



CONFIGURING FUSE BUSINESS

This tutorial will walkthrough with you on how to configure your Fuse Business Account. You will learn how to setup your domain name for use with EmailHosting.com, as well as creating sub-accounts.



EmailHosting.com Business

Welcome to EmailHosting.com!

With your account ready to go, you may now log in and get started. This guide will help you as you begin setting up your email account. Please feel free to contact us at anytime should you need assistance.

With EmailHosting.com Business you can setup additional EmailHosting.com accounts for members of your organization. All of your EmailHosting.com accounts within your organization can share email, address book, calendar, notes, tasks and journal folders.

In this tutorial, you will learn:

1. How to setup your domain name with EmailHosting.com.
2. How to create email aliases.
3. How to create sub-accounts.
4. How to share folders.
5. Branding your Webmail.
6. Your Administrative Interface.



Setting up your domain name

With EmailHosting.com's Fused Group you may setup multiple accounts for use with your domain. EmailHosting.com supports all TLDs (Top Level Domain). You can set up your domain name with us via one of the following options:

1. Have EmailHosting.com host your DNS
2. Alter your MX record point to EmailHosting.com.

METHOD 1: Have EmailHosting.com Host your DNS

This method involves changing your DNS (Domain Name Servers) and pointing them to EmailHosting.com. If you have a website configured for that domain name, you can use EmailHosting.com's Domain Name Management utility to point to your website as described later in this tutorial.

1. Open your **web browser**.
Type in *www.EmailHosting.com* in the address bar.
2. Log in with your **username** and **password** that you signed up with when you created your account.
3. Use the **navigation bar** and select **Settings**.



To the right is a picture of the EmailHosting.com settings bar which lists the different pages of settings options you can change.

4. Select **Domain Names** from this menu to add your domain name to EmailHosting.com.



You will then be shown the Domain Names Home Page.

Domain Names

Domain Names

This is where you should add all of the domains that you would like the EmailHosting.com, LLC server to accept mail at. Once your domain names are setup you can use these for mail aliases, mail forwarders, mail autoresponders, and POP3 accounts.

With your domain name you have two options on how it is handled within EmailHosting.com, LLC.

1.) You can have EmailHosting.com, LLC host your DNS for your domain name. We offer a DNS management interface for you to setup all of your DNS records

You should setup the DNS servers on your domain name with the registrar that you purchased the domain name. Please set them to

NS.MAILANYONE.NET
NS2.MAILANYONE.NET

2.) You can host your DNS elsewhere. If you have a webhosting company or other provider hosting your DNS you should use this option. First you must add the domain name. Finally, you must contact your DNS administrator to set your MX record to:

MX.MAILANYONE.NET

It is also recommended that you add the below SPF (sender policy framework) TXT record:

v=spf1 include:mailanyone.net ~all

[Add a domain](#)

Select	Domain	EmailHosting.com, LLC host DNS	Custom login website

You currently do not have any domain names configured. Click on Add a domain above

[Edit Domain](#) [Delete Domain](#)

[Basic DNS Management](#) [Advanced DNS Management](#)

5. Click the **Add a domain** link to add your domain.

You will then be shown the **Add a Domain** page

Domain Names

Add a Domain

Domain Name: *

Host DNS: *

Enable custom webmail login website:

Website login HTML:

[Add Domain](#)

- Type your domain name in the Domain Name field and check the **Host DNS** box. If you want to have a custom login page to access your Webmail from your domain name, simply tick the **Enable custom Webmail login website**. Your Webmail will be accessible at: <http://webmail.yourdomain.com>
- Click the **Add Domain** button.

Domain Names

Select	Domain	EmailHosting.com, LLC host DNS	Custom login website
<input type="radio"/>	yourdomain.com	Yes	Yes <u>URL</u>
	<input type="button" value="Edit Domain"/>		<input type="button" value="Delete Domain"/>
	<input type="button" value="Basic DNS Management"/>		<input type="button" value="Advanced DNS Management"/>

At this point you are ready to be the administrator for the email services on your domain name when EmailHosting.com becomes the email service provider. You will now need to login to your domain name registrar and change your name servers to:

NS1.EMAILHOSTING.COM
NS2.EMAILHOSTING.COM



You will find more information about how to change your NameServers by referring to your domain name registrar's help section. Note that there might be a delay (24-48hrs) before the new NameServers propagate.

Once this has happened, EmailHosting.com will be your email service provider and you will receive emails using your domain name after you have configured your mail aliases.

