

UPUTE ZA RAD S KORISNIČKIM RAČUNOM PUTEM WEBMAIL SUČELJA

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1. Prijava u sustav

Logiranjem na adresi http://mail.naziv_domene.tld¹/webmail (u slučaju da ne prolazi može se koristiti i adresa <http://mail2.metronet.hr/webmail>) možete pristupiti svom korisničkom računu putem weba, te su vam na raspolaganju sljedeće funkcije:

Connect to metromail.hr

WebMail

User name:

Password:

Remember my password

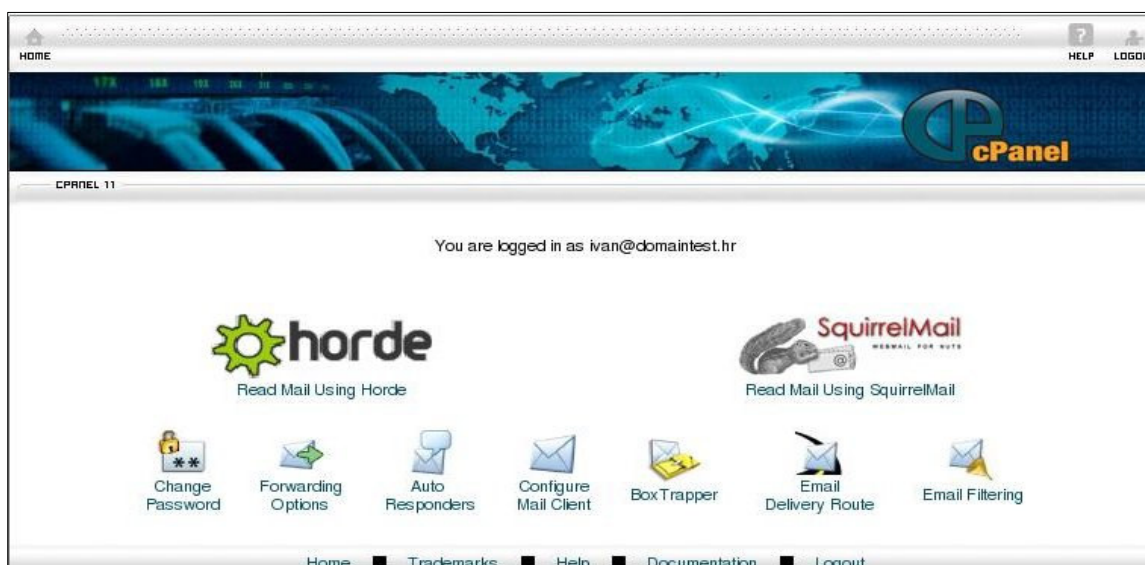
OK Cancel

¹ tld – „top level domain“ (može bit .hr, .com, .org, .info, .net, .eu ili neka druga ovisno o tome gdje je domena registrirana).



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2. Čitanje i slanje pošte



Po logiranju, možete izabrati između dva webmail sustava: Horde i SquirrelMail.

Upute za Horde su dostupne na adresi <http://www.horde.org/documentation.php>, dok su upute za SquirrelMail dostupne na adresi <http://www.squirrelmail.org/wiki/UserManual>.



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3. Rad s poštanskim sandučićem

3.1. Promjena lozinke

Lozinku za svoj korisnički račun možete promijeniti odabirom opcije **Change Password**. Lozinku je potrebno unijeti dva puta, radi provjere, te kliknuti na gumb **Change Password**.

HOME HELP LOGOUT

CPANEL 11

Change Mail Account Settings

Changing password for **ivan@domaintest.hr**

New Password:

Password Strength:
Very Weak

Password (Again):

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3.2. Forwardiranje pošte

The screenshot shows the cPanel interface for adding a new forwarder. At the top, there is a navigation bar with 'HOME', 'HELP', and 'LOGOUT' links. Below this is a banner with a world map and the cPanel logo. The main content area is titled 'CPANEL 11' and contains the following elements:

- Add a new Forwarder** section header.
- Address** section with the text 'Forwarding: ivan@domaintest.hr'.
- Destination** section with a radio button and the label 'Forward to email address:' followed by an empty text input field.
- An 'Add Forwarder' button.
- A '[Go Back]' link.

