AMSP Administrator Guide

Alinto

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1. Introduction

The admin guide will help you to administrate all the configuration of your organizations and users in Alinto Mail Server Pro (AMSP)

This document is concise and exhaustive, reviewing all the options this platform has to offer. If, even following this guide, you have any problem related with the platform, don't hesitate to contact your admin or to directly send an e-mail with your questions to supportpro@alinto.net.

2. Connecting to Factory

Alinto Factory is accessible 24h/24 7d/7 with an Internet connection and a web browser (Internet Explorer, Firefox, Chrome or even Safari).

The URL address where you can access the platform depend on the IP or the CNAME relative to the AMSP Virtual Machine.

For example if the IP of the virtual machine hosting AMSP is 192.168.0.1 then the URL to get access to factory will be:

https://192.168.0.1/factory/

When you go there, you must have to introduce your credentials:

E-mail address: Enter the Admin Email address you have specified when you have installed AMSP, ex: name@domain.com

Password: Enter the password you specified for this administrator.

After that, you can click on the Connect button in order to enter to the platform. If you want to change the language of the interface, you can click on the flags below the menu. You have 4 different options: French, English, German and Spanish.

3. Customer Management

In this area you will be able to administrate your customers, create/eliminate different offers, and create and administrate different users for these customers.

3.1. Administrating Offers

If you click in the link "Offers" from the interface, you access to the part of the interface where you can administrate the different offers, create new ones, eliminate the existing ones, etc…

3.1.1. Add a new Offer

In the system, you can configure different offers with different configurations: Different quotas, activate or disable the sharing option, etc…

In order to create a new offer, you should click in the button "Add", and the next screen will appear:

Here you can define the next options:

- ❑ **Name:** Name of the offer
- ❑ **Max available places:** Max number of users that can be linked to the offer
- ❑ **Messaging:** We are going to activate this option in order to activate the mail messaging system module.
- ❑ **Drive:** Here we are going to activate this option in order to define that this offer is for the module Alinto Drive.
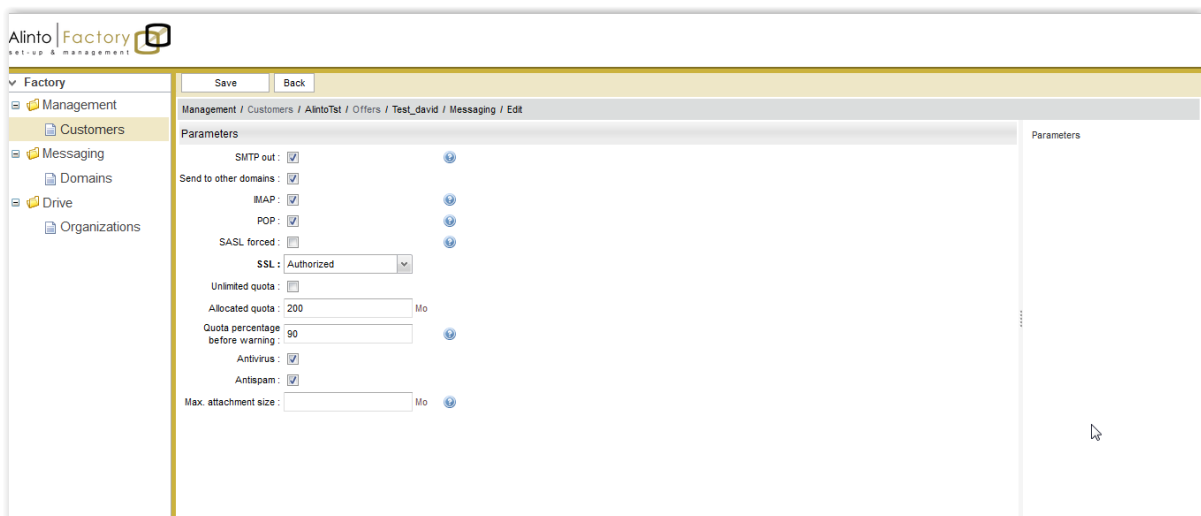
Once we have created one offer, we have to double click it on the menu, in order to configure it.
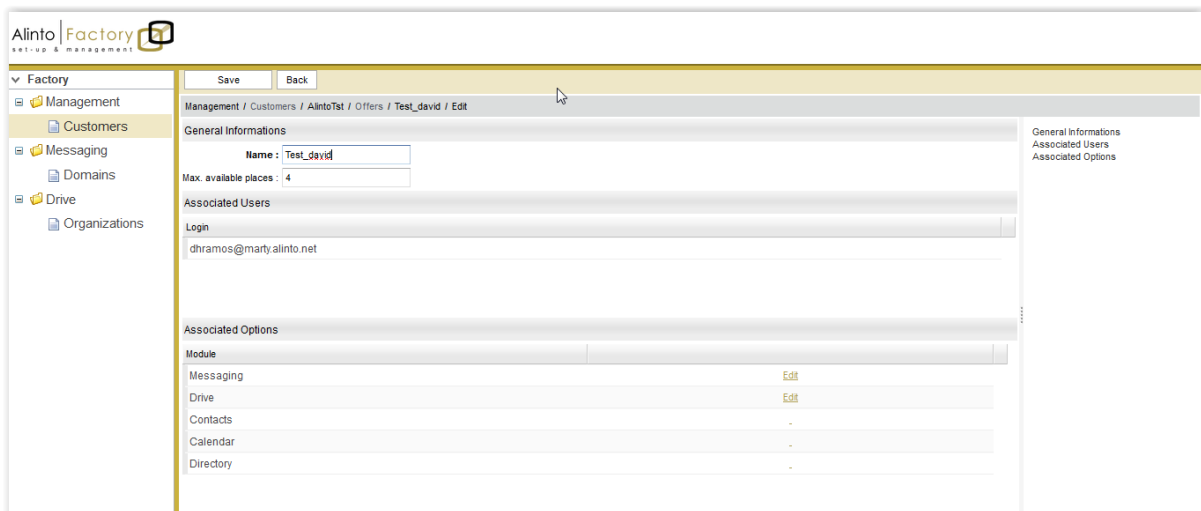
In this screen we can see an overall preview of the offer configuration, with the users that actually use it.

What we need to do is to configure the modules Messaging and Drive, by clicking in the link "Edit".

Editing Messaging:

Here we can define the main configuration of the offer for the module Messaging:

❑ **SMTP Out:** Activate to allow the use of the Outgoing SMTP.
❑ **Send to other domains:** Allow to send emails to outside the platform and from the webmail.
❑ **IMAP:** Allow to use the IMAP protocol.
❑ **POP:** Allow to use POP protocol.
❑ **SASL forced:** Force the SASL Authentication
❑ **SSL:** Configure the SSL (Force, allow or forgive the use of SSL).
❑ **Quota:** Quota allowed for user (can be settled to Unlimited)

❑ **Antispam and Antivirus:** To Activate the antivirus and antispam.
❑ **Attachment size:** To configure the max size of the attached files.