METHOD 2: Alter your MX record to point to EmailHosting.com

MX stands for **mail exchange** record, an entry in a domain name database that identifies the mail server that is responsible for handling emails for that domain name.

1. Follow **steps 1 to 5** as outlined above.
2. Type your domain name in the Domain Name field. (**Do Not Check the Host DNS box**) Note that custom Webmail login is not available when you use MX.

Domain Names

Caution, you must **own** the domain name or have **administrative** rights over the domain name that you are about to add. Adding domain names that do not belong to you is a violation of the terms of service.

Add a Domain	
Domain Name: *	<input type="text" value="yourdomain.com"/>
Host DNS: *	<input type="checkbox"/>
<input type="button" value="Add Domain"/>	

Domain Names

Caution, you must **own** the domain name or have **administrative** rights over the domain name that you are about to add. Adding domain names that do not belong to you is a violation of the FuseMail terms of service.

Add a Domain	
Domain Name: *	<input type="text" value="yourdomain.com"/>
Host DNS: *	<input type="checkbox"/>
<input type="button" value="Add Domain"/>	

3. You will now need to change the MX record for your domain name. If you are able to alter your own record, change your MX record to point to **mx.emailhosting.com**. If you are unable to do this yourself, you will have to contact your current administrator. Usually this will be the company which hosts your current web page. You will need to request the following.

To tech support,

I have decided to utilize EmailHosting.com to host my mail services. Could you please alter my **MX** record for **mydomain.com** to point to **MX.EMAILHOSTING.COM** as soon as possible.

Thanks!

Once this has happened, EmailHosting.com will be your email service provider and you will receive emails using your domain name.



Creating Aliases for your Domain Names

Why create aliases?

An alias points incoming emails to an actual account. For example, if someone sends an email addressed to info@yourdomain.com, EmailHosting.com needs to know which EmailHosting.com account to deliver the email to.

If you do not set up an alias, no emails will be delivered and the sender will be told that the email address does not exist.

You are also able to set up a "**catch all**" email alias, which will ensure ALL emails sent to ANY address at your domain will be sent to your mailbox.

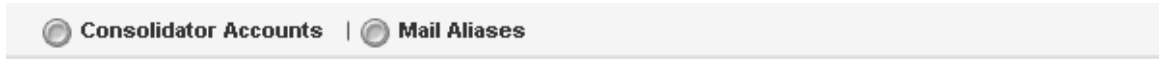
1. Use the **navigation bar** and select **Settings**.



Below is a picture of the EmailHosting.com settings bar which lists the different pages of settings options you can change.



2. Select **Fetching Mail** from this menu to add an Alias to your domain name.



Consolidator Accounts

This is where you should configure all of your Email Accounts. This includes all of your POP3, Hotmail®, MSN®, Yahoo!® Mail, and AOL® mail accounts. Periodically EmailHosting.com, LLC will download and consolidate your messages from these accounts into your EmailHosting.com, LLC account.

Mail Aliases

Mail aliases allow you to receive mail on your own domain names that you have configured. For example yourname@yourdomain.com would be delivered into your EmailHosting.com, LLC account.

3. You will then be shown the Fetching Email Home Page.

4. Click the **Mail Aliases** link to add an alias to your domain. You will then be shown the **Alias List** page.

Mail Aliases

The following mail aliases are email addresses that are delivered to your account. This allows you to accept mail at your own domain names that you have configured. For example yourname@yourdomain.com would be delivered to your account.

[Add a new mail alias to a domain name](#)

Select	Alias Name	Domain Type
Edit	Delete	Add Rule Based on Account

5. Click on the **Add new mail alias to a domain name** link.

Mail Aliases

[Back to mail aliases](#)

Add a mail alias

Select account name:	Mail Alias Name	Domain
	<input type="text" value="username"/>	Add a Domain
	@	<input type="text" value="."/> <input type="button" value="v"/>
	<input type="button" value="Add Mail Alias"/>	<ul style="list-style-type: none">mailanyone.bizmailanyone.netmailanyone.orgmailanyone.usemailhosting.com

Type the alias you desire in the username field and using the dropdown, select your domain name from the list.



6. Click **Add Mail Alias**. You will then be given the option to set up a Rule based on the newly created alias. Click **No Thanks**.

Mail Aliases

[Back to mail aliases](#)

You have successfully added a mail alias!

Would you like to setup a mail rule based on this account? This could be used to forward mail from this account to a specific mail folder.

Creating Group Accounts (sub-accounts)

1. Use the **navigation bar** and select **Settings**.



To the right is a picture of the EmailHosting.com settings bar which lists the different pages of settings options you can change.

