ChoiceMail's Administrative Login Guide

ChoiceMail Enterprise provides you with an Administrative Login from which you can control Global settings and administer User Accounts all through a web interface. This gives you the ability to establish a company wide whitelist, blacklist or permission rules all of which will be applied to every user's account and it will supersede that user's individual settings. The user does not have access to these global rules when they login.

For example if you decide that your company should not receive mail from the xyz.com domain, just add that domain to the Global blacklist. It won't matter if a user has xyz.com on their whitelist, they will never receive mail from that domain. Of course the system works the same in reverse — you can add domains to the Global whitelist and you don't have to worry about users either not having that domain on their accepted whitelists or blocking it.

The web address you use to administer ChoiceMail Enterprise is::

http://ChoiceMailServerIPorName:8080/admin_login.html

If you changed the HTTP server port connection in ChoiceMail Enterprise from 8080 to some other port then use that other port in place of 8080 in the URL.
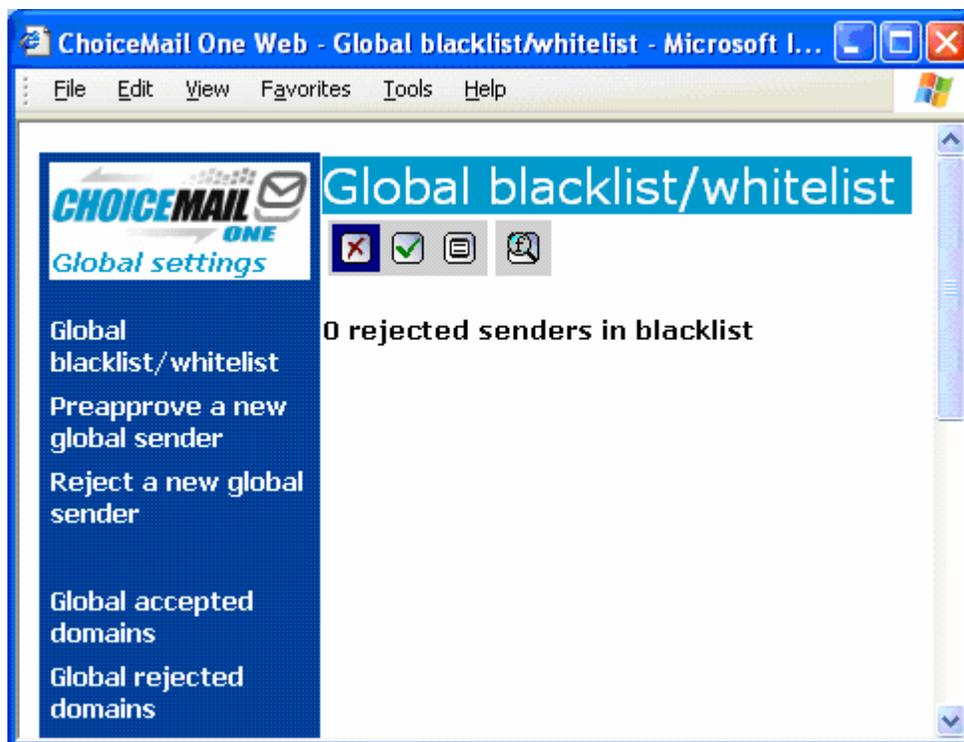
Screen 1
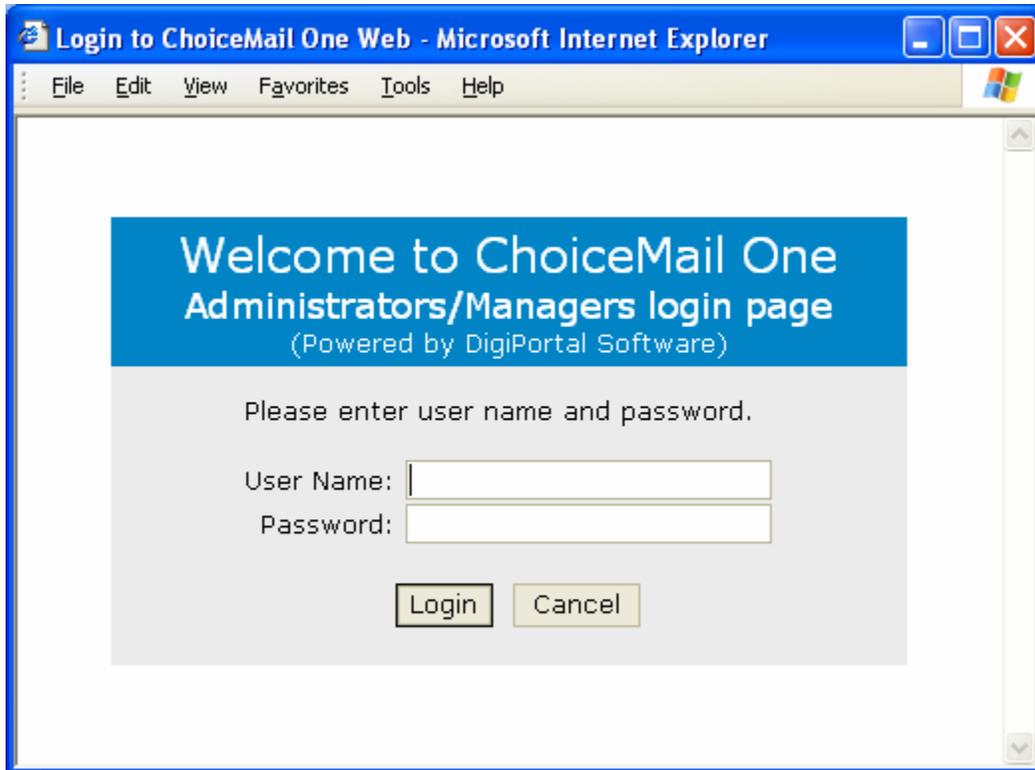
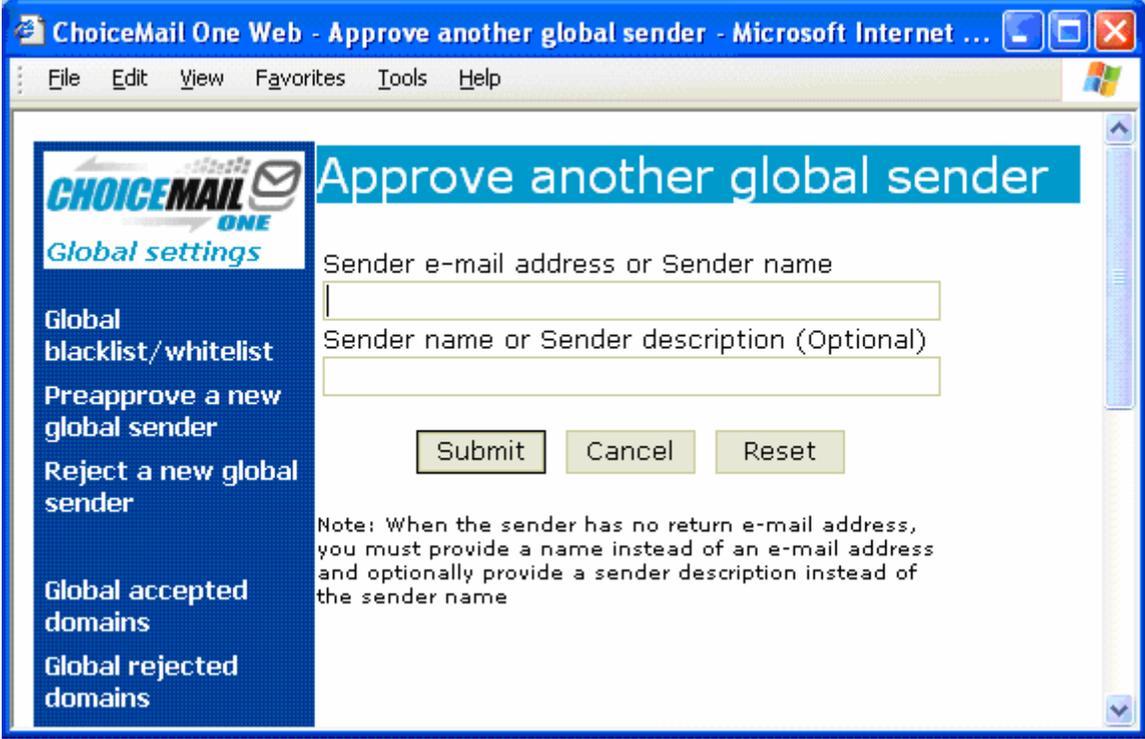**1**. ChoiceMail's Administrative Login Screen:

Your username and password are exactly the same as those you used when you first logged into ChoiceMail. When originally setting up your account in ChoiceMail you should have chosen your Access Level to be Administrator. If you are not able to access the next page please go back and make sure that you have set yourself as an Administrator and you have the correct username and password.

Screen 2

2. This is the Global blacklist and whitelist screen. From this screen you can view either the email addresses that you have on your Global blacklist (**X**) or the email addresses that you have on your whitelist (✔).

Screen 3

3. From the Approve another global sender screen, you can continue to build your whitelist by typing in an individual's email address and either enters in their name or description. This isn't the most efficient way of building a whitelist but you are able to add in individual accounts if you like.

Screen 4

4. The Reject another global sender screen is much like the screen above but this is where you would enter in email addresses that you wish to blacklist. It is important to note that there is no way to upload a blacklist to ChoiceMail because there is no need. ChoiceMail will block everything that either isn't on a whitelist or for which a permission rule hasn't been written to allow it in. We do not recommend that you add email addresses to the blacklist unless you know the actual source of the email. Almost all email addresses from spammers are bogus and rarely repeated and adding them to ChoiceMail will not really decrease the amount of Unknown Senders you receive.

Screen 5
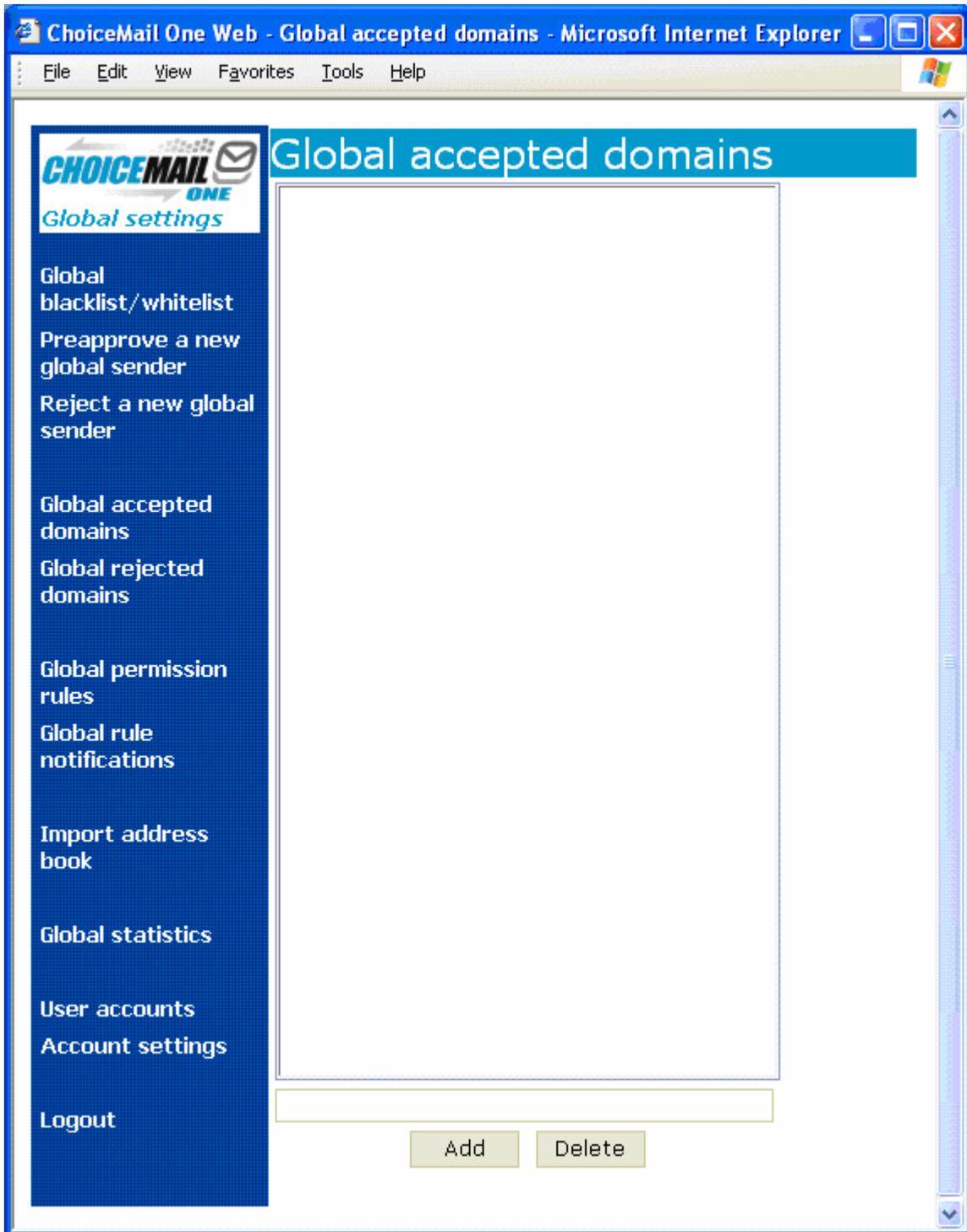
5. To add a domain to the Accepted domains list simply type it into the box and click Add. Please keep in mind that you should be careful about adding domains to your accepted list because it does expose that domain to potential abuse if a spammer uses one of these domains to gain access. However most personal or company domains are probably safe so if your company does business with another entity on a regular basis just enter in their domain and all email from their company will pass through ChoiceMail with out a Challenge.

Screen 6

6. Permission rules allow you to either let mail in or keep mail out based on their content. Because ChoiceMail already blocks all mail coming in if the address is not on one of your whitelists, permission rules are typically used to create exceptions for mail that should allowed through without being challenged. For example, in some cases (but surprisingly, not that many cases) the sales department of a company would like to cut down on the number of potential customers being challenged yet still be protected from spam. To do this you can create

permission rule that looks for key words that may appear in a typical email from a potential customer.
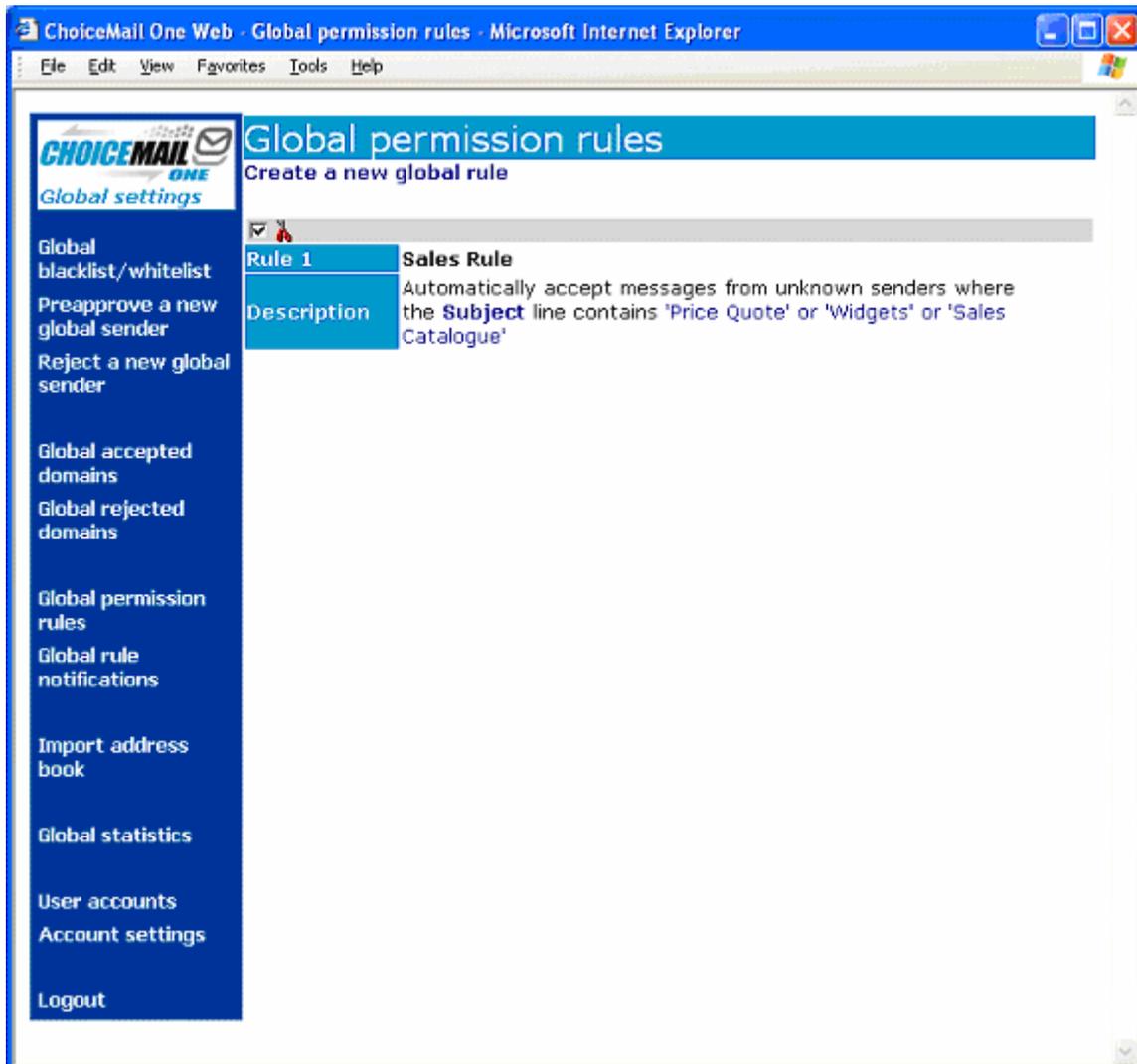
Screen 7
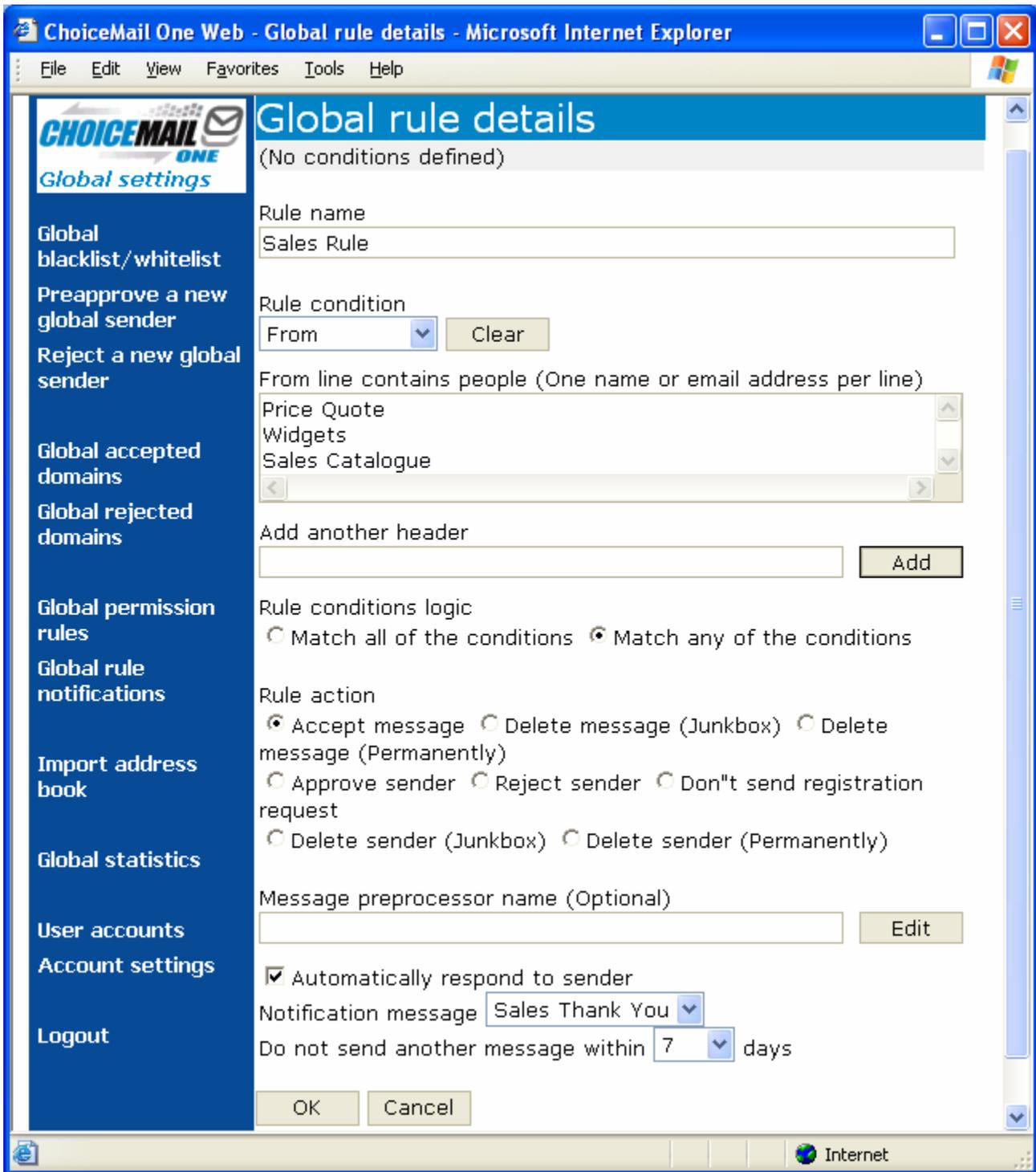
7. For example to create a new rule for the sales department:
    A. Rule Name : Simply type in a name for your rule, in this case 'Sales Rule'
    B. Rule Condition: Is where you tell ChoiceMail in what part of the email to look, in this case we have chosen the Subject line.

