

# CMailGroup User Manual

v4.0



2014

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# **2** Introduction

CMailGroup is email sharing, monitoring and archiving software. It can download all company' emails from the external email server and store on the internal server within company. All emails can be sent out by the same public email address. CMailGroup can define the email delivering, sending and monitoring policy. You can define which customer's email will be delivered to which employee's email account, which employee's emails will be monitored, and even who has the right to send emails out. CMailGroup can keep the records of all employees' emails activities. It's wonderful email management software for small and medium company.

Share email addresses. Monitor email activities. Deliver email automatically. Keep all emails on the server.

e Settings Tools F	Help					
💁 🎅   🂔 🦻	🗩 👲 🔍					
CMailGroup	Email Address	Enabled	Login Username	Pop3 Server Address	Pop3 Port	
External Account	sales@comp	Yes	sales@company.com	pop3.company.com	110	
	youngzsoft5	Yes	youngzsoft5	pop.gamil.com	995	
	-					

Figure 2-1



## 3 CMailGroup Theory

In CMailGroup, we need to setup two types account – external account and local account.

The external account download emails from the Internet and deliver them to the local account that share this external account. The standard email will contain a line "To" in the mail header. Normally,the line "To" is formatted as - "friend\_name" <email\_address>. CMailGroup will deliver the email to the local account whose user name matched the "friend\_name". If the line "To" doesn't contain "friend\_name", CMailGroup will deliver it to each local account that share this external account.

On the other hand, when the local account sends emails outgoing, CMailGroup will replace the line "To" in the outgoing email. It will use "user\_name" <external\_email\_address>. The "user\_name" is the user name in the local account's properties and "external\_email\_address" is the external email address in the local account's properties.



# 4 How to Setup CMailGroup

## 4.1 Create External Mail Account

CMailGroup will use external mail account send and receive the external mails. Click menu "File" -> "Add External Account", enter the account information as follows.

nabled			25
Email Address	youngzsoft5@gmail.com		ОК
Login Username	youngzsoft5		Cancel
Login Password	•••••		Cancer
Pop3 Server Address	pop.gamil.com		Test
Pop3 Port	995	Pop3 SSL	
Smtp Server Address	smtp.gmail.com		
Smtp Port	465	Smtp SSL	
Smtp need auth			>>

Figure 4-1-1

Enabled: means this account is valid.

Email Address: this is the external email address of the company in public.

Login Username: the username that used to login the external email server.

Login Password: the password that used to login the external email server

POP3 Server Address: download emails from this server.

POP3 Port: the pop3 server's port.

POP3 SSL: the pop3 server requires SSL connection.

SMTP Server Address: send email out with this SMTP server.

SMTP Port: SMTP server port.

SMTP SSL: the SMTP server requires SSL connection.

SMTP need auth: the SMTP server requires authentication.

After full fill the dialog box, you can click "Test" to check the settings are correct.

Click ">> " will display the local account that related to this external account.

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## 4.2 Create Local Mail Account

The employees will use the local mail account.

Click menu "File " -> "Add Local Account", enter the account information as follows.

Ena	bled		
5	Email Address	alex@local.com	ОК
5	Login Password	••••	Cancel
	User Name	Alex	
	External Email Address	youngzsoft5@gmail.com	

Figure 4-2-1

Enabled: the account is enabled.

Email Address: the account's email address. The client also uses this as login user name. Login Password: the local account login password.

User Name: the local account's user name. CMailGroup will use this value to identify the users' reply emails.

External Email Address: the local account will share this external email address.

## 4.3 Samples

For example, the company has two external email addresses: <u>support@company.com</u> and <u>sales@company.com</u>. There are four employees Alex, Jim, Kim and Tom. Alex and Jim is tech support man, Kim and Tom is tech salesman.

Alex and Jim share support@company.com. Kim and Tom share <u>sales@company.com</u>. The new customers send email to <u>support@company.com</u>, Alex and Jim both can get it. The new customers send email to <u>sales@company.com</u>, Kim and Tom both can get it. If Alex sends email to the customer and only Alex can get the replied email of the customer.