Configuring Drive
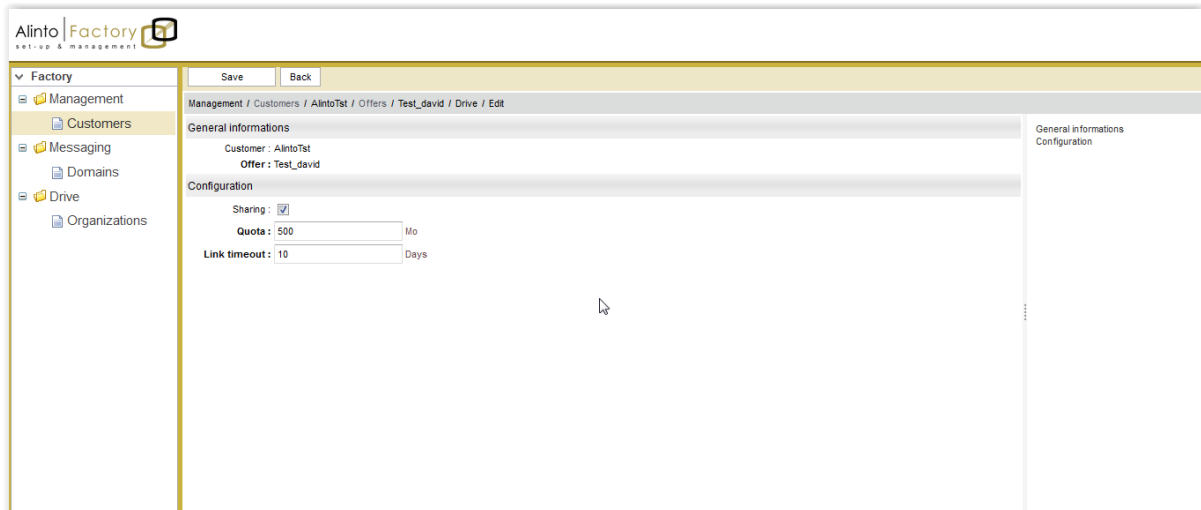
Here we can define the main configuration of the offer for the module Drive:

❑ **Sharing:** Activate the option to share folders between Users
❑ **Quota:** Maximum quota allowed
❑ **Link Timeout:** Number of days that the download links (sent in your emails using this methods) will be active.

3.1.2. Deleting Offers

In order to delete an offer, you have to select it in the Offers menu, and click "Delete" button.

IMPORTANT: An error message will appear if you try to delete an offer that is being applied in some users!
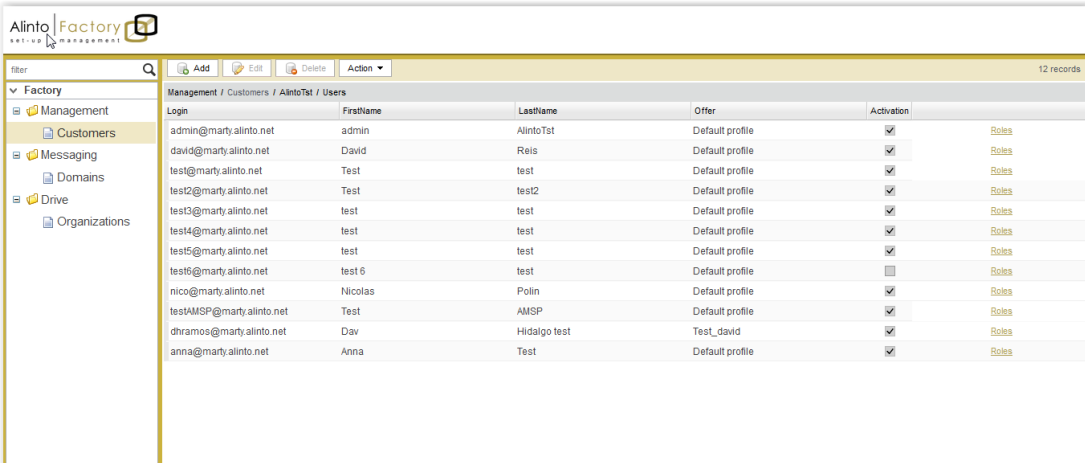
3.1.3. Editing offers

You are able to modify the offers configuration, just by double clicking on them and follow the same instructions that for creating a new one.
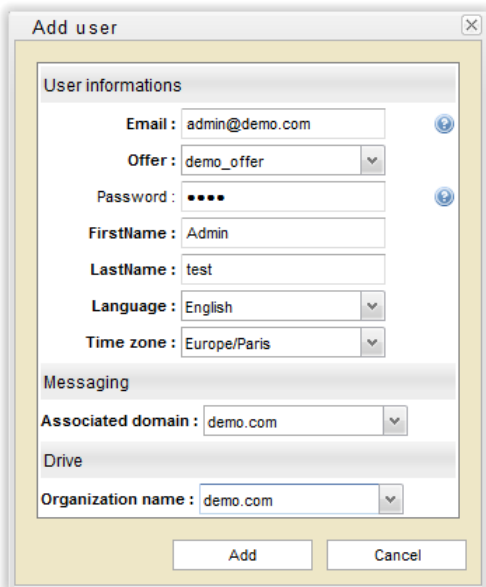
3.2. User Administration