C. Next you need to type in what words or phrases you would like ChoiceMail to look for in the subject line. We have chosen Price Quote, Widgets and Sales Catalogue. As you can see each word or phrase must be entered on a separate line.
D. Rule Condition Logic: This is where you tell ChoiceMail if all the words or phrases must be present in the email or just some. We have chosen to 'Match any of the conditions' where if one of the words or phrases.
E. Rule Action: Once ChoiceMail has determined that at least one of the words or phrases is present in the Subject line, we need to tell ChoiceMail what we want to do with the email; in this case we have chosen to accept the email. So this email will pass through ChoiceMail on to its intended recipient with out the sender ever being sent a challenge message.
F. Automatically Respond to Sender: You can choose to create a message that will be sent to the sender letting them know that their message has been received. Here we have already created one that just sends out a Thank you note to the sender.
G. To save your rule simply click OK at the bottom and your rule will be in place.

Screen 8

8. Your rules will appear here and as you add new ones you can move them around based on which order you would like ChoiceMail to consider them.

Screen 9
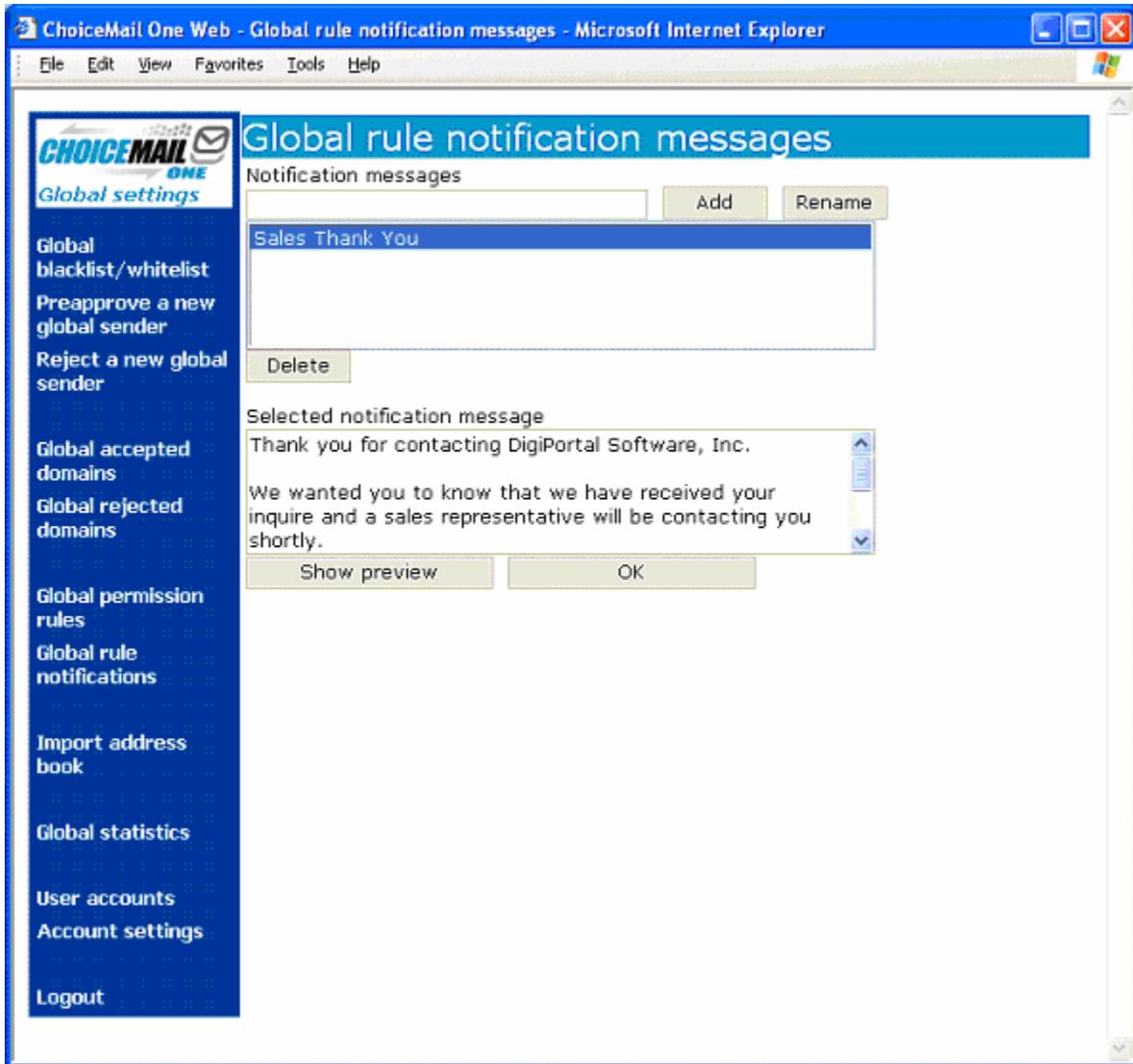
9. You can create Global Notifications and assign them to the various rules that you have created. First, type in a Name for the notification and click on Add. Next, type in the text you would like to send back to the sender.
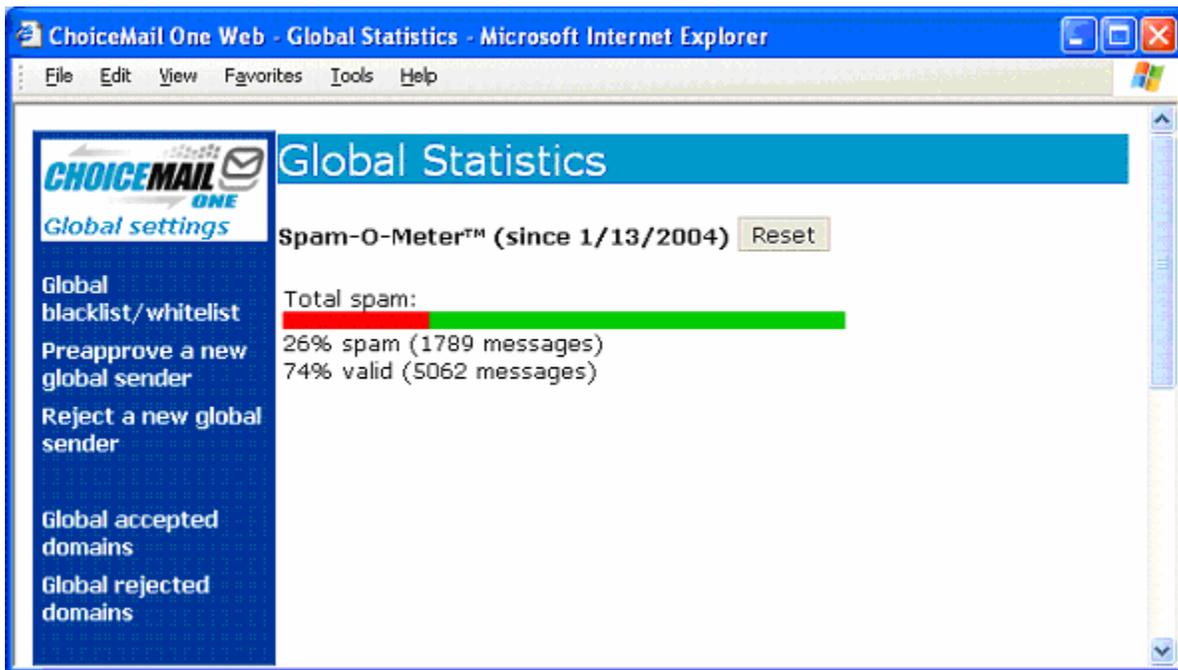
Screen 10
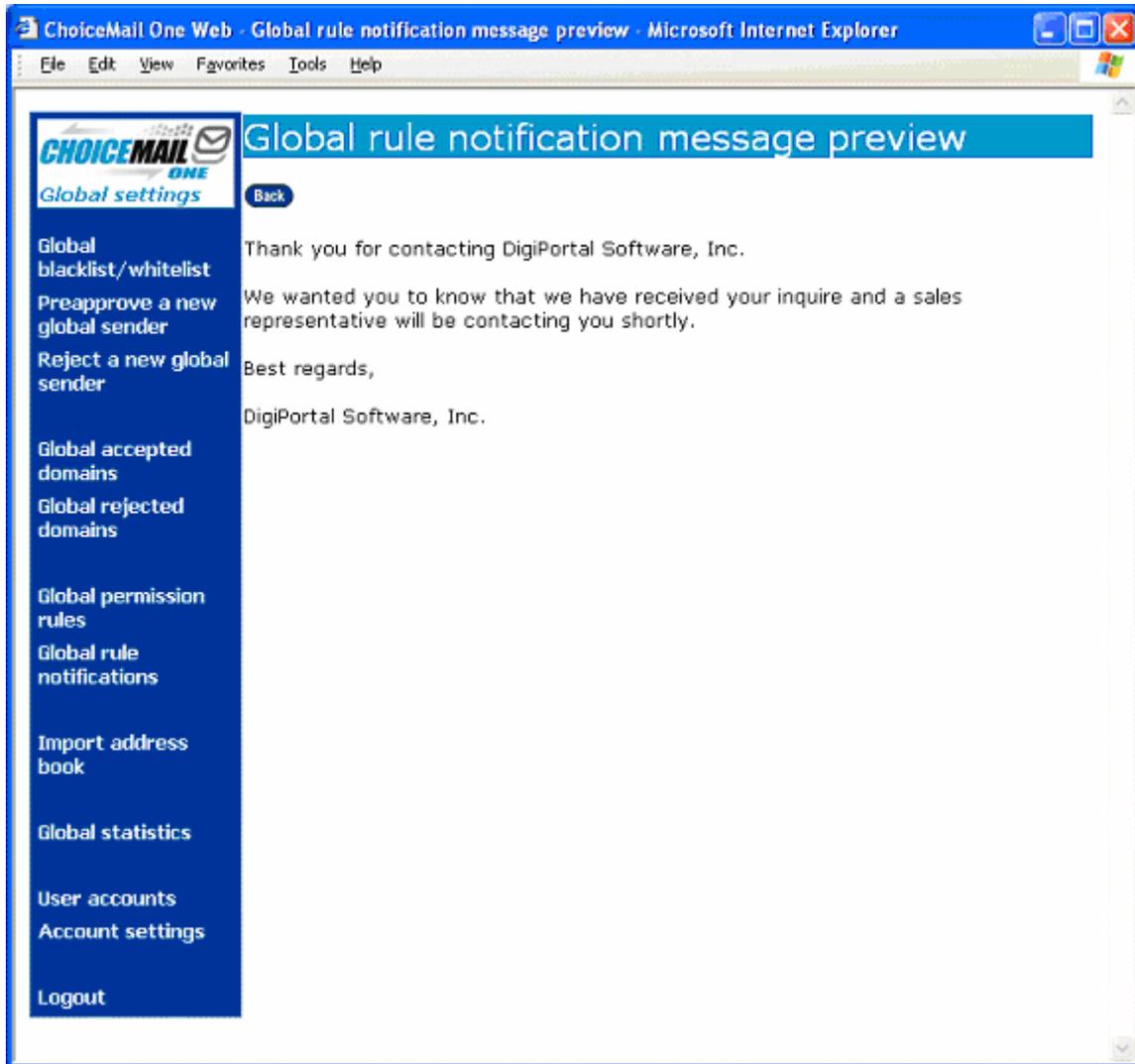
10. By clicking on 'Show Preview' you can see the message that will be sent back to the original sender. In this case this message will be attached to our Sales Rule and if an email comes in that matches our rules conditions this notice will be sent back.

