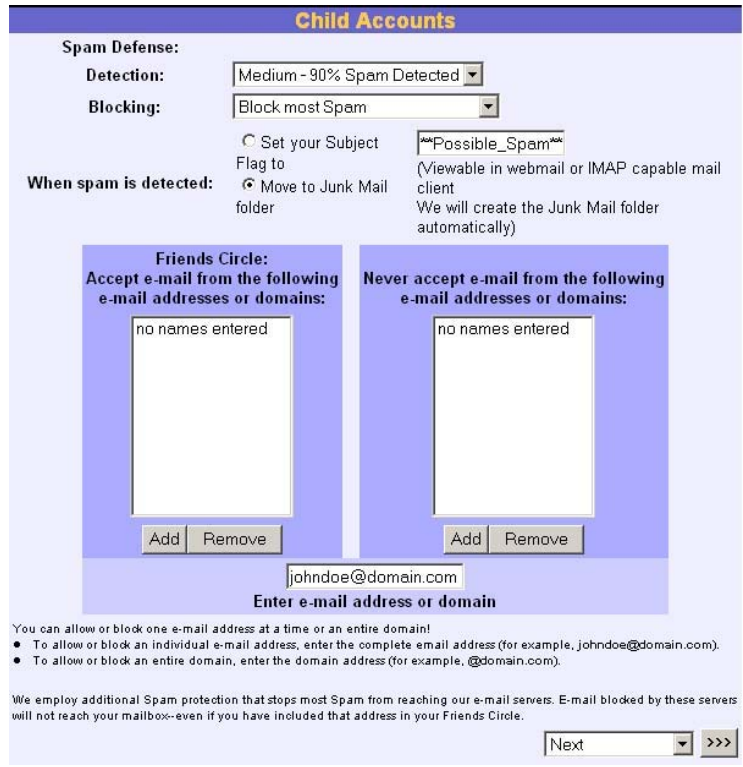
Spam Settings

At the next screen, Catherine Diane sets the Spam detection and blocking levels and can enter the email addresses that are part of Fava Bean’s friends circle.

In this example, she sets:

- Spam Detection at “Medium.”
- Spam Blocking at “Block most Spam.”

When Spam is detected by the system, Catherine has set it to be moved to the Junk Mail folder, which means it will not go to Fava Bean’s mailbox.



After making the changes to this screen, Catherine Diane clicks the “Next” button.

Create account

At the next screen, Catherine Diane reviews the information for the account before submitting the information.

In this example, all of the account information for the Fava Bean account is correct.

If any information were not correct, Catherine would select:

- **Modify User Data** to change identify information such as password, the name of the account, etc.
- **Modify User Access** to change Internet or email access information.



Because the information is correct, Catherine Diane clicks the “Create User” button.

Note on Deleting Email Accounts: If at any time you want to delete one of the additional email accounts you create, please contact Customer Care and we’ll be happy to assist you.

Print or Email information

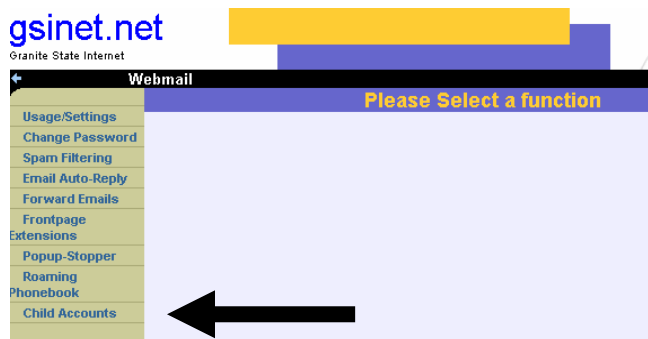
The final screen displays the information for the new account and gives the option to print or email the information:

- Click the “Print” button in the upper left corner of the screen to print.
- Click the “Email” button to send the information via email.

Allocate mailbox space

Now that Catherine Diane has created a new child account, she must give the account email storage space.

To do that, she selects “Child Accounts” from the menu on the left.



At the Child Accounts—Child Data screen, Catherine reviews all of the email accounts associated with her account. There are five child accounts and one parent, making a total of six accounts.

Notice that the account for Fava Bean has been added and is in “active” status.

Notice also that the mailbox size (in megabytes or MB) is provided.

Child Accounts - Child Data

Child Account Information:

Accounts: Page 1 of 1

User Name	First Name	Last Name	Status	Mailbox	View	Edit
barbara	Barbara	Diane	active	5.00	View	Edit
marcus	Marcus	Diane	active	5.00	View	Edit
mine	Jack	Diane	active	10.00	View	Edit
nicechianti	Fava	Bean	active	5.00	View	Edit
nikolas	Nikolas	Diane	active	50.00	View	Edit
pamela	Catherine	Diane	active	100.00	View	

Accounts: Page 1 of 1

Colors: [UserName = Parent Account](#) [UserName = Child Account](#)

A total of 6 accounts are allocated, out of a possible 20.

You have allocated 175 MB out of your available total of 250.00 MB for mailbox sizes.

