Sun™ Internet Mail™ Server 4.0 Delegated Management Guide

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Preface

Sun™ Internet Mail Server™ (SIMS) 4.0 Delegated Management Console enables an ISP who provides e-mail to a customer to delegate the administration of that customer's mail domain to the customer. This delegated management can perform a prescribed set of operations on a prescribed set of users and groups within the customer's mail domain. The administration is performed through the web-based Delegated Management Console.

This guide explains the SIMS Delegated Management Console and the tasks associated with the console. In particular, it describes how tasks for a domain are performed on users and distribution lists.

Who Should Use This Book

This guide is intended for those people who administer the SIMS Delegated Management Console, hereafter referred to as the Delegated Management Console. In order to administer a domain through the Delegated Management Console, you should have experience using a web browser. You should also know basic e-mail concepts and have experience using e-mail.

How This Book Is Organized

Chapter 1, "Overview" provides an overview for the Delegated Management Console.

Chapter 2, "Getting Started" describes what you need to do in order to bring up the Delegated Management Console and how to log into and out of the console.

Chapter 3, "User Administration" describes the tasks performed on a user account.

Chapter 4, "Distribution List Administration" describes the tasks performed on a distribution list.

Chapter 5, "Personal Preferences" describes how users can set and change their personal preferences.

Appendix A, "Warnings and Error Messages" describes the warnings and error messages that are displayed on the Delegated Management Console.

What Typographic Changes Mean

The following table describes the typographic changes used in this book.

TABLE P-1   Typographic Conventions

Typeface or Symbol	Meaning	Example
`AaBbCc123`	The names of commands, files, and directories; on-screen computer output	Edit your `.login` file. Use `ls -a` to list all files. `machine_name% You have mail.`
`AaBbCc123`	What you type, contrasted with on-screen computer output	```machine_name% su``` ```Password:```
AaBbCc123	Command-line placeholder: replace with a real name or value	To delete a file, type `rm` *filename.*
AaBbCc123	Book titles, new words or terms, or words to be emphasized	Read Chapter 6 in *User's Guide.* These are called *class* options. You *must* be root to do this.

Shell Prompts in Command Examples

The following table shows the default system prompt and superuser prompt for the C shell, Bourne shell, and Korn shell.

TABLE P-2   Shell Prompts

Shell	Prompt
C shell prompt	`machine_name%`
C shell superuser prompt	`machine_name#`
Bourne shell and Korn shell prompt	`$`
Bourne shell and Korn shell superuser prompt	`#`

Notice

To better illustrate the process being discussed, this manual contains examples of data that might be used in daily business operations. The examples might include names of individuals, companies, brands, and products. This manual uses only fictitious names, and any similarity to the names of individuals, companies, brands, and products used by any business enterprise is purely coincidental.

Overview

This chapter provides an overview of Delegated Management. In particular, it discusses:

- An overall view of Delegated Management and the Delegated Management Console and its terminology.
- The individual roles and responsibilities of those who administer and use the Delegated Management Console.
- The requirements needed to begin administering and using the Delegated Management Console.
- The user model described throughout this manual.

What is Delegated Management?

Your Internet Service Provider (ISP) runs the Sun Internet Mail Server (SIMS) that provides you with all the e-mail facilities necessary for your domain. In the Internet, a *domain* is a part of a naming hierarchy. Syntactically, a domain name consists of a sequence of names (labels) separated by periods (dots) that appear to the right of the @ sign in an e-mail address, for example, `stream.com`. In general, a domain is used as an administrative partition of a complex distributed system. For example, all the e-mail users in our scenario belong to the `stream.com` domain.

The Delegated Management Console provides you with the means of administering the e-mail users and groups within your domain. The person or people who administer your domain are known as *delegated administrators*. The delegated administrator is designated this role by the ISP when the domain is created. Essentially, the ISP administrator (the SIMS administrator) "delegates" some e-mail administration to the delegated administrator. All members of the domain are known as e-mail users. E-mail users are allowed to self-administer a set of personal attributes and any distribution lists that they own.

Interfaces

The delegated administrator performs the tasks using the Delegated Management Console or the command line interfaces.

Delegated Management Console

The Delegated Management Console is a web-based interface that allows you to perform tasks on user accounts and distribution lists.

FIGURE 1-1 is an example of the Delegated Management Console home page for the delegated administrator:
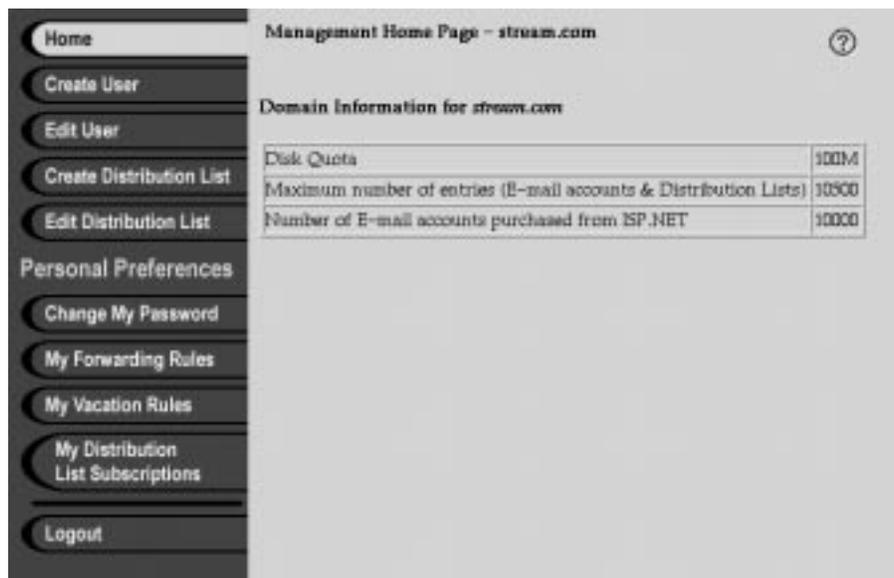
FIGURE 1-1 Delegated Management Console Home Page

Command Line Interfaces

The delegated administrator can also perform some of the tasks using command line interfaces (CLI). A UNIX shell account is needed in order to execute the CLIs. The SIMS administrator at the ISP should provide you with a UNIX shell account if you are to perform any tasks using the CLIs. See Chapter 3, "User Administration" and Chapter 4, "Distribution List Administration" for the appropriate CLI that corresponds to each task in the Delegated Management Console.

In order to use any of the CLIs, you should be familiar with UNIX and have some
UNIX experience.

Roles

Five types of users have access to the Delegated Management Console:

■ Delegated administrators: assigned this role by the SIMS administrator from the
ISP. This person is a member of the domain. The delegated administrator has a
complete set of rights and authorities within the domain and can perform all
operations on all entries.

■ Distribution list owners: assigned by the delegated administrator to maintain a
given distribution list. Distribution list owners have the authority to maintain all
aspects of a distribution list including deletion but cannot create one nor assign
an owner to one.

■ Distribution list moderators: approves messages that are sent to a distribution list.
Moderators forward any approved messages to the members of the distribution
list. Moderators to not need to be a member of the distribution list.

■ Distribution list members: members of a distribution list.

■ E-mail users: members of the domain. E-mail users have the authority to edit a set
of their own attributes.

While specific distinctions exist between the above Delegated Management Console
users, they can also overlap. For example, delegated administrators can be
distribution list owners, and everybody is an e-mail user. The following table can
help to distinguish the tasks.

