

# BXadmin (BELxpress Mail-admin)

## Pocket Guide

### Mail Administrative Details

URL: **mail.yourcompany.com.my/admin**

Username: **postmaster@yourcompany.com.my**

Password: *(contact your service provider)*

### Web Mail (no settings needed)

WebMail address: **mail.yourcompany.com.my**

### Mail Client Settings (eg: Outlook, Mac Mail, Thunderbird...)

Incoming/Outgoing (SMTP) server name: **mail.yourcompany.com.my**

Incoming Port: **143** (IMAP) or **110** (POP3)

Outgoing Port: **587** (or 465 if choosing 'SSL/TLS')

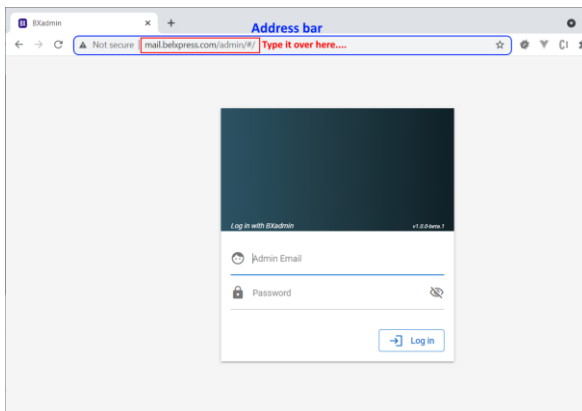
Outgoing Required authentication: **Yes** *(Use same setting as incoming mail server - full email address and password)*

## How to Create Email Account (Add Mailbox)

1) Open your favorite browser such as:

- a.  Google Chrome
- b.  Firefox
- c.  Microsoft Edge
- d.  Safari
- e.  Opera or others...

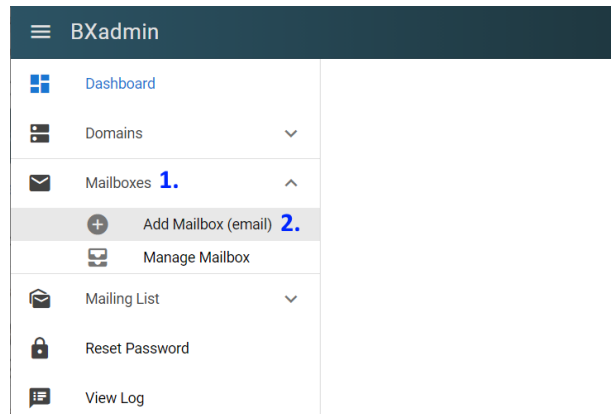
2) At the address bar, type your mail admin address (URL), and you will be brought to your admin page as below. By default, your mail admin address will be started as mail.yourdomain/admin. For example: mail.belxpress.com/admin.



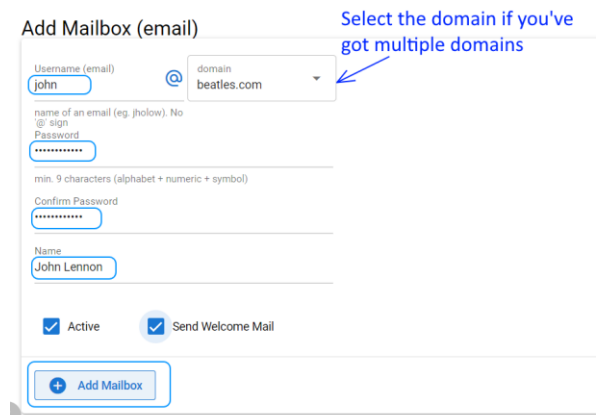
3) Login as below:

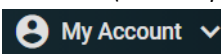
- a. Login (email): *Example - postmaster@your.domain (you will be assigned an admin account)*
  - b. Default Password: **\*\*\*\*\*** (will be informed separately)
- Note:** After the first login, it's good to change the password for security reason.

4) In order to add mailbox (or create an email account), click on **Mailbox List** -> **Add Mailbox** as below (or click on the shortcut if you're on the first page):



5) At the screen below, select the domain (if you've got multiple domains to administer, normally will be selected automatically if only one domain), specify **Username**, **Password** (password must be the combination of at least 1 alphabet and 1 digit and 1 symbol, and minimum length is 9 characters) and **Name** (full name or any description). Then, click on "**Add Mailbox**". Repeat this step until all the mailboxes (accounts) have been created.



6) Click on My Account (on the upper left) to **Logout** once done. 

**NOTE:** For details of BELxpress Mail Administrative and other settings guide, please go to the Web Site link below: <http://belxpress.com/download.html>

# BELxpress Mail Administrative (BXadmin) – Cheat Sheet

**Navigation Menu:**

- Dashboard
- Domains
- Mailboxes
  - Add Mailbox (email)
  - Manage Mailbox
- Mailing List
- Reset Password
- View Log

**Manage Mailbox (email) Table:**

Email	To (forward)	Name (description)	Created	Active	...
george@beatles.com	---	George Harrison	2021-06-11 09:16:22	Yes	[Icons]
john@beatles.com	Forwarding list forwarding...	John Lennon	2021-06-11 09:15:13	Yes	[Icons]
paul@beatles.com	---	Paul McCartney	2021-06-11 09:15:37	Yes	[Icons]
ringo@beatles.com	---	Ringo Starr	2021-06-11 09:16:03	Yes	[Icons]

**Callouts:**

- My Account:** Change Password, Change your password, Edit Profile, Help, Log out
- Search:** Search email or name...
- Domain:** Select domain (if multiple domains)
- Forwarding list:** Forwarding list
- Active:** Click to block or unblock the email account
- Actions:** Set auto-reply message, Set forwarding list, Edit email account (password), Delete email account
- Reset Password:** Change/reset email password (faster way)
- Mailing List:** Create new mailing list/ manage mailing list
- Add Mailbox (email):** Create new email account
- Hide side menu:** [- Hide side menu]
- Collapse side menu:** [Collapse side menu]

You may use your smart phone to manage all your email accounts for your company (domains). See below:

