

Configuring Pooled Storage with CMS

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Table of Contents

- CONFIGURING POOLED STORAGE WITH CMS 1**
- 1.0 POOLED STORAGE WITH CMS 1
- Overview..... 1
- 2.0 REPORTS..... 3

1.0 Pooled Storage with CMS

Overview

This document outlines the instructions for configuring Pooled Storage with CMS.

NOTE: To administer Pooled storage for users, administrators will need to log in with their Administrator ID or the Postmaster ID. If you are logged in as yourself and are an administrator you can modify all other users' storage but your own. You will need to log in as the Postmaster to edit your own storage.

1. Once logged in you will start at the Welcome Postmaster Screen.
2. Click the **Administration** link on the left navigation to open the **Service Administration Center**.

The screenshot shows the 'Service Administration Center' interface. On the left is a teal navigation sidebar with links: 'Configure Webmail' (sub-links: Colors and Fonts, Welcome Letter, Welcome Page, About Us Page, Login Page, S4 Mullen Test Logo, Taglines, Settings), 'Manage Users', 'Manage Group Lists', 'Configure Services', 'Configure Calendar', 'Online Reports', 'Help/Feedback', 'Return to Webmail', and 'Logout'. The main content area has a header 'Service Administration Center' with a 'Help?' button. Below is a 'Webmail Configuration Menu:' section with a paragraph: 'Administrators may customize the Webmail service features. To set your preferences, select from the options listed below.' It lists several options: 'Colors and Fonts', 'Welcome Letter', 'Welcome Page', 'About Us Page', 'Login Page', 'S4 Mullen Test Logo', 'Taglines', and 'Settings', each with a brief description. At the bottom, there is a copyright notice: 'Copyright © 1998-2007 USA.NET, Inc. All Rights Reserved. Users of this site agree to be bound by the Terms and Conditions of USA.NET's messaging service.'

3. Click the **Manage Users** Link on the left navigation.
 - a. There are several ways to search for a user:
 - **User ID**
 - **Last and First Name**
 - Click on the **Letter** of the Alphabet to list all users that begin with that specific letter.
 - Click on **All** (in the alphabet bar) to list all users, including those with administrator privileges.
 - b. Click the **List All Administrators** button to find users with administrator privileges.

The screenshot shows the 'Manage Users' page in the 'Service Administration Center'. The left sidebar is identical to the previous screenshot. The main content area has a header 'Service Administration Center' with a 'Help?' button. Below is a 'Manage Users' section with a paragraph: 'From this menu, administrators can create new accounts, or update user information such as the password, User ID, administrative privileges, and name for any given account.' It then says: 'To search for a specific user, enter their User ID, Last name, or Last name and First name in the appropriate fields, and click the "Search" button.' Below this is a 'Search for a User' form with fields for 'User ID:', 'Last Name:', and 'First Name:', and a 'Search' button. A circled 'A' is next to the 'First Name' field. Below the search form is a toolbar with a 'New' button, a 'List All Administrators' button (circled 'B'), and an alphabet bar with letters 'A' through 'Z' and 'All'. Below the toolbar is a message: 'Use Search Option or the Alpha Toolbar to View Users'. At the bottom, there is another identical toolbar with the 'List All Administrators' button highlighted.

4. Click on a user in the list to Update their Profile, Packages and Storage settings.
5. To add additional storage to a user, enter the desired amount in the Additional Storage field.
 - Additional Storage: (xxMB available of xxxxMB purchased) – This shows the available additional storage that can be allocated.
 - Additional Storage xxMB – Enter the amount you would like to add for this user. Remember this amount will be added to the amount selected in the Package above. You are not able to add more storage than what is available at this time.
5. Click **OK** to save changes.



Update User Profile

Help?

You can update the User ID, password, and name for the new account. You must select an available account package for this user and can also change the aliases on which the user is included. Click the "Ok" button when finished updating the account.

User ID: @mullen.postoffice.net

Password:

First Name:

Last Name:

Preferred language:
 ENGLISH PORTUGUÉS
 ESPAÑOL

Time Zone:

Edit Profile Data:

Administrative Access:

Administrator Privileges:

- WebMail Configuration Manage Other Administrators
- Modify User Configure Services
- Create User Review Administrative Reports
- Delete User Manage Calendar
- Suspend User All Privileges
- Login As User

Enterprise Messaging Packages:

Package	Available
<input checked="" type="radio"/> Std w/o Encryp - 50MB	293
<input type="radio"/> Std w/o Encryp - 5MB	66
<input type="radio"/> Std w/ Encryp - 50MB	398
<input type="radio"/> Std w/Wireless w/o Encryp - 500MB	55
<input type="radio"/> Forward Only - 1MB	8
<input type="radio"/> POP & Fwd - 25MB	4997
<input type="radio"/> IMAP, POP & Forward w/ Virus & Spam - 40MB Send - 100MB Receive	10
<input type="radio"/> IMAP, POP & Forward w/ Virus & Spam - 200MB Send - 500MB Receive	9
<input type="radio"/> IMAP, POP & Forward w/ Virus & Spam - 10MB Send - 25MB Receive	8

Additional Storage: (6MB available of 6000MB purchased)

Additional Storage MB

Remove from Group Lists:

- Alias
- Alias test group
- New Group
- New Group 2
- New Old Group
- shelly 2
- shelly1012

Add to Group Lists:

- 30 Testers
- Alias
- Alpha Group
- another new group
- BB Group
- Curt Group
- Curt3 group
- Curts Group
- Empty Group
- Group 1

NOTE: Once additional storage is allocated to a user, it will appear in the User list.

admin * THE ADMIN Std w/o Encryp - 50MB + 2MB

2.0 Reports

1. Click on **Online Reports** in the left navigation to show the **Additional Storage** report which shows what has been allocated to each user.

The screenshot shows the Service Administration Center interface. On the left is a teal navigation sidebar with the following links: [postmaster@mullen.postoffice.net](#), [Configure Webmail](#), [Manage Users](#), [Manage Group Lists](#), [Configure Services](#), [Configure Calendar](#), [Online Reports](#), [Package Usage](#), [Storage Usage](#), [Additional Storage](#), [Premium Reports](#), [Help/Feedback](#), [Return to Webmail](#), and [Logout](#). The main content area has a header "Service Administration Center" with the USA.NET logo on the right. Below the header is a teal bar for "Storage Allocation Report" with a "Help?" button. The main text states: "The Additional Storage Report provides administrators with a list users that have been allocated additional storage." Below this, it shows "Total Storage Available: 6000MB" and "Total Storage Allocated: 1391 MB". A table lists the users and their allocated storage:

User	Allocated
storagetest2@mullen.postoffice.net	500MB
storagetest@mullen.postoffice.net	500MB
storagetest3@mullen.postoffice.net	391MB

At the bottom of the page, there is a "Cancel" button.

2. Click the **Logout** link on the left navigation, to logout of CMS.

Additional Company Information

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