TABLE 1-1   Delegated Management Roles

	create user	edit user	create distribution list	edit distribution list	approves distribution list messages	join distribution lists	edit personal preferences
Delegated administrator	x	x	x	x		x	x
Distribution list owner				x		x	x
Distribution list moderator					x	x	x
Distribution list member						x	x
E-mail user						x	x

The above tasks and roles are described in further detail in Chapter 3, "User Administration" Chapter 4, "Distribution List Administration" and Chapter 5, "Personal Preferences."

What Do I Need to Get Started?

Before you can begin using the Delegated Management Console, you should:

- Have access to an HTML 2.0 compliant browser or higher.
- Know the name of your domain.
- Know the name of the machine that is running your mail server.
- Know your login ID and password.

User Model

Throughout this manual, we will be referring to specific scenarios. These scenarios will be used in the examples. To help illustrate the scenarios, we have created a user model. This user model should help to make the examples understandable and consistent.

For our user model, we present a fictitious ISP named Bridge Communications. Bridge Communications is a rapidly expanding ISP company that offers customers Internet services, including Delegated Management. One of Bridge Communications customers is Stream Corporation, another fictitious company. Stream Corp. is a medical group with 150 employees.

Bridge provides the e-mail server services for Stream. The domain name for Stream is: `stream.com`.

Stream's customer requirements are:

- 150 E-mail accounts for their employees
- Ownership and control of 3 electronic distribution lists:
  - Medical News: monthly newsletter and other medical information
  - Physician News: internal company-confidential news for physicians only
  - All Employee News: newsletter for all employees

Specific roles and duties are set up within the `stream.com` domain and discussed throughout this manual:

TABLE 1-2   stream.com Roles

Name	Role/Duty	User ID
Sarah Jones	Delegated administrator. Distribution list owner for All Employee News distribution list.	sjones
Rhett Green	Distribution list owner for Medical News and Physician News distribution lists.	rgreen
Lori Chen	Distribution list moderator for Medical News distribution list	lchen
Nigel Richards	Distribution list moderator for Physician News distribution list	nrichards
Rachel Gonzalez	E-mail user	rachelg
Brad Macduff	E-mail user	macduff
James Macdonald	E-mail user	macdonald
Mike Sato	E-mail user	spider
Sydney Mills	E-mail user	smills

The responsibilities of each person will be described in detail throughout this manual.

Getting Started

Once you are provided with the name of your domain, your login ID, and your password, you can bring up the Delegated Management Console.

To start the Delegated Management Console:

1. **Bring up your web browser.**

   For an explanation of browser requirements, see "What Do I Need to Get Started?" on page 4.

2. **Enter the URL specific to your domain.**

   The URL is `http://`*machine*`/sims/`*locale*`/login.html`. The URL is language specific. For example, the login URL for English might be: `http://medical3.stream.com/sims/en/login.html`. *machine* should be the fully qualified name of the machine or server that is running your mail server and is recognizable from outside of your domain.

   The Delegated Management Console login page displays.

FIGURE 2-1   Delegated Management Console login

Logging In

In the following task, Sarah Jones is logging in as the delegated administrator. To log into the Delegated Management Console:

1. **Enter the** `Login ID`**.**

   This is the user's or delegated administrator's login identifier.

   example: `srjones`

2. **Enter the** `Domain`**.**

   This is the name of the domain. It should be in the form of a full domain.

   example: `stream.com`

3. **Enter the** `Password`**.**

   This is the user's or delegated administrator's password. The actual password will not be displayed as it is entered into the field. Instead, asterisks (*) appear in the field.

   example: `secret`

4. **Click** `Login`**.**

FIGURE 2-2   Login with data

After you log in to the Delegated Management Console, the Delegated Management Console Home Page displays (see FIGURE 2-3). This page displays the navigation bar and domain information for your domain if you are a delegated administrator.
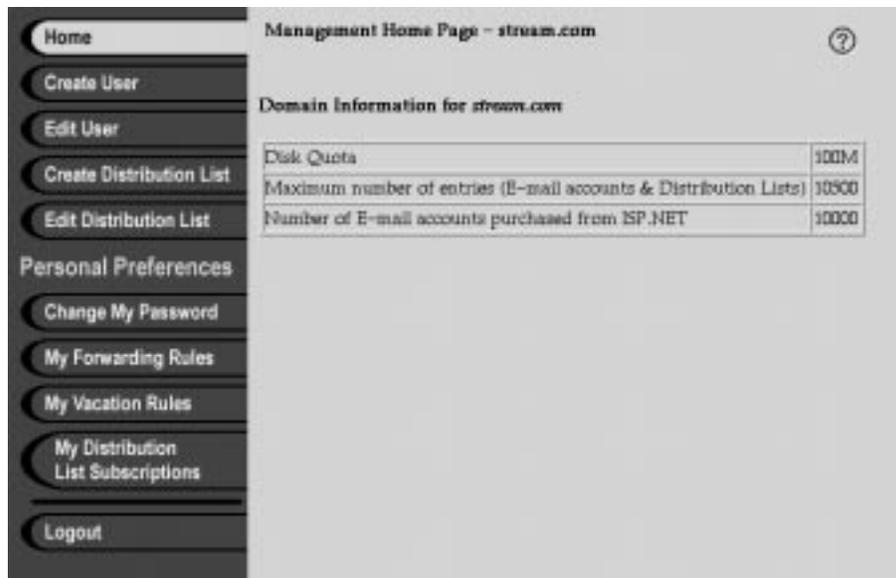
FIGURE 2-3   Home page (for the delegated administrator)

If you are an e-mail user, the home page displays your e-mail account information (see FIGURE 2-4).

FIGURE 2-4   Home page (for e-mail user)

To view the Home Page from any other page on the Delegated Management Console, click Home from the navigation bar.

Navigation Bar

The navigation bar is on the left-hand side of each Delegated Management Console window. It is used to navigate between tasks and pages.

The navigation bar is different for the delegated administrator than for the end user. The delegated administrator has full permission and full access, so administrative tasks and personal preference tasks appear in the navigation bar. The administrative tasks are: create user, edit user, create distribution list, and edit distribution list. The personal preference tasks are: change password, edit forwarding rules, edit vacation rules, view distribution list subscriptions, and subscribe/unsubscribe to distribution lists.

The navigation bar for an end user displays Home and Edit Distribution List tasks, as well as personal preference tasks.

See FIGURE 2-3 and FIGURE 2-4 for an image of the two different navigation bars.

Domain Information

The domain information table (on the home page for delegated administrators) provides the domain administrator with information that can be used in generating billing for Internet service sent by the ISP. It contains three pieces of data:

- Available disk space purchased from the ISP (disk quota). This is measured in megabytes.
- Maximum number of e-mail entries for the domain. This is comprised of the number of e-mail accounts plus number of distribution lists.
- Number of e-mail accounts purchased from the ISP.

Online Help

Online help is provided for each page and field of the Delegated Management Console.

Online help is indicated by the (online help) icon. Clicking on the icon brings up the online help for that particular page or field.