3.2.1. Creating a new user

From the Customer menu, you can choose the options "Users". Once you click there you would be redirected to the Users menu that would look like this:

Here you can see all the users already in the system for the selected customer, and we can choose to create new ones, just by clicking in the button "Add" (remember that before creating a new user, we have to have at least a messaging domain, or drive organization, if these options were activated in the offer we are going to use).


Once we do that, we have to fill the required fields, and choose an offer that will be applied to this User. Please note that the domain of the email field has to be the same as the associated domain. Once that, a new menu option will appear, in order to choose the associated domain for the messaging, and the Organization that this user will belong in drive.

3.2.2. Editing users

In the User screen, you can double click one of them, and you will access to the User editing part of the interface.
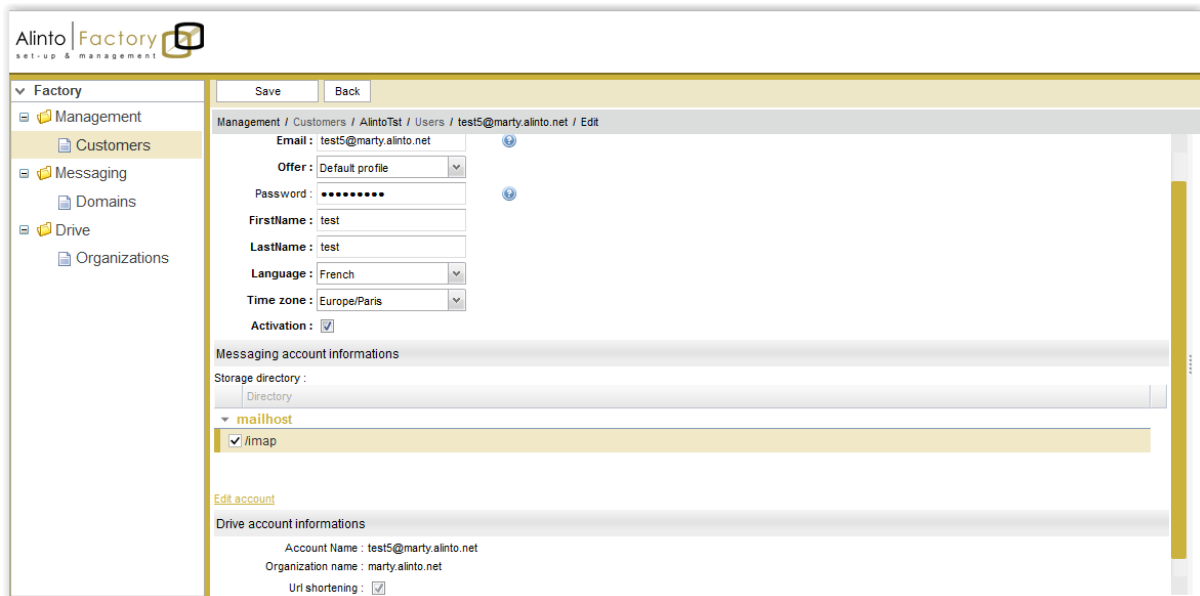
Once there, you are able to edit the details of the user, being able to activate or disable the account, change your personal details like name, surname, and language of the interface…

3.2.3. Delete a user

In the user screen, you can delete a user just by selecting it, and clicking on the button "Delete".