2. Select **Group Email Administration** from the settings bar.



The Group Email Administration main screen will open up as shown below:

Group Email Accounts

This is the interface in which group administrators setup and manage new email accounts within their group. All of these accounts can collaborate and share data with any other member of the group.

Branding

The Branding utility allows you to customize EmailHosting.com, LLC to include uploading your own logo for the webmail interface.

Administration Website

The Administration Website allows you to configure access permissions to your customer service representatives to maintain your email accounts.

3. Click on **Group Email Accounts**. This will open up the Group Emails Accounts menu as show below:

4. Click on **Add EmailHosting.com Sub Email Account** to add a new Sub Email account. You will then be presented with a form as shown below:

5. Type in the following details for the different fields:

Username: Enter the username of that account. Use the format `username@yourdomain.com`. This will be the login username of the sub-accounts.

Password: The password for the login to the sub-account.

Disk Limit: The disk space you want to allocate to that shared account. Use 0 for no limit.

Personal Information	
First Name:	<input type="text" value="First"/>
Last Name:	<input type="text" value="Name"/>
Email Address:	<input type="text" value="user@domain.com"/>
Street Address:	<input type="text" value="123 MyStreet"/>
City:	<input type="text" value="KC"/>
State:	<input type="text" value="MO"/>
Country:	<input type="text" value="UNITED STATES"/> ▼
Postal Code:	<input type="text" value="64155"/>
Mail Aliases to add:	<input checked="" type="checkbox"/> Add <input type="text" value="user"/> @emailhosting.com alias

[Create EmailHosting.com, LLC Sub-Account](#)

First Name / Last Name: Enter the name of the sub-account holder.

Email address: Enter the email address of that account holder. You can use his/her current email address or the email address you will be creating.

Address/City/State/Country: Fill in these fields accordingly.

Mail Aliases to add: Check this box if you want to add this alias to the sub-accounts. Note that if you have multiple domain names configured in your Group Account, several other suggested domain name alias will appear.

6. Click on the **Create EmailHosting.com Sub-Account** to add this new sub-account. You will then be redirected to the Group Email main page as shown on the next page.

Group Email Accounts

Your account should be setup within the next couple minutes

Your account will be setup within the next few minutes. You can refresh afterwards and you will find the account listed.

Below is a list of your Accounts

You may set hard disk limits for each of the members of your group, so that the user may use all available disk space.

Select	User Name	Password	Last Name, First Name	Disk Space	Hard disk limit
<input type="checkbox"/>	groupaccount	*****	Main, Account	0.00MB/20000MB	
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

This page gives you several options to manage your sub-email accounts.

Updating the Disk Storage Limits

To update the disk storage limits of a particular account, simply select the account, and enter the new disk storage in the field provided. Click on **Update Disk Limit** to save your changes.

<input type="checkbox"/>	tom	*****	Smith, Tom	03/21/2005	205.07MB/200MB	<input type="text" value="200"/> MB	Active
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