Page Help

Online help for a particular page describes the tasks and fields for that page.
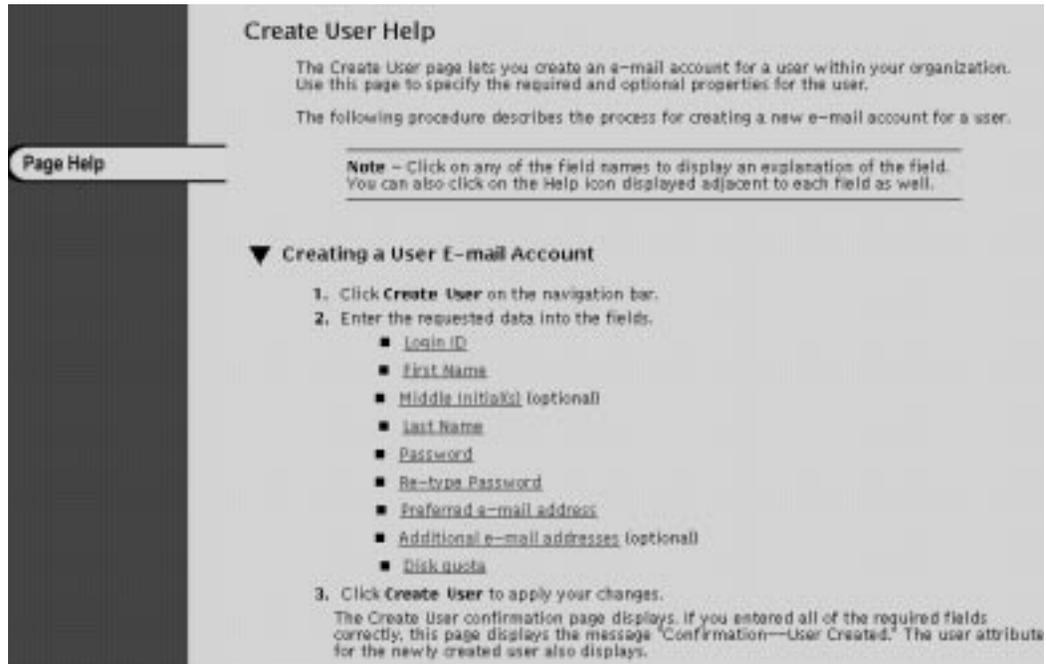
FIGURE 2-5 Page Help

Field Help

Online help for a particular field describes the information needed for that field.
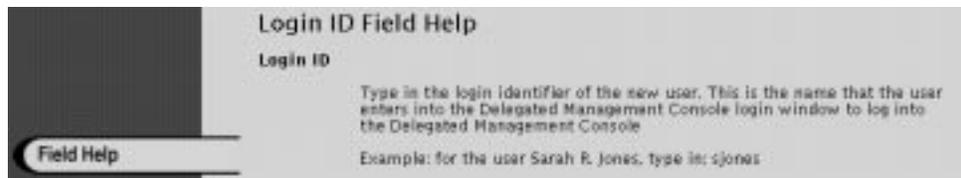
FIGURE 2-6 Field Help

Logging Out

To log out of the Delegated Management Console, click `Logout` in the navigation bar from any of the Delegated Management Console screens.

When you log out, the Delegated Management Console login page displays.

User Administration

This chapter discusses the user administration tasks that are performed by the delegated administrator. Those tasks are:

- Creating a user
- Editing a user's properties
- Using a command line interface to perform tasks

Sarah Jones is the delegated administrator in the `stream.com` scenario example. Included in the following sections, examples and figures help to illustrate how Sarah Jones creates and edits a user account.

Creating a User

Delegated administrators can create new e-mail user accounts within their domain.

In the following task, Sarah Jones creates a new user account for Rachel Gonzalez. In addition to the figures, refer to the field descriptions for the syntax for each entry.

▼ To create a new e-mail user account

1. **Click** `Create User` **on the navigation bar.**

   The "Create a New E-mail Account" page displays.

FIGURE 3-1   Create User page

2. Enter the requested data into the fields.

FIGURE 3-2   Create User Page with Data

All fields are required, except for those that are marked as optional. The fields for creating a new e-mail account are:

- Login ID—the login identifier of the new user. This is the name that the user enters into the Delegated Management Console login page to log into the Delegated Management Console.

  example: `rachelg`

- First Name—the first name of the person who owns the account. This is an optional field.

  example: `rachel`

- Middle Initial(s)—the middle initial of the person who owns the account. This is an optional field.

  example: `d`

- Last Name—the last name (or surname) of the person who owns the account. This is an optional field.

  example: `gonzalez`

- Password—the password of the user account being created. Passwords must be more than four characters in length and can be made up from any characters. No matter what character is entered into the field, a dot or asterisk (depending on your specific platform) display.

  example: `secret` (appears as `******`)

- Re-type Password—Identical to Password field. This checks that the correct password was entered into the Password field. It also allows you to check the user's password against something.

  example: `secret` (appears as `******`)

- Preferred e-mail address—the e-mail address that will be shown on the "From:" header of any e-mail messages sent. This is the e-mail address that will be seen by anybody receiving e-mail from this user. The preferred e-mail address is considered a valid e-mail alias by the system. Like the Login ID, data that is entered into this field, is the part of the e-mail address that appears to the left of the "@" sign. You may choose to enter your login ID as your preferred e-mail address.

  example: `rachel.gonzalez`

- Additional e-mail addresses—aliases for the user's primary e-mail address. E-mail sent to any of the addresses specified in this field will be delivered to this user's mailbox. Only addresses within the user's domain can be entered into this field. This is an optional field.

  example: `rgonzalez`

- Disk quota—the amount of disk space allocated to this e-mail user. The "domain default" is set by your ISP administrator. This is an optional field.

  example: `domain default`

3. Click `Create User` **to apply your changes.**

The Create User confirmation page displays.
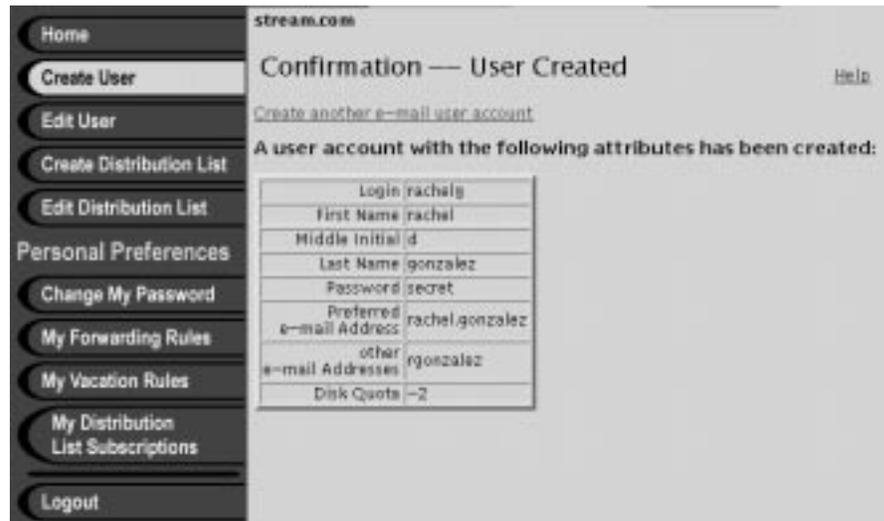
FIGURE 3-3   Create User Confirmation

Editing a User

Once a user account is created, the delegated administrator may wish to edit one or more of the user's properties.

Editing a user involves three steps:

1. Search for a user's account.

2. Select a user account from the search results.

3. Edit the user's properties.

In the following task, Sarah edits the user properties for Brad Macduff.