### 4.3.1 Create Two External Accounts

The external account information of <a href="mailto:support@company.com">support@company.com</a>

nabled			8
Email Address	support@company.com		ОК
Login Username	support@company.com		Cancel
Login Password			Cancer
Pop3 Server Add	lress pop3.company.com		Test
Pop3 Port	110	Pop3 SSL	
Smtp Server Add	iress smtp.company.com		
Smtp Port	25	Smtp SSL	
Smtp need auth			

Figure 4-3-1-1

The external account information of sales@company.com

Enab	led			
	Email Address	sales@company.com		ОК
@	Login Username	sales@company.com		Cancel
	Login Password	•••••		Cancel
	Pop3 Server Address	pop3.company.com		Test
	Pop3 Port	110	Pop3 SSL	
	Smtp Server Address	smtp.company.com		
	Smtp Port	25	Smtp SSL	
	Smtp need auth			>>

Figure 4-3-1-2



## 4.3.2 Create four local accounts

Alex shares <a href="mailto:support@company.com">support@company.com</a>

Enab	led	·	10
1	Email Address	alex@company.com	ОК
	Login Password	•••••	Cancel
	User Name	Alex	·
	External Email Address	support@company.com -	

Figure 4-3-2-1

#### Jim shares <a href="mailto:support@company.com">support@company.com</a>

Enal	bled		
	Email Address	jim@company.com	ОК
X	Login Password	•••••	Cancel
	User Name	Jim	
	External Email Address	support@company.com 👻	

Figure 4-3-2-2

Kim shares sales@company.com



Enable	d		
	Email Address	kim@company.com	ОК
Δ .	Login Password	•••••	Cancel
	User Name	Kim	]
	External Email Address	sales@compay.com 👻	Î

Figure 4-3-2-3

#### Tom shares sales@company.com.

Ena	bled		
	Email Address	tom@compay.com	ОК
K	Login Password	•••••	Cancel
	User Name	Tom	·
	External Email Address	sales@company.com -	

Figure 4-3-2-4



# **5 How to Setup Mail Client Application**

Suppose the CMailGroup is installed on the 192.168.1.1, so

Outgoing server address is 192.168.1.1 Incoming server address is 192.168.1.1 The outgoing server requires authentication. Email address is the "account name" in the CMailGroup account properties (i.e. alex@local.com) Login username is the "account name" in the CMailGroup account properties (i.e. alex@local.com) Login password is the "password " in the CMailGroup account properties.

We take <u>alex@local.com</u> and outlook express as example.

Click menu "tools" -> "account ", and click "Add " -> "Mail "

Internet Connection Wiza	ard 🛛 🛛
Your Name	×
When you send e-mail, y Type your name as you	your name will appear in the From field of the outgoing message. would like it to appear.
Display name:	Alex
	For example: John Smith
	< Back Next > Cancel

Figure 5-1



Internet Connection Wiza	rd	
Internet E-mail Address		×
Your e-mail address is the	e address other people use to send e-mail messages to you.	
E-mail address:	alex@local.com	
	For example: someone@microsoft.com	
	< Back Next > C	ancel

Figure 5-2

My incoming mail server is a	POP3 server.	
Incoming mail (POP3, IMAP	or HTTP) server:	
192.168.1.1		
An SMTP server is the serve	er that is used for your outgoing e-mail.	
Outgoing mail (SMTP) server	r.	

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Figure 5-3

nternet Connection W	izard	Ð
Internet Mail Logon		影
Type the account na	me and password your Internet service provider has given you.	
Account name:	alex@local.com	
<b>B</b> 1		_
Password:	Remember password	
If your Internet service ( (SPA) to access your m Authentication (SPA)' c	provider requires you to use Secure Password Authentication ail account, select the 'Log On Using Secure Password heck box.	
Log on using Secur	e Password Authentication (SPA)	
	< Back Next > C	ancel

Figure 5-4



Internet Connection Wizard	
Congratulations	
You have successfully entered all of the information required to set up your account. To save these settings, click Finish.	
K Back Finish Ca	ancel

Figure 5-5

After finished, click menu "tools" -> "account", and select the added account, edit "properties", in "Servers" tab, select "My server requires authentication".



3 192.168.	.1 Properties
General Serv	ers Connection Security Advanced
Server Inform My incomin	ation ng mail server is a POP3 server.
Outgoing r	hail (SMTP): 192.168.1.1
Account n	ame: alex@local.com
Password:	••••
Log on Outgoing Ma	Remember password using Secure Password Authentication I Server ver requires authentication Settings
	OK Cancel Apply

Figure 5-6



# 6 Contact

Homepage: <u>WWW.youngzsoft.net</u>

Product Page: <a href="https://www.youngzsoft.net/cmailgroup/">www.youngzsoft.net/cmailgroup/</a>

Support Email: Support@youngzsoft.net

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