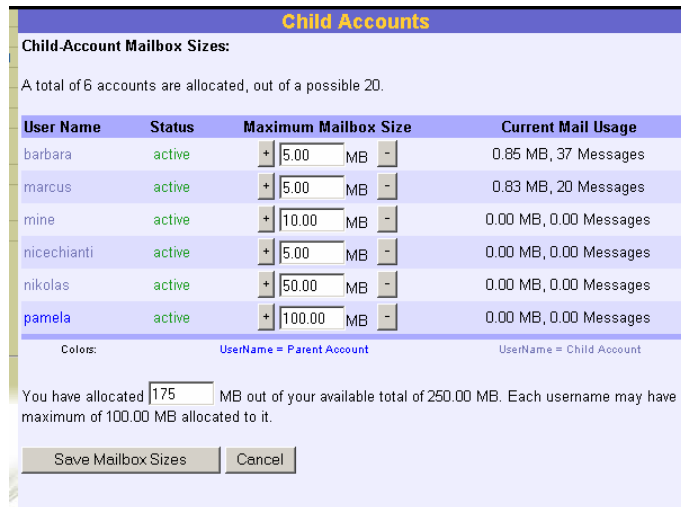
To add a new child account, click the button below, and provide information as necessary. Child accounts will be subject to the same restrictions and usage limits as this parent account. When adding a new child account, it's mail quota will be subtracted from your unallocated quota first, then the parent account's mailbox if no unallocated space remains. Please make sure there is at least 10 MB allocated to the parent if there is not at least 5 MB of unallocated space free.

[Create New Child Account](#) [Modify Mailbox Sizes](#)

If Catherine would like to change the email storage amounts for any of the accounts, she can do so by clicking the “Modify Mailbox Sizes” button.

At the next screen, Catherine can:

- Review the mailbox storage for all of the accounts
- Check the amount of storage available
 - In this case, the account has allocated 175 of the 250 MB available
 - Catherine could distribute 75 MB among the six accounts
- Check the limits the GSInet has set
 - In this case, the GSInet has set a maximum of 100 MB per account
- Add or subtract mailbox size

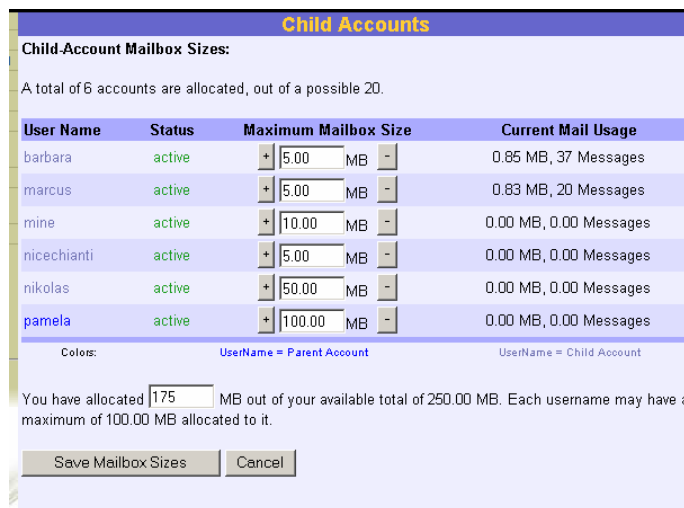


How to add or subtract mailbox space

To be able to add mailbox space to a child account, the parent account must have at least 10 MB in it.

In this example, Catherine Diane has 100 MB. So, Catherine can add mailbox space to any of the accounts.

The child account “nicechianti” has only 5 MB of mailbox storage. To increase the mailbox size for this account, Catherine clicks the plus sign (+) one click until she reaches the desired size.



In this example, Catherine will increase the mailbox size for nicechianti to 15 MB.

Now Catherine will have allocated 185 out of the total 250 MB available.

To save, Catherine clicks the “Save Mailbox Sizes” button.

After saving, we return to the Child Accounts—Child Data screen. You can see that all changes have been saved.

Child Accounts - Child Data

Child-Account Information:

Accounts: Page 1 of 1

User Name	First Name	Last Name	Status	Mailbox	View	Edit
barbara	Barbara	Diane	active	5.00	View	Edit
marcus	Marcus	Diane	active	5.00	View	Edit
mine	Jack	Diane	active	10.00	View	Edit
nicechianti	Fava	Bean	active	15.00	View	Edit
nikolas	Nikolas	Diane	active	50.00	View	Edit
pamela	Catherine	Diane	active	100.00	View	

Accounts: Page 1 of 1

Colors: [UserName = Parent Account](#) [UserName = Child Account](#)

A total of 6 accounts are allocated, out of a possible 20.

You have allocated 185 MB out of your available total of 250.00 MB for mailbox sizes.

To add a new child account, click the button below, and provide information as necessary. Child accounts will be subject to the same restrictions and usage limits as this parent account. When adding a new child account, it's mail quota will be subtracted from your unallocated quota first, then the parent account's mailbox if no unallocated space remains. Please make sure there is at least 10 MB allocated to the parent if there is not at least 5 MB of unallocated space free.

[Create New Child Account](#) [Modify Mailbox Sizes](#)

For more information. . .

Ask GSInet Customer Care for other tips and guides for your account, especially if you want to learn more about:

- How to change your password
- How to set Spam Detection
- Other things about your account