▼ To display the Edit User page

● **Click** `Edit User` **on the navigation bar.**

The Edit User page displays.
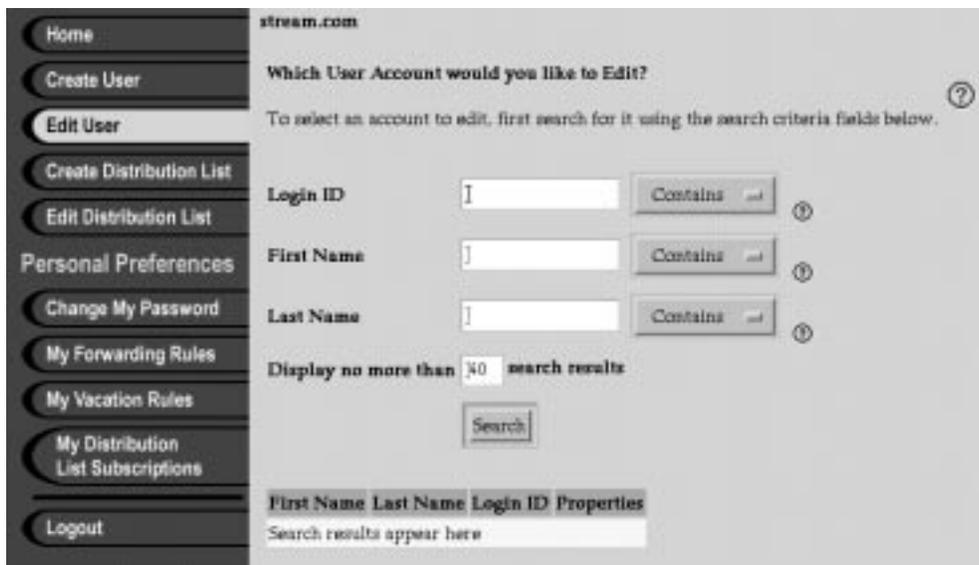
FIGURE 3-4   Edit User page

Searching for a User

Before selecting a user account to edit, you must search for it. You can search for a user account using one or more of the following criteria:

■ Login ID
■ First name
■ Last name

Each search criteria field allows you to choose how the search is performed. Selecting `Contains` means that the search will find any occurrences that contain the field entry. `Exact match` means that the search will find any occurrences that match exactly with the field entry. The `Begins with` and `Ends with` selections tells the search to look for users that begin with or end with the specified entry.

You can also select the number of results that display on one page. The default is 40.

In the following task, Sarah Jones needs to edit the user properties for Brad Macduff. Sarah knows that Brad's user login begins with "mac".

▼ To search for a user

1. **Enter the search criteria.**

   In the example, Sarah enters `mac` into the `login ID` field.

2. **Select the search method.**

   In the example, Sarah selects `Begins with`.

FIGURE 3-5   User Search Criteria

3. **Once you make your field entry or entries and select the search method from the field's menu, click** `Search` **to display the results.**

   If all of the fields remain blank and you click `Search`, all the users in your domain display in the search results table.

4. **Find the user you wish to edit from the search results table, or perform another search.**

   In the example, two users appear in the search results table. One of the entries is Brad Macduff.

5. **Once you select the user, click** `Edit Properties` **within the same row that the user is located.**

   In the example, Sarah clicks `Edit Properties` in the row with Brad Macduff.

Editing the User's Properties

The delegated administrator has the ability to edit each user's properties. Once a specific user is selected, the e-mail user properties for that particular display.

FIGURE 3-7   User Properties

▼ To modify a user's properties

1. Enter or edit the data in the appropriate fields.

The following fields are described in Step 2 of "Creating a User":

- First Name
- Middle Initial(s)
- Last Name
- Password
- Retype password
- Preferred e-mail address

- Additional e-mail addresses
- Disk quota

2. **Click** `Apply`.

   The screen repaints with the words "User Parameters updated successfully" on the top of the page.

▼ To delete a user account

1. **Click** `Delete` **(next to the "Delete this user account" field).**

   A confirmation page appears asking you to confirm whether or not you wish to delete this user account.
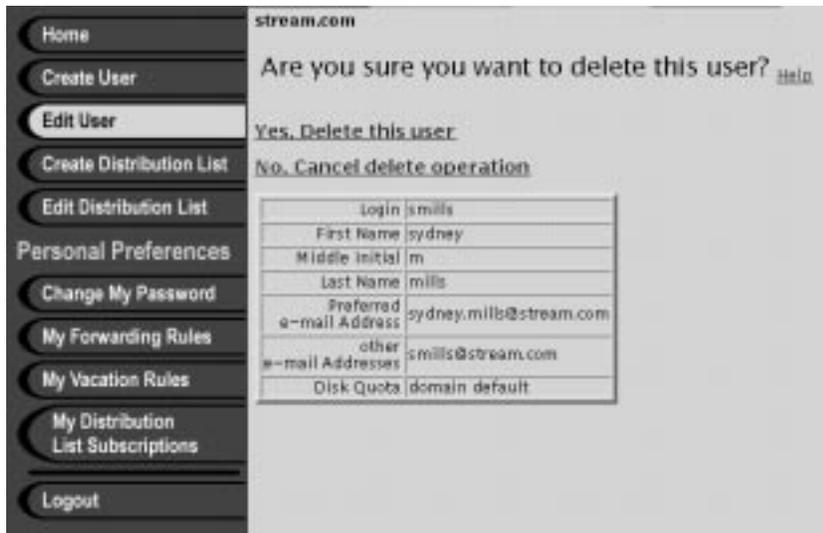
FIGURE 3-8   Delete User Confirmation

Caution – A user account cannot be "undeleted" by the delegated administrator.

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2. **Select either "Yes, Delete this user" or "No, Cancel delete operation" from the confirmation page.**

   If you choose not to delete this user account, then the page returns to the user properties page. If you choose to proceed with the user account deletion, then a blank Edit User page displays with the words "User parameters updated successfully."

Enabling or Disabling a User

The delegated administrator can change the account status of a user to "inactive" or "active." If a user account is inactive, the user cannot log onto the system nor can e-mail be sent from that account. The user's mailbox remains and continues to receive e-mail. This function is useful if, for example, a user has not paid their e-mail account bill on time or if a user is on leave for an extended period.

▼ To disable a user account

1. **Select** `Inactive` **(next to the "Account status" field).**

2. **Click** `Apply`**.**

   The screen repaints with the words "User Parameters updated successfully" on the top of the page.

▼ To enable a user account

1. **Select** `Active` **(next to the "Account status" field).**

2. **Click** `Apply`**.**

   The screen repaints with the words "User Parameters updated successfully" on the top of the page.

Editing Vacation and Forwarding Rules

A delegated administrator can also edit the vacation and forwarding rules for a user. See "Vacation Rules" on page 42 for more information on vacation rules. See "Forwarding Rules" on page 41 for more information on forwarding rules.

▼ To edit the vacation rules for this user

1. **Click** `Vacation Rules`**.**

   The Vacation Rules page displays for the user. Make any changes necessary to the vacation rules.

2. **Click** `Apply`**.**

   The screen repaints with the words "User Parameters updated successfully" on the top of the page.

▼ To edit forwarding rules for this user

1. **Click** `Forwarding Rules.`

   The Forwarding Rules page displays for the user. Make any changes necessary to the forwarding rules.

2. **Click** `Apply.`

   The screen repaints with the words "User Parameters updated successfully" on the top of the page.

Using CLIs

If the ISP provides you with a UNIX shell account, you can perform some of the tasks using command line interfaces (CLIs). In order to do this, you should be familiar with UNIX.

The CLIs available for user tasks are:

- Creating (adding) a user: `imadmin add user`
- Editing a user's properties: `imadmin modify user`
- Deleting a user: `imadmin delete user`

For details on the usage and syntax of the commands, see the UNIX man pages available for each command.

Distribution List Administration

This chapter discusses the distribution list administration tasks that are performed by the delegated administrator or distribution list owner. Those tasks are:

- Creating a distribution list
- Editing a distribution list's properties
- Using a command line interface to perform tasks

Included in the following sections, examples and figures help to illustrate how Sarah Jones, the delegated administrator creates and edits distribution lists.