Screen 11
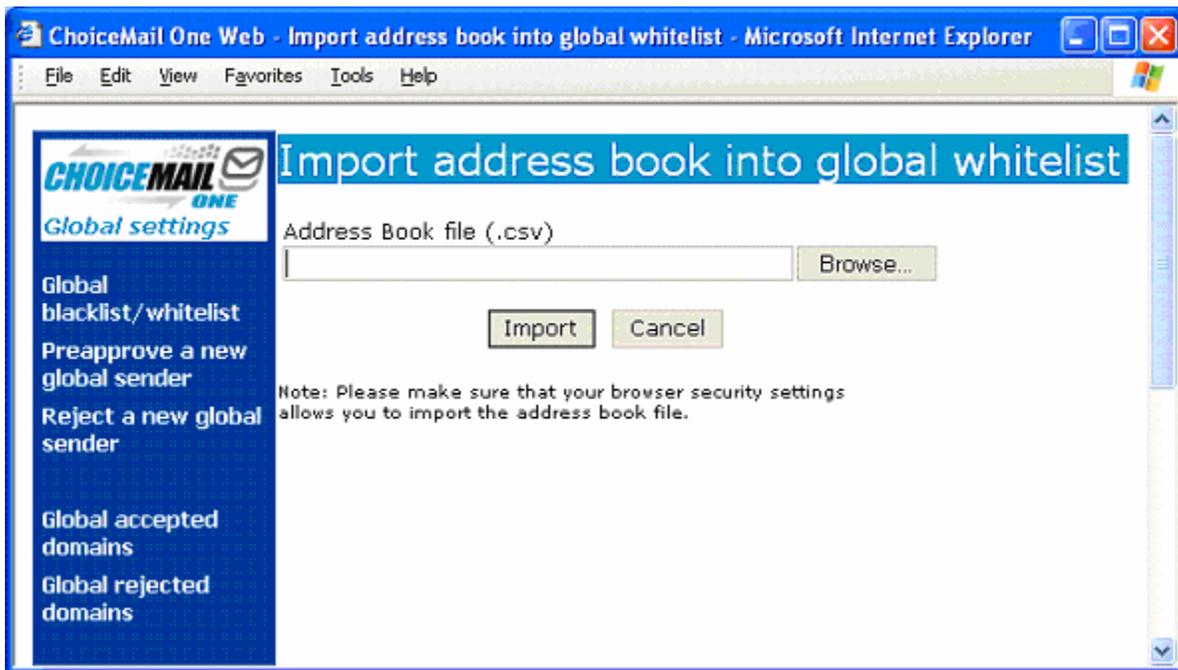
11. If you would like to create a Global whitelist you can export everyone's contact lists to a standard **.csv** file and import it here. So rather then just importing an individual's contact list just to their ChoiceMail account where only they will receive the benefit , import all users' contacts lists here and everyone will start out with a much larger list. This is also beneficial when you have a customer who deals with more then one person in your company you do not have to worry about them getting multiple challenge messages every time he or she sends an email to someone new within your company.