4. Domain management

In this section we will learn how to administrate the domains of the system. You would be able to create new ones, edit existing domains and delete the ones we don't need anymore.
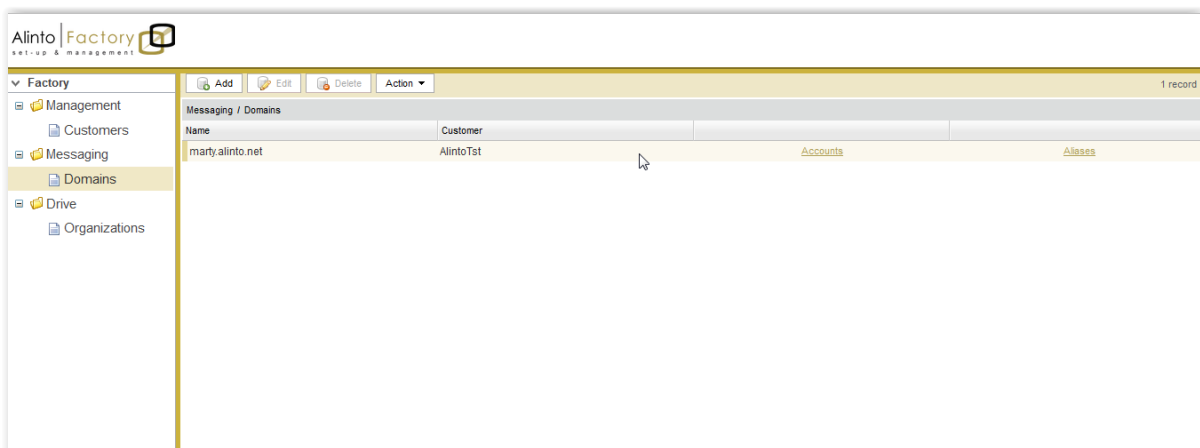
4.1. Creating a domain

In order to create a new domain you have to click the button "Add".

Once we do that, we can fill the next options for our domain:

- ❑ **Associated customer:** We should select to which customer will belong.
- ❑ **Name:** Name of the domain.
- ❑ **Catch all:** Define an address catch-all and activate it or not.
- ❑ **Activated:** Define if the domain will be activated just after the creation.
- ❑ **Mailboxes storage:** Where the accounts and their data will be stored in the server.

ATTENTION: After we created the domain, remember to do the next things:

- ❑ *Register the DNS of the domain, creating the field MX that points to the VM AMSP.*

4.1.1. Create a mail account to one User

ATTENTION: This option must only be used when the messaging account of the user has been previously deleted of the messaging option. (When we create a new user, and we assign an offer that contains "Messaging", it's already created in the messaging domain.

If one user has an offer with messaging module activated, but his messaging account has been deleted, it's possible to manually create his messaging account again.

When you are on domain view, click the button "Add":

It's only possible to select one user associated to the client who depends from the mail domain, and having the messaging domain, but not a messaging account.

4.1.2. Deleting an account from a domain

In order to do that, you only have to select him from the list, and click on "Delete".

This operation will delete only the messaging account from the user, but the Factory user will still be active and the module Drive will not be affected by this.

ATTENTION: If we delete a messaging account, we will completely delete the account and all the content, which will be completely impossible to recover. Remember that you always have the option of deactivate the account from the "User" option, making it not possible to use, but keeping the content.

4.1.3. Adding a group alias

A group alias is a distribution group, or a distribution list. This list is formed by different addresses that will receive the mails written to the address linked to this distribution group. This address is not a different account, it's only a "routing" address to all the addresses that form part of it.