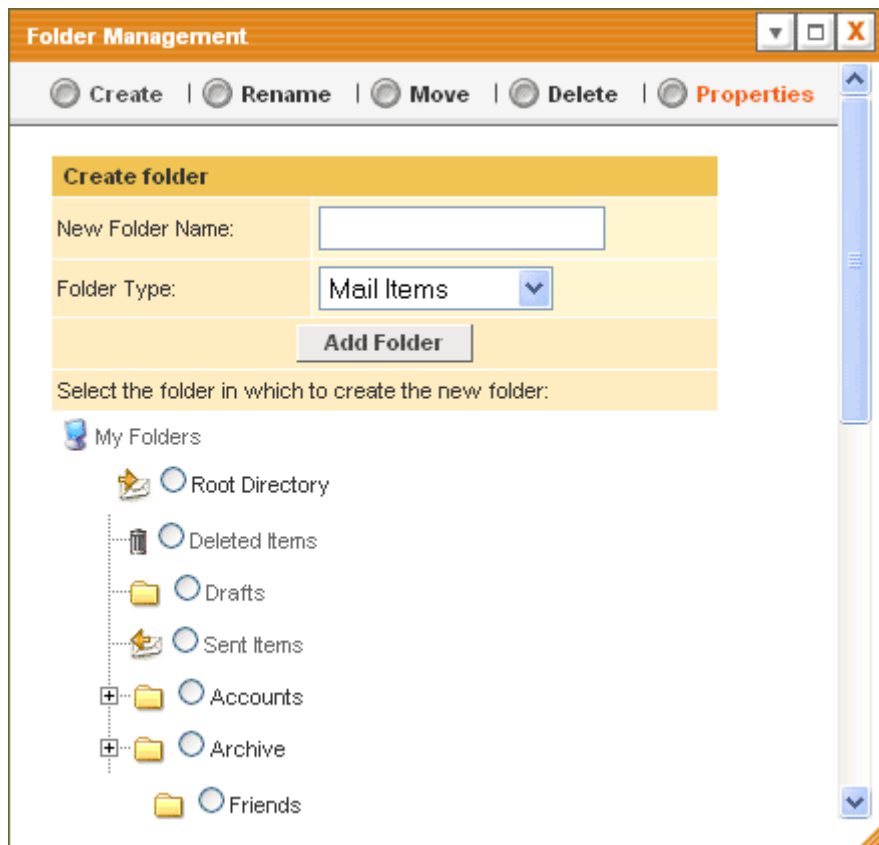
Sharing Folders

The EmailHosting.com group plan allows you to instantly share folders that you choose with other users of your group or your EmailHosting.com Friends List. This includes sharing of mail folders, contacts, task, notes, journal and calendar.

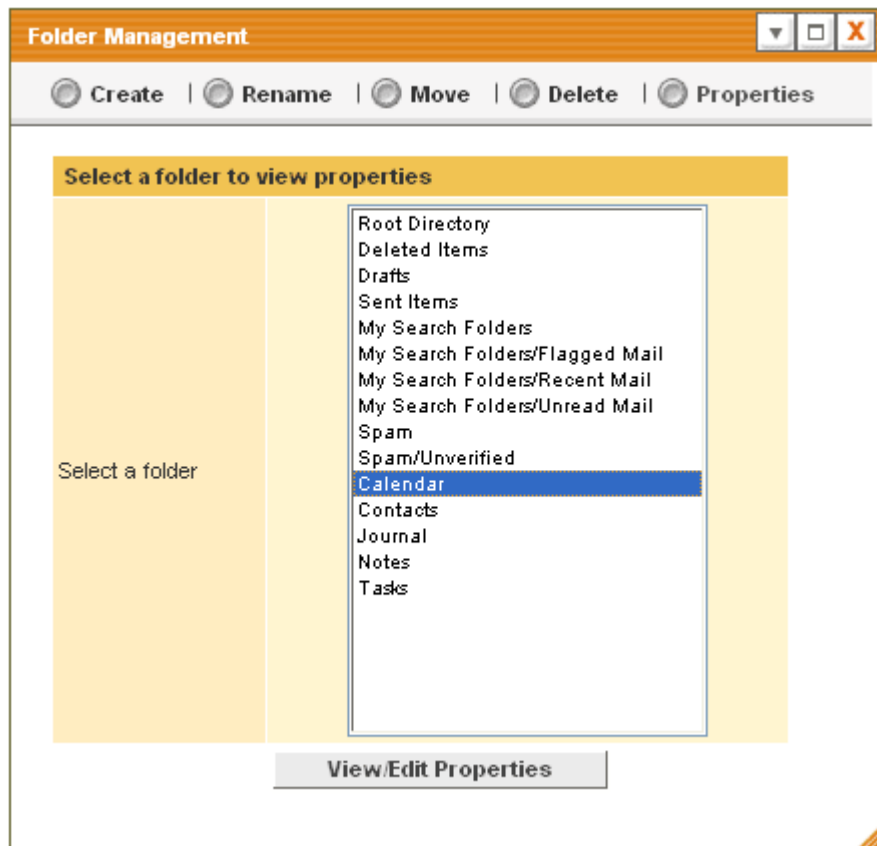
1. Click on **Folder Management** from the settings bar. The Folder Management link is available on all settings bar within the Webmail interface.



2. This will open up the Folder Management screen. Select **Properties** from the options bar.

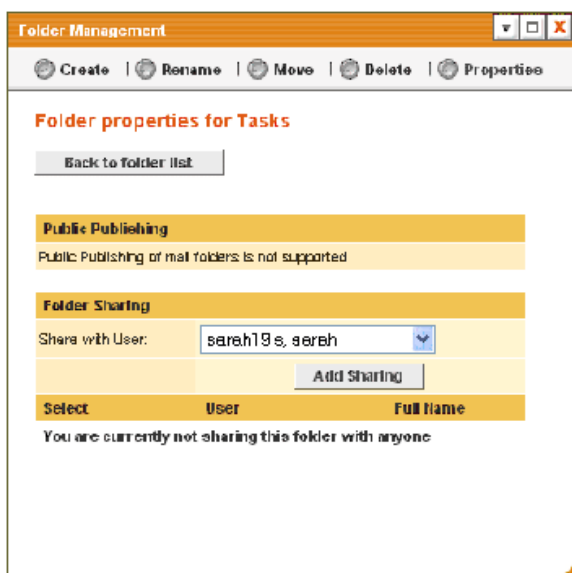


This will open up the folders properties page as shown on the next page:



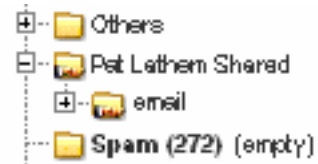
This shows a list of folders that can be shared. It includes your calendar, contacts, journal, notes and tasks folders.