Screen 12

12. The Spam-O-Meter shows you the total amount of spam and valid messages that are being sent to the users that are set up in ChoiceMail.

Screen 13
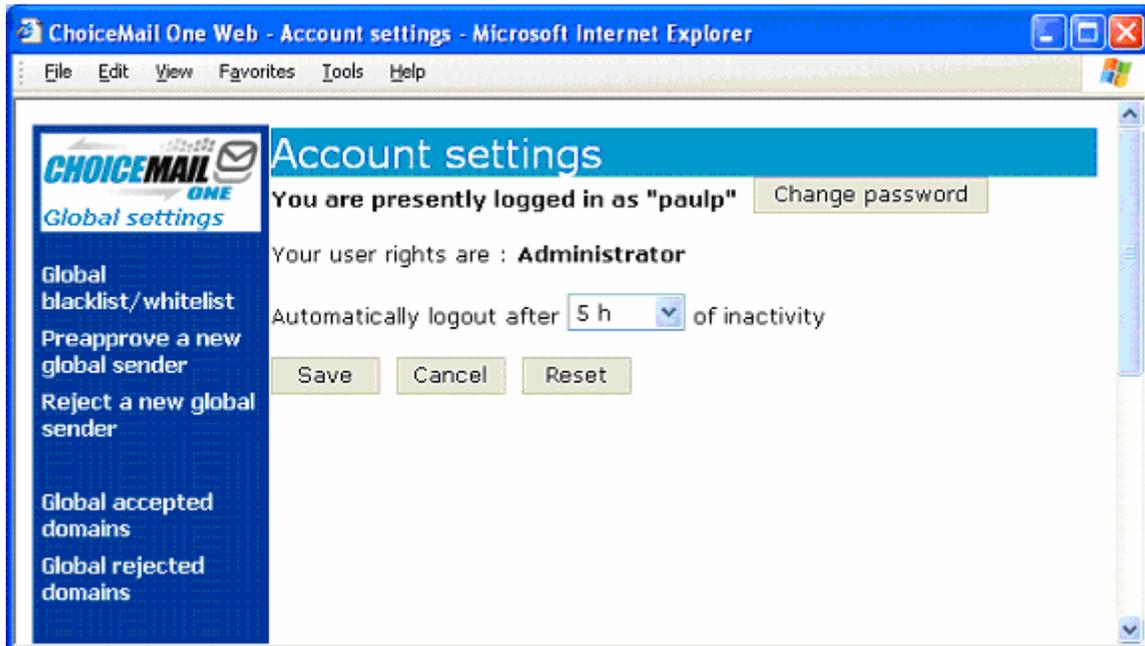
13. Account settings lets you change the amount of time of inactivity after which point ChoiceMail logs you out of the web interface automatically.