Ex: info@asmp.com will redirect the mails to the technical support support@asmp.com and the marketing marketting@amsp.com

In the Domain administration menu, you can select the option "aliases" in order to administrate your "group alias" or also known as "Distribution groups".
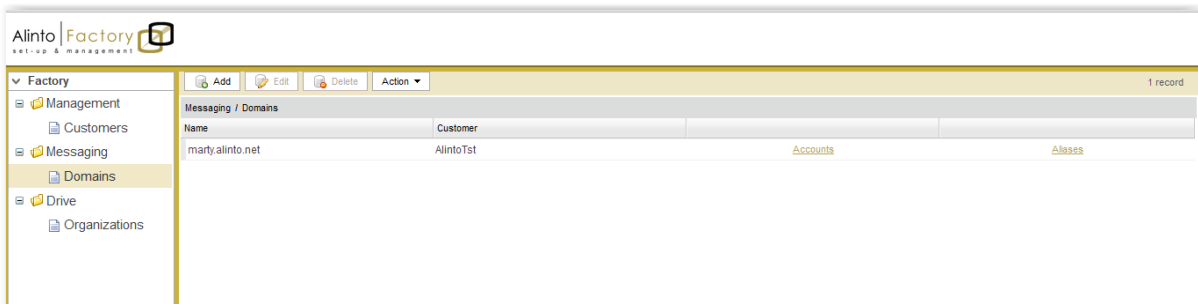
If you click in "Aliases" you will access to another menu where you will be able to see all your "group alias". There you are able to edit or delete the existing ones, and to add a new one. In order to make this, click on "Add":
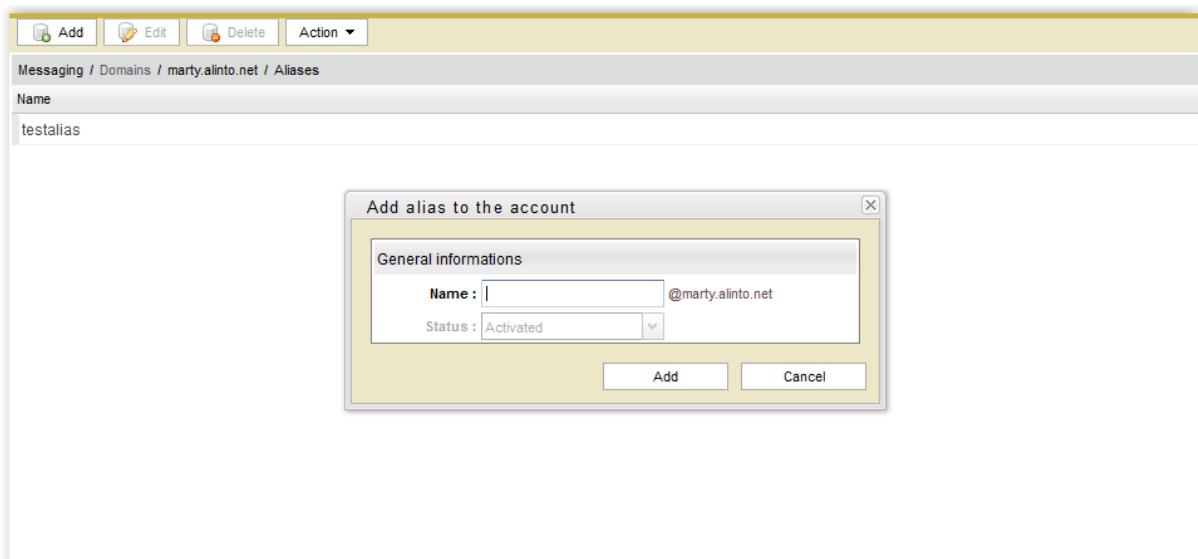
Here we have to fill it with the "alias" name, and click "add". Then we will directly go to the screen where you can administrate this alias:
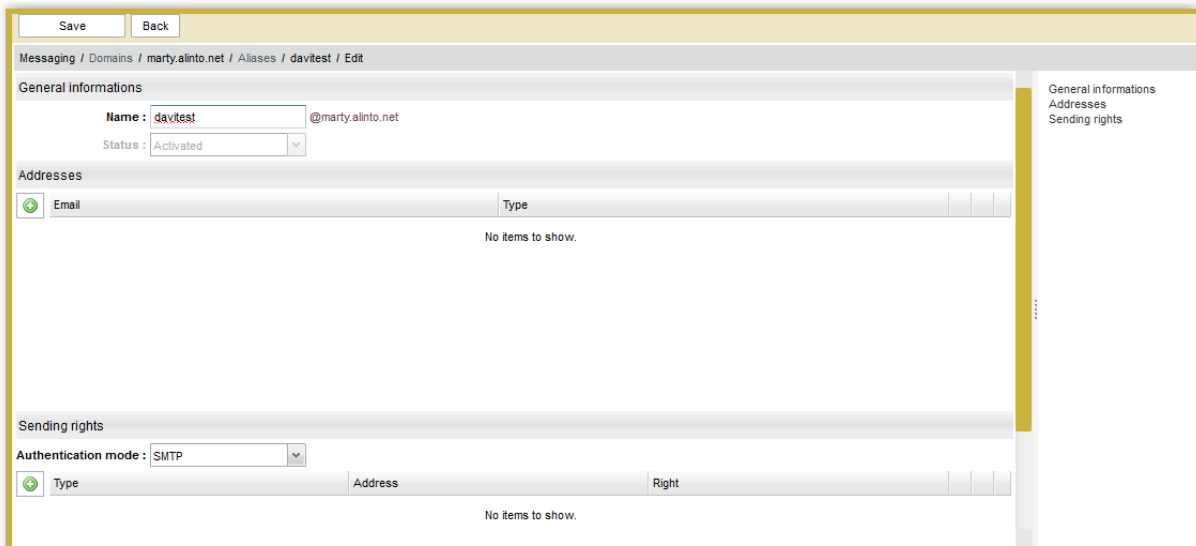
If you want to edit an existent alias, you can select it on the list and click "Edit" or just double-click on it.