3. Select the folder you want to share, and click on the **View/Edit Properties** button.



- Using the drop down menu, select the name of the sub-account to which you want to share that particular folder. Click on **Add Sharing** when you are done.

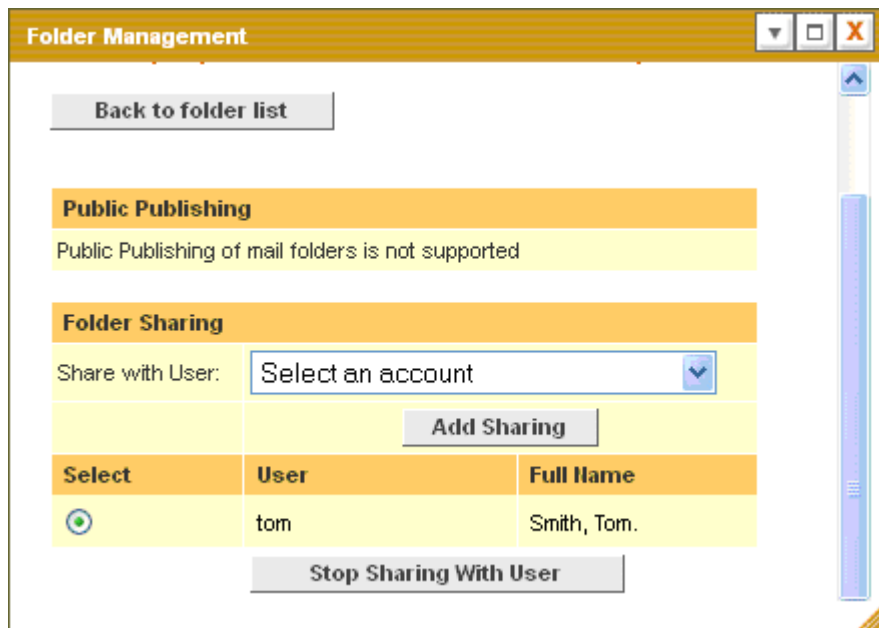
At this point the folder is being shared with your sub-account. The folder will be



listed as part of its folder list as shown on the right.

Stop Sharing of Folder

If you want to stop a folder sharing, simply follow steps 1 to 3 above. Afterwards, on the folder properties page, simply select the user for which you want to stop sharing, and click on the **Stop Sharing with User** button.





Administrative Interface

The Administration User control panel allows you to configure access permissions to your customer service representatives to maintain your email accounts. The administration website is available at: <http://admin.emailhosting.com>

Adding a New User

1. Use the **navigation bar** and select **Settings**.



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Click on **Administrative Website**.

Administration Website

The Administration User control allows you to configure access permissions to your customer service representative accounts. **The administration website is available at:**
<http://admin.emailhosting.com>

Administration Users

Add a new User

Select	User	Status
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You currently do not have any users configured for your administration area.

3. Click on **Add a new User** button.

Administration Website

Add a new User

Username:	<input type="text" value="subadmin"/>
Password:	<input type="password" value="*****"/>
Administrator or Super User Access:	<input type="checkbox"/>
View Password Access:	<input checked="" type="checkbox"/>
Ability to Add New & Edit Email Accounts:	<input type="checkbox"/>
Terminate Account Access:	<input checked="" type="checkbox"/>
Suspend & Enable Account Access:	<input type="checkbox"/>
View & Edit Billing Access:	<input checked="" type="checkbox"/>
Domain Access:	<input type="checkbox"/>

Add User

4. Enter a **username** and **password** for that new account. Afterwards, **check** the different privileges you want to assign to that user. Click on **Add User** when you are done.

The username has been saved.

Administration Users

Add a new User

Select	User	Status
<input type="radio"/>	subadmin	Enabled
	Edit Delete	

At this point, the new administrative user will be added. He or she can login to the administrative website by visiting the URL:

<http://admin.emailhosting.com>