Creating a Distribution List

An e-mail distribution list is a list of e-mail addresses (users) that can be sent a message by specifying one e-mail address. A distribution list may have one or more owners assigned to it. An owner can perform all operations on the distribution list except for creating distribution lists and assigning owners. Only the delegated administrator can create distribution lists and assign owners to the lists. The owner of a distribution list can edit the properties of the distribution lists that he or she owns.

If a moderator is designated (in the advanced settings page), the distribution list becomes a moderated list. In a moderated distribution list, all messages sent by members of the distribution list are sent to the moderator. The moderator either approves or disapproves the messages and sends the messages (if approved) to all the members of the distribution list. A moderated distribution list can be beneficial. For example, a company might set up a distribution list to provide news and information to all employees in the marketing department. This distribution list can be set up as a moderated list to prevent unrelated messages from being distributed to the members on the list.

In the following task, Sarah Jones creates a new distribution list called `medical_news`. This is a monthly newsletter and also serves as a forum for members to share news and information. Rhett Green is the distribution list owner, and Lori Chen is the moderator.

In addition to the figures, refer to the field descriptions for the syntax for each entry.

▼ To create a new distribution list

1. **Click** `Create Distribution List` **on the navigation bar.**

   The "Create Distribution List" page displays. The fields that are displayed are the basic properties for creating a distribution list.

FIGURE 4-1 Create Distribution List page

You may wish to set up the distribution list to have some access control. If so, then you can use the advanced settings to create the distribution list. To display the advanced properties, click `Show Advanced`.

2. Enter the requested data into the fields.

FIGURE 4-2   New Distribution List

The basic fields are:

- List Name—the name of the distribution list that is being created. This is the name that will be used as the e-mail address of the distribution list.

  example: `medical_news`

- Owner Login ID —thelogin ID of the owner (or owners) of the distribution list. The owner ID must be a valid login ID of an existing user or users.

  example: `rgreen`

- Description—a text description of the purpose of the distribution list. This description will appear in the search results table when a a search is performed on a distribution list.

  example: `Medical News`

- Members list—the e-mail addresses of the members of this distribution list. When e-mail is sent to this distribution list, all the list members receive this e-mail. Each e-mail address can be separated by spaces, commas, semi-colons, or carriage returns. Each e-mail address can be a string of valid e-mail addresses or login IDs (within the same domain).

  You may also use the user search located at the bottom of the page to add members to this distribution list. This is useful if you don't remember the e-mail addresses of the users to be added to the distribution list. See "Searching for a User" on page 18 for instructions on searching for a user. Once the search results appear, you can click `Add to distribution list` in the search results table to add the user to the Members List field.

  example: `rgreen, rachelg macduff, spider`

3. **Click** `Apply` **to create this list, or click** `Show Advanced` **to set the advanced properties.**

   When you click `Show Advanced`, the "Create Distribution List—Advanced Settings" page displays.

4. Enter the data into the advanced properties fields.

FIGURE 4-3 Distribution List Advanced Settings

Any text that you have entered into the basic "Create Distribution List" page fields are transferred to the corresponding fields on the advanced form. You can return to

the basic "Create Distribution List" page by clicking `Show Basic`. The fields in the advanced form are:

- Moderators—the moderator for this distribution list. The distribution list becomes a moderated distribution list when a valid entry is made to this field. The moderator does not need to be a member of this distribution list or the owner of the list. This is an optional field.

  example: `lchen`

- Can people join this list without approval?—if `Yes` is selected, users can subscribe to this distribution list without approval of the list owner. If `No` is selected, users must ask the owner to add them to the list.

- Can people view the list members?—if `Yes` is selected, users can see the members currently subscribing to this distribution list. Distribution list members can be viewed from the "Distribution List Subscription" page.

- Is this a shared mailbox?—if Yes is selected, e-mail messages sent to the distribution list are delivered to a "shared" mailbox instead of being sent to the members. The shared mailbox is given the name of the distribution list, and list members have permission to open this mailbox and view the messages.

- Address for undelivered messages—specifies an e-mail address where undelivered messages are delivered. If a message cannot be delivered, then the message is "bounced" or sent back to the e-mail address specified in this field. Normally, the message would be returned to the sender as an undelivered message. This can be useful to set this field to the delegated administrator or distribution list owner in order to receive notification when an address or one of the members becomes invalid.

- Authorized Submitters—specifies those people who are allowed to post messages to this distribution list. If entries appear in this field, then only those people may post to this list. Anybody else attempting to post will be rejected. Valid e-mail addresses or login IDs of users in your domain must be entered into this field. If this field is blank, then all members may post to this list. This field allows the owners to set up access control to this list. This is an optional field.

- Unauthorized Submitters—specifies those people forbidden to post to this distribution list. Valid e-mail addresses or login IDs of users in your domain must be entered into this field. This may be a good method of preventing unsolicited or bulk e-mail to be delivered to members of this list. This is an optional field.

- Authorized Domains—specifies those domains that are allowed to post messages to this distribution list. If entries appear in this field, then only users from those domains may post to this list. Anybody else attempting to post will be rejected. If this field is blank, then all users from any domain may post to this list. This is an optional field.

  example: `stream.com`

- Unauthorized Domains—specifies those domains forbidden to post to this distribution list. This is an optional field.

5. **Click** `Apply`**.**

   The Create Distribution List confirmation page displays.
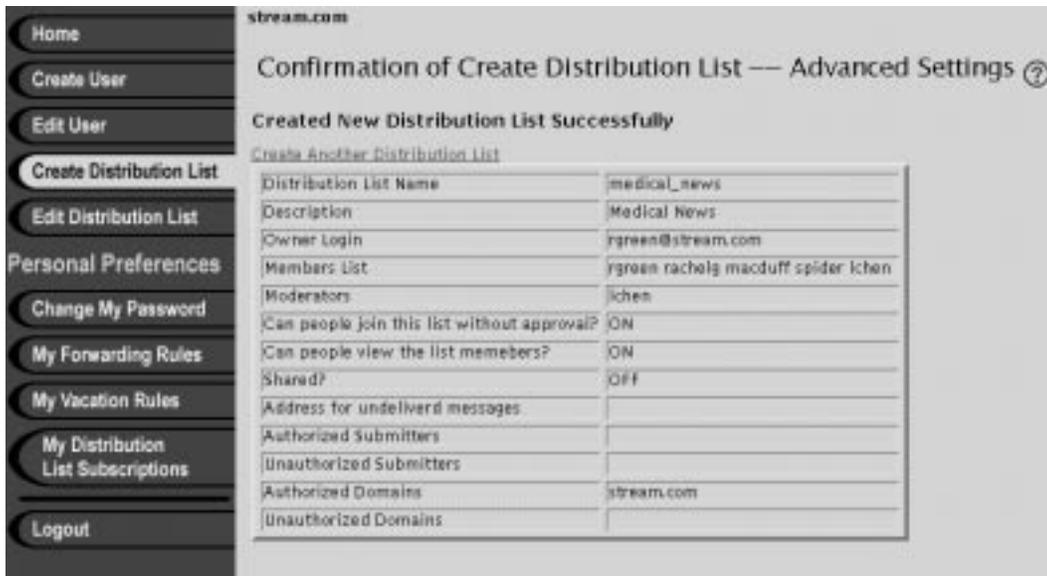
FIGURE 4-4   Distribution List confirmation

Editing a Distribution List

If you are a distribution list owner, you can modify the properties of the distribution lists that you own. A delegated administrator can edit any distribution list that is a part of the domain run by the Delegated Management Console.