At the bottom of the page, there is a footer with navigation links: Home, Trademarks, Help, Documentation, and Logout.

Svoj korisnički račun može podesiti tako da kopiju svih pristiglih mailova prosljeđuje na neku drugu adresu koja se unese u polje „**Forward a copy of your mail to:**“.

Pristigli mailovi se time prosljeđuju na upisanu adresu ili više njih, s time da originalna poruka ostaje u sandučiću na lokalnom stroju.



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3.3. Automatizirani odgovor

Ispunjavanjem obrasca za automatizirani odgovor, svi pošiljalci bilo praznog maila ili e-maila bilo kojeg sadržaja dobit će automatizirani odgovor čiji sadržaj postavljamo u ovom obrascu.

Sadržaj odgovora može biti ili čisto tekstualni ili HTML.

The screenshot shows the cPanel interface for configuring an auto-responder. The page title is "Modify/Add Auto-responder". A hint states: "Hint: If you do not create a forwarder or email account with the same address as this auto responder, When configuring an autoresponder you can use the following tags to insert information into the". The tags listed are: "%subject%" (The subject of the message that was sent to the autoresponder), "%from%" (The sender of the message that was sent to the autoresponder), and "%email%" (The sender's email from the message that was sent to the autoresponder). The form includes fields for "Email:", "From:", and "Subject". The "Character Set" is set to "utf-8" and the "HTML Message" checkbox is unchecked. A large text area labeled "Body:" is provided for the response content. A "Create/Modify" button is at the bottom left, and a "[Go Back]" link is at the bottom center. The footer contains links for Home, Trademarks, Help, Documentation, and Logout.



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3.4. BoxTrapper

HOME HELP LOGOUT

CPANEL 11

BoxTrapper Configuration

Configure BoxTrapper for: **ivan@domaintest.hr**

Current Status: disabled

Configure Settings
Allows you to set what email addresses are associated with the BoxTrapper and also how long logs and queue messages are kept.

Edit Confirmation Messages
Allows you to change the different messages that users will receive when sending messages to an account with the BoxTrapper enabled.

Edit White/Black/Ignore Lists
Allows you to permit, deny, and ignore email messages from certain accounts.

Forward List
Allows you to forward emails that have passed boxtrapper authentication to another address.

Review Log
Give an overview of all messages sent to your email accounts for each day.

Review Queue
Allows you to set what email addresses are associated with the BoxTrapper and also how long logs and queue messages are kept.

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BoxTrapper je funkcija koja omogućava fino podešavanje korisničkog računa za rad s neželjenom pristiglom poštom. Moguće je podesiti tzv. WhiteList, listu poznatih pošiljatelja od kojih želimo primiti poštu, BlackList, listu pošiljatelja od kojih ne želimo primiti poštu i kojima će biti poslano upozorenje i Ignore List, lista pošiljatelja čiji mailovi neće biti isporučeni. U svaku od ovih lista je potrebno ručno unijeti popis e-mail adresa pošiljatelja.

Preporučeno je da korisnici koji ne razumiju princip White/Black listi da ne koriste BoxTrapper-ove funkcije, zbog mogućnosti da im poželjni mailovi ne budu isporučeni.



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3.5. Filtriranje pošte

HOME HELP LOGOUT

CPANEL 11

Edit Filter for ivan@domaintest.hr

Please create or edit a filter below. You can add multiple rules to match subjects, addresses or other parts of the message. You can then add multiple actions to take on a message such as to deliver the message to a different address and then discard it.

Filter Name: Rule 1

The Filter name must be unique. If you give the filter the same name as another filter, it will be overwritten.

Rules

From equals

Actions

Discard Message

Activate

Hint: To filter all mail that SpamAssassin has marked as spam, just choose "SpamAssassin Spam Header", "begins with", and then enter "Yes" in the box.

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Korisnik može podesiti pravila za filtriranje dolazne pošte. Moguće je kreirati pravila na temelju kojih će se odrediti krajnje odredište poruke (adresa na koju mail odlazi ili direktorij unutar postojećeg računa) ili poruku automatski odbiti.

3.6. Logout

Izlaz iz rada s korisničkim računom.