Addresses

Here you will be able to add or eliminate different. In order to ad one, addresses to add to this group alias by clicking the button, or you can or just write the correct email address,

or, if the address is from the same domain, click the button and select it from the list.

In order to save the changes, click on the button "Save"

Sending rights:

This area allows you to administrate the sending rights of your group alias. You can chose to make this group only reachable by one domain or user, or just to forgive the contact by other particular domain, or address.

Authentication mode: Select between SMTP (internal accounts) or by Email envelope (external accounts)

And now we can add the different restrictions: We can select between allowing, or just forbid some addresses.
- ❑ **Type:** We can select the restriction we want to configure, the targets of the alias, or a full domain.
- ❑ **Address:** In case we selected before "Account" or "Domain", we have to write the addresses or the domain name.
- ❑ **Right:** "Allowed" or "Forbidden"

# 5. Drive Organization management

In this section you can create the different Drive organizations (If the offer we have has the "Drive" option activated), in order to help you administrate the users you have in the system,

adding them to the different organizations, in order to create a sharing structure more organized.
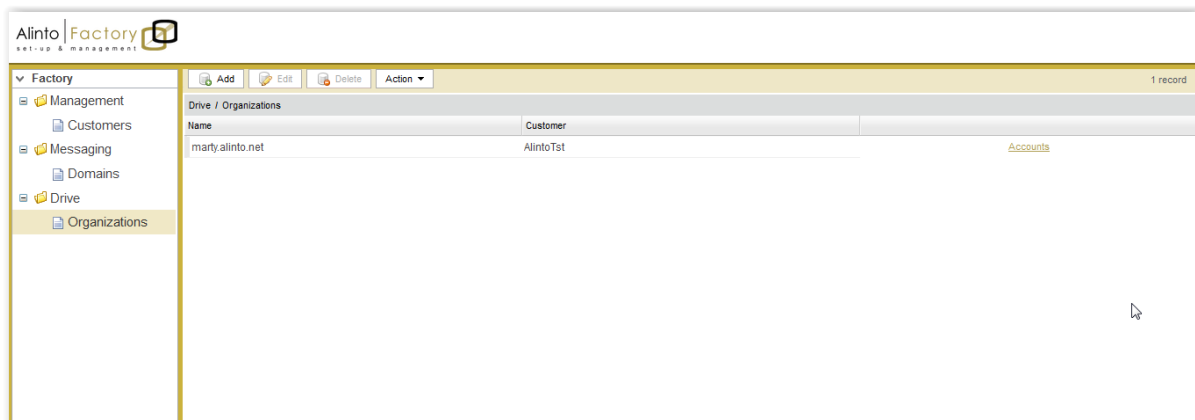
5.1. Creating Organizations

In order to create a new organization you have to click the button "Add".
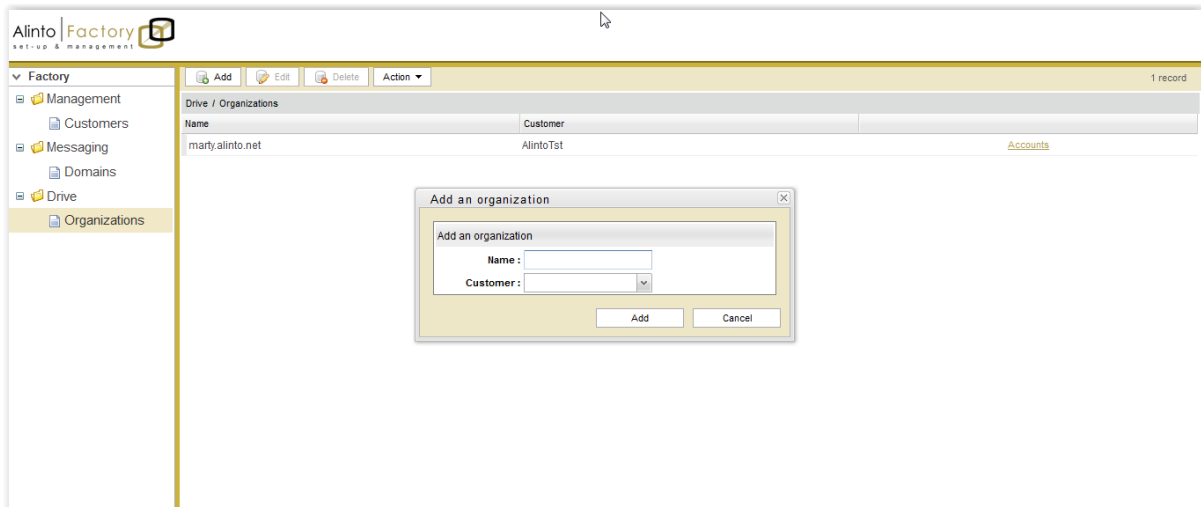
Once here, you only have to give it a name, and choose to which customer belongs from the list.

In the list, if you double click on one, you can edit the name of this, if desired.

5.1.1. Creating accounts for an Organization

As we commented before in the messaging part, the creation menu has to be used only if the drive account of a user has been previously deleted from one user, and the offer has activated the Drive module.

5.1.2. Deleting an account from an organization

In order to do that, you only have to select him from the list, and click on "Delete". Making this you will delete the Drive account and all the files stored by this account.

5.2. Deleting organizations

To delete an organization you only have to select it from the list and click the "Delete" button. This will not be possible if there are still Users connected to this Drive organization.

6. APIs

If you prefer to administrate Alinto Mail Server Pro with your own administrator interface, without using Alinto Factory, it's possible to use our APIs that we bring to you.

The documentation is already inside your Virtual Machine, specifying /API/v1/doc after the IP or the CNAME of this Virtual machine.

For example, if your Virtual Machine AMSP responds to the URL *mail.amsp.net*, then the documentation will be found in: *https://mail.amsp.net/api/v1/doc*

In this page you will find the list of all the available commands, as the Templates exploitable, and the parameter description (mandatory and optional).

It's equally possible to launch the calls directly with the command [Try it out!] if you have already entered the parameters.

The launched calls will be applied in production on the instance AMSP that contains this documentation.