Editing a distribution involves three steps:

1. Search for a distribution list.

2. Select a distribution list from the search results.

3. Edit the distribution list's properties.

In the following set of tasks, Sarah edits the properties for the `All_Employee_News` distribution list.

To display the "Edit Distribution List" page, click `Edit Distribution List` on the navigation bar.
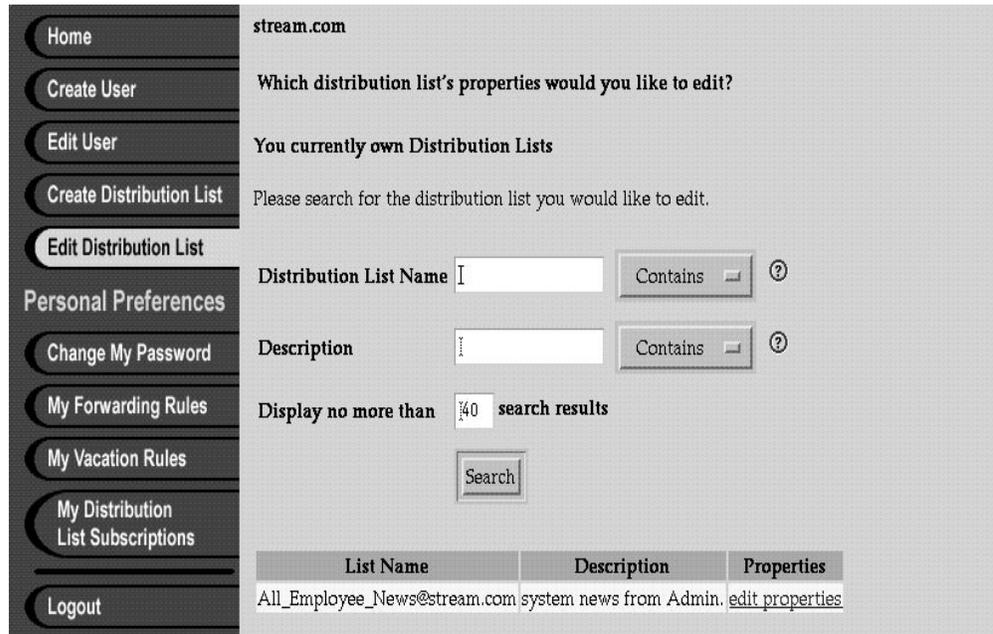
FIGURE 4-5   Edit Distribution List page

Searching for a Distribution List

You can either select a distribution list from the list of distribution lists that you own displayed on this page, or you can search for a distribution list.

You can search for a distribution list using one or more of the following criteria:

- Distribution list name
- Description

Each search criteria field allows you to choose how the search is performed. Selecting `Contains` means that the search will find any occurrences that contain the field entry. `Exact match` means that the search will find any occurrences that match exactly with the field entry. The `Begins with` and `Ends with` selections tells the search to look for distribution lists that begin with or end with the specified entry.

In order to display the list properties for `All_Employee_News`, Sarah searches for the list.

▼ To search for a distribution list

1. **Enter the search criteria.**

   The Description search is a substring search. This means that it performs a search on the string of words entered into the field. For example, if you enter "dog obedience school" into this field, the search tries to find a distribution list with the exact string "dog obedience school" in the description for the distribution list. The search does not find a description that has one or more of the words in the string, so it will not look for descriptions that contain "dog" or "obedience" or "school" in it.

   In the `stream.com` example, Sarah enters `Employee` into the Distribution List Name field.

2. **Select the search method.**

   In the `stream.com` example, Sarah knows that the name contains the words "Employee", so she selects `Contains`.

3. **Once you make your field entry or entries and select the from the field's menu, click `Search` to search and display the results.**

   If all of the fields remain blank and you click `Search`, all the distribution lists will be displayed in the search results table.

FIGURE 4-6   Distribution List Search Results

4. **Find the distribution list you wish to edit from the search results table, or perform another search.**

5. **Once you select the distribution list, click** `edit properties` **within the same row that the distribution list is located.**

Editing the Distribution List Properties

The delegated administrator and the distribution list owner have the ability to edit the distribution list properties. Once a specific distribution list is selected, its properties are displayed.
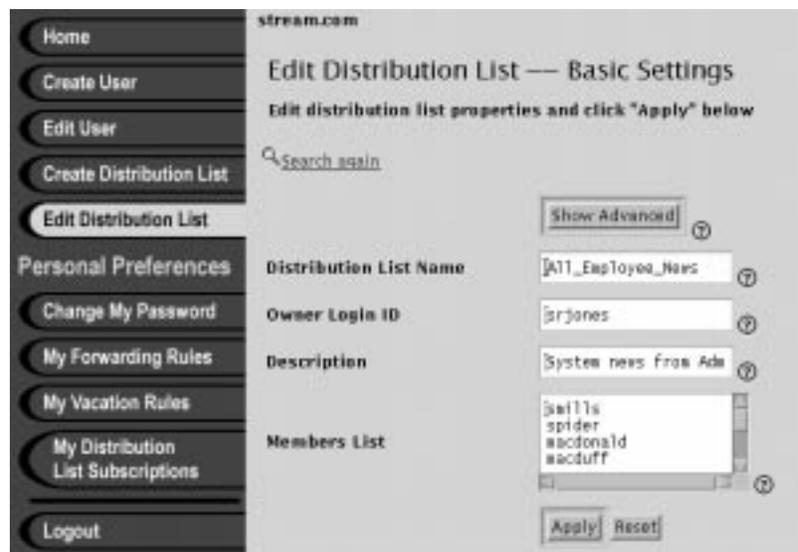
FIGURE 4-7   Distribution List basic properties

▼ To modify the distribution list properties:

1. **Enter or edit the data in the appropriate fields.**

   All of the basic fields are described in Step 2 of "Creating a Distribution List."

2. Click `Apply` **to commit your changes or click** `Show Advanced` **to display the advanced properties.**

3. **Enter or change the appropriate data into the advanced property fields.**

The advanced properties for a distribution list are described in "Creating a Distribution List."

4. **Click** `Apply`**.**

The screen repaints with the words "Distribution List Updated Successfully" on the top.

▼ To delete the distribution list:

1. **Click the** X **that appears next to the "Delete" field.**

A confirmation page appears asking you to confirm whether or not you wish to delete this distribution list.
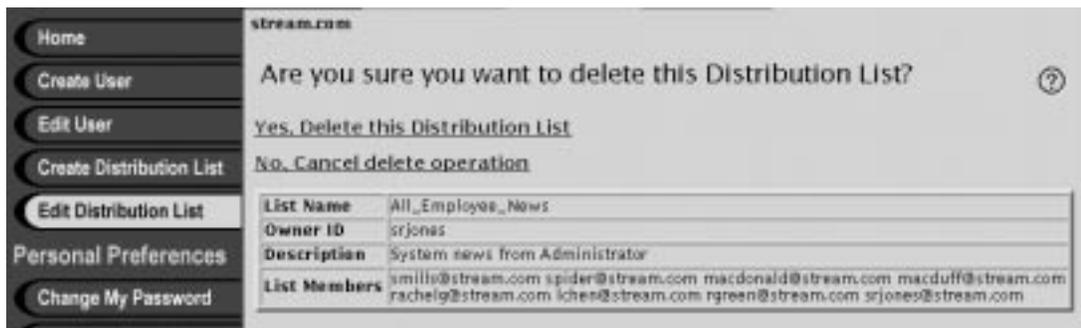
FIGURE 4-9 Delete Distribution List Confirmation

2. **Select either "Yes, Delete this Distribution List" or "No, Cancel delete operation".**

If you choose not to delete this distribution list, then the page returns to the distribution list properties page. If you choose to proceed with the list deletion, then a blank Edit Distribution List page displays with the words "Distribution List Deleted Successfully."

Using CLIs

If the ISP provides you with a UNIX shell account, you can perform some of the tasks using command line interfaces (CLIs). In order to do this, you should be familiar with UNIX.

The CLIs available for distribution list tasks are:

■ Creating (adding) a distribution list: `imadmin add group`

- Editing a distribution list's properties: `imadmin modify group`
- Deleting a distribution list: `imadmin delete group`

For details on the usage and syntax of the commands, see the UNIX man pages available for each command.

Personal Preferences

All users of the Delegated Management Console (delegated administrators, distribution list owners, and e-mail users) can set and change their personal preferences or properties. These tasks are:

- Changing your password
- Setting your forwarding rules
- Setting your vacation rules
- Setting and viewing your distribution list subscriptions

Changing Your Password

When you receive an account on the Delegated Management Console, you are provided with a password. You may change this password once you are logged into the Delegated Management Console.

Only a delegated administrator can change another person's password. To do this, the delegated administrator must go to the "Edit User" page.

▼ To change your own password

1. **Click** `Change My Password` **on the navigation bar (under "Personal Preferences").**

   The "Change My Password" page displays.

FIGURE 5-1 Password page

2. **Enter your current password in the** `Current Password` **field.**

   As you type your current password, the screen will "mask" it with dots or asterisks.

   example: `secret`

3. **Enter your new password in the** `New Password` **field.**

   Your new password must be more than four characters in length and can be composed of any characters.

   example: `mysecret`

4. **Retype your new password in the** `Retype New Password` **field.**

   This is a confirmation for your new password.

   example: `mysecret`

5. **Click** `Apply`**.**

   The page repaints with the confirmation that your password has been changed at the top of the page.

Forwarding Rules

In addition to having e-mail delivered to your inbox, you may choose to have the same e-mail delivered to other mailboxes. For example, you may own more than one e-mail account and want to make sure that all e-mail delivered to one account goes to all your mailboxes. Or you may want your e-mail delivered to another account when you are on an extended leave.

In the following task, Lori Chen sets her forwarding rules so that mail sent to her user account is forwarded to Sarah Jones' (`srjones`) mailbox.

▼ To set your forwarding rules

1. **Click** `My Forwarding Rules` **on the navigation bar.**

   The "Set Forward Rules" page displays.

FIGURE 5-2   Forwarding rules page

2. **Select** `Forwarding On` **or** `Forwarding Off` **to turn on or turn off e-mail forwarding for your account.**

   If you select `Forwarding On`, then messages sent to your account will be delivered automatically to the account specified in the `Forward to:` field. If you select `Forwarding Off`, then e-mail will not be forwarded.

3. **Select or deselect the** `Deliver a copy to inbox when forwarding e-mail` **button.**

   If this button is selected, then forwarded messages will continue to be delivered to your inbox. If this button is not selected, then messages will not be delivered to your inbox (they will only be sent to the forwarding address).

4. **Enter the forwarding address or addresses into the** `Forward to:` **field.**

   E-mail messages that are forwarded will go to the address or addresses entered into this field.

   example: `srjones`

5. **Click** `Apply`**.**

   The page repaints with confirmation that your forwarding rules have been set at the top of the page.

Vacation Rules

When you go on vacation or take an extended leave, you may wish to have an automated message sent to anybody sending you an e-mail message during that time. This is a good way to let people know that you are gone for a certain time and will respond to their e-mail when you return.

▼ To set your vacation rules

1. **Click** `My Vacation Rules` **on the navigation bar.**

   The "Set Vacation Auto-Responder" page displays.

FIGURE 5-3   Vacation program page

2. **Select** `On` **or** `Off` **next to the** `Vacation program` **label to activate or deactivate the vacation program.**

   Clicking `Apply` confirms that you have activated or deactivated the vacation program.

3. **Select a Vacation Start Date.**

   Choose the month and day from the menus provided. Enter the year, if it is different from the current year.

4. **Select a Vacation Start Time.**

   Choose the time from the pull-down menu provided.

5. **Select a Vacation End Date.**

   Choose the month and day from the menus provided. Enter the year, if it is different from the current year.

6. **Select a Vacation End Time.**

   Choose the time from the menu provided.

7. **Enter the Interval for reply to repeat senders.**

   Sets the frequency of the vacation response to the same e-mail sender. The frequency is measured in units of days. For example, if you receive one message a day from Bob and the field is set to 5 days, then Bob will receive your vacation message only every 5 days no matter how many messages he sends to you.

8. **Enter your response to external senders.**

   This is the message that will be sent to people who send you e-mail from the outside (external to your domain).

   a. **Enter your subject in the** `Subject line` **field.**

      This is the value used in the subject line of the automatically generated response to senders. For example, you can enter "On Vacation" as your subject. The default subject is "RE: *subject*" where *subject* is the subject of the message sent to you.

      The Subject line field is limited to 128 characters (about 1-1/2 lines of text).

   b. **Enter your message in the Message body field.**

      This is the text of the response sent. The default text of the message is:

      "I am out of the office.
      Your message regarding *subject* will be read when I return."

      The Message body field is limited to 1024 characters (about 14 lines of text).

9. **Enter your response to internal senders.**

   This is the message that will be sent to people who send you e-mail internally (inside your domain). The same subject line will be used for internal responses as well as external responses. You only need to enter your message in the Message body field.

   The Message body field is limited to 1024 characters (about 14 lines of text).

10. **Click** `Apply`

    You will receive confirmation that your vacation rules have been set.

Distribution List Subscriptions

You can subscribe or unsubscribe to a distribution list, or view the members of distribution lists to which you belong.

▼ To perform your distribution list functions

● **Click** `My Distribution List Subscriptions` **on the navigation bar.**

The following page displays:
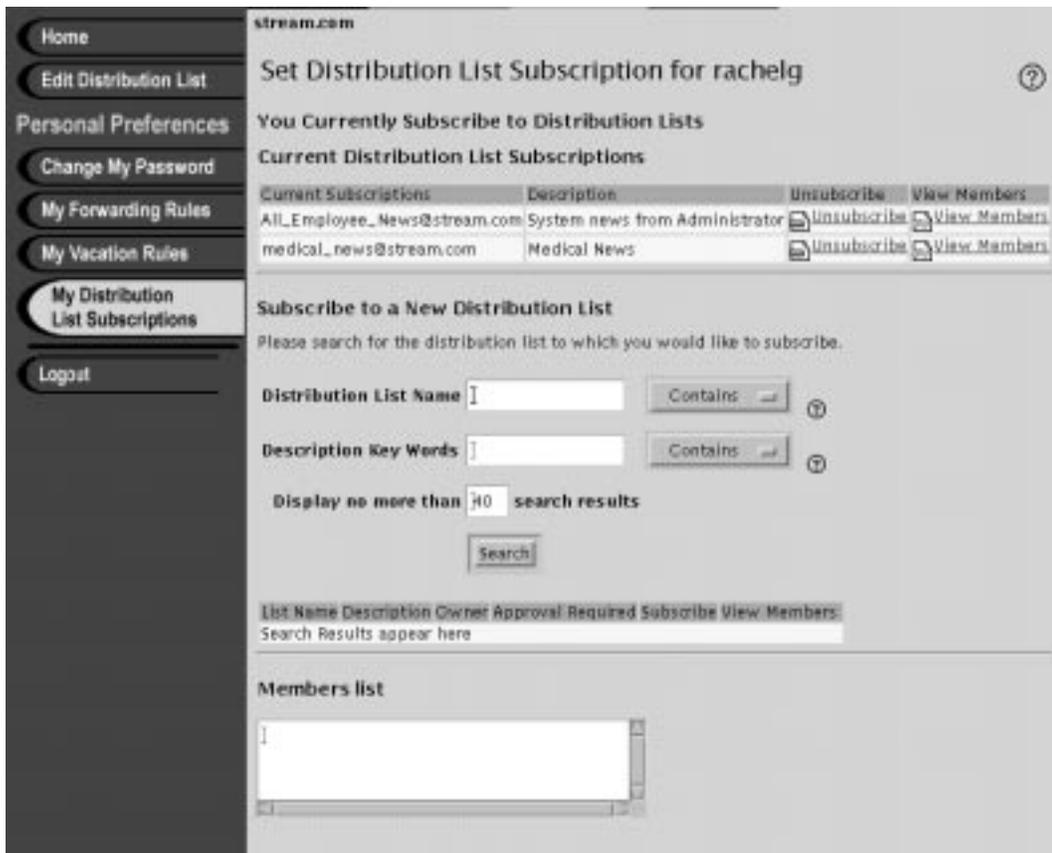
FIGURE 5-4 Distribution list subscription page

At the top of the page, the distribution lists to which you are currently subscribed to are listed in a table. You can use table list to view the members or unsubscribe to any of those distribution lists. If you are not currently subscribed to any distribution lists, an empty table displays and the message "You Currently Subscribe to No Distribution Lists" appears at the top of the page.

▼ To view the members of a distribution list

● **Click** `View Members` **within the same row of the distribution list you wish to view.**

The members of that distribution list display at the bottom of the page within the "Members list" text area.

▼ To unsubscribe to a distribution list

● **Click** `Unsubscribe` **within the same row of the distribution list you wish to unsubscribe.**

The distribution list table re-displays. The distribution list from which you unsubscribed is no longer listed in the table.

▼ To subscribe to a distribution list

1. **Search for the distribution list.**

   See "Searching for a Distribution List" on page 33 for instructions on searching for a distribution list.

2. **Select the distribution list from the search results table.**

3. **Click** `Subscribe` **in the same row of the distribution list which you selected.**

   Your current distribution list subscription table re-displays. The distribution list to which you subscribed is displayed in the table.

Note – If the distribution list you wish to subscribe to requires approval, you must request to be added by the distribution list owner or the delegated administrator.

Warnings and Error Messages

This appendix describes any warning or error messages that are displayed on the Delegated Management Console.

System errors are listed in TABLE A-1.

TABLE A-1   System Errors

Error Condition	Error Message
Could not contact DM server daemon	Your request could not be processed because the web server could not contact the delegated management server. Please contact your network administrator or internet service provider.
LDAP directory data incorrect	Could not read value of an attribute from directory. Please contact your network administrator or internet service provider.

Login errors are listed in TABLE A-2.

TABLE A-2   Login Errors

Error Condition	Error Message
Invalid Login ID	Login or password is invalid. Please try again.
Invalid password	Login or password is invalid. Please try again.
Invalid domain	Please enter a valid domain and try again.
Invalid e-mail address formed with login and domain	The address formed with the login ID and the domain is an invalid e-mail address. Please try again or reference the on-line help.

Create User errors are listed in TABLE A-3.

TABLE A-3   Create User Errors

Error Condition	Error Message
Fail to input login ID	Users must have a login ID. Please enter a valid login ID and try again.
Fail to input Last name	The last name is a required field. Please enter a last name and try again.
Fail to input Password/Retype Password	The passwords must be entered twice to ensure correctness. Please enter the same password in both the Password and Retype Password fields and submit again.
Password must be 4 characters or longer	A valid password must be at least 4 characters or longer. Please enter a new password and try again.
Fail to enter preferred e-mail address	An e-mail user account must have a preferred e-mail address. This is the address that will appear in the FROM line of e-mail messages sent by this user. Please input a preferred e-mail address and try to submit the request again.
Invalid other e-mail address	Please enter a valid e-mail address for the additional e-mail addresses field and try to create this user account again.

Edit User errors are listed in TABLE A-4

TABLE A-4   Edit User Errors

Error Condition	Error Message
Erase last name	The last name is a required field. Please enter a last name and try again.
Fail to input Password/Retype Password	The passwords must be entered twice to ensure correctness. Please enter the same password in both the Password and Retype Password fields and submit again.
Password must be 4 characters or longer	A valid password must be at least 4 characters or longer. Please enter a new password and try again.
Erase preferred e-mail address	An e-mail user account must have a preferred e-mail address. You cannot erase the current preferred address without inputting a new one. Please enter a preferred address and try to make your change again.
Invalid other e-mail address	Please enter a valid e-mail address for the additional e-mail addresses field and try to create this user account again.

Create distribution list errors are listed in TABLE A-5.

TABLE A-5   Create Distribution List Errors

Error Condition	Error Message
Fail to enter List Name	A distribution list must have a List Name. Please enter a distribution list name and attempt to create the list again.

Edit distribution list errors are listed in TABLE A-6.

TABLE A-6   Edit Distribution List Errors

Error Condition	Error Message
Distribution list name is not an editable field	The distribution list name is not an editable field.
Owner ID is not an editable field	The owner ID is not an editable field.

Password errors are listed in TABLE A-7.

TABLE A-7   Password Errors

Error Condition	Error Message
Current password incorrect	The value you entered in the Current Password field does not match the actual current password. Please input the correct current password and try again.
New Password not more then 4 characters	A valid password must be at least 4 characters or longer. Please enter a new password and try again.
Fail to input Password/Retype Password or the passwords entered does not match	The passwords must be entered twice to ensure correctness. Please enter the same password in both the Password and Retype Password fields and submit again.
Old and new passwords are equal	The old and the new passwords are equal. No changes were made.

Forwarding rules errors are listed in TABLE A-8.

TABLE A-8   Forwarding Rules Errors

Error Condition	Error Message
Invalid address entered in Forward list (rfc 822 compliant)	Please enter a valid e-mail address.

Vacation rules errors are listed in TABLE A-9.

TABLE A-9   Vacation Rules Errors

Error Condition	Error Message
Invalid vacation date in database	Could not convert the data stored in the database for the vacation date and time into a valid date or time. The current time and date is being displayed. Please enter a new vacation date/time or contact your internet service provider or network administrator if this is not satisfactory.
Invalid starting year value in type in fields	Please enter a valid start year value consisting of 4 digits. (e.g. 2001)
Invalid ending year value in type in fields	Please enter a valid end year value consisting of 4 digits. (e.g. 2001)
Stop time must be later then current time and/or start time	The vacation end time/date is before the vacation start time/date. Effectively, the vacation program will not be turned on.
Subject line field must be non-zero length	If you wish to turn on the vacation program, please enter a subject, turn on the vacation program, and submit your change again.
Message body fields must be non-zero length	If you wish to turn on the vacation program, please enter an external and an internal message, turn on the vacation program, and submit your change again.
Invalid starting year value in type in fields	If you wish to turn on the vacation program, please enter a reply interval, turn on the vacation program, and submit your change again.

Distribution list subscription errors are listed in TABLE A-10.

TABLE A-10 Distribution List Subscription Errors

Error Condition	Error Message
Already subscribed to this Distribution List.	You are already subscribed to this list.
Can not subscribe to a closed Distribution List.	Subscribing to this distribution list requires approval. Please contact the owner of the list directly to subscribe.

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