

HOME & BUSINESS

# Setting up email


How to set up email on  
doMessaging

**Telkom**



**System: Zimbra**

To access emails on Do Messaging the customer will need use the link below.

**Address:** <http://webmail.telkomsa.net>

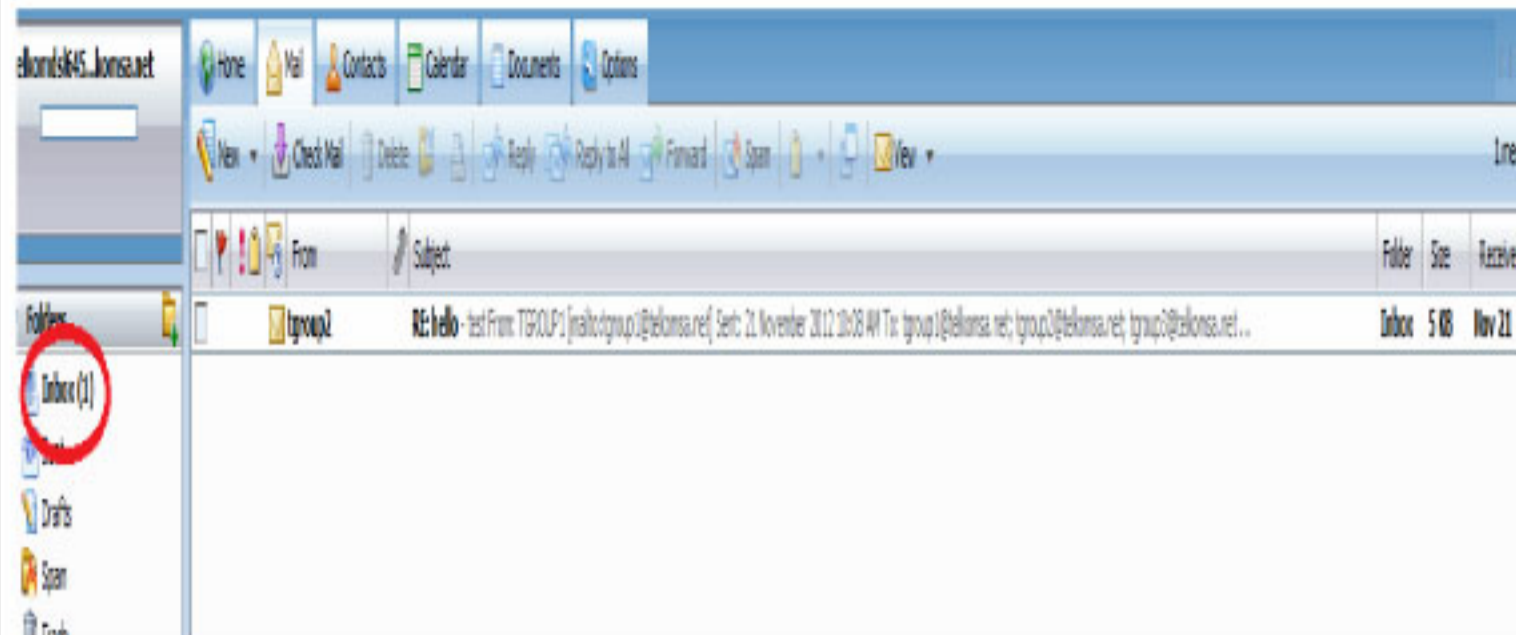
Step	Action
1.	<p>Once the customer clicks on link above the Logon Screen will be appear. This will require the customer to logon using the mailbox username and password provided by Telkom Internet. The customer can also Select the version required to use.</p> 
<p>Customer will require the username and password for the mailbox.</p>	

System: Zimbra continued

Step	Action																
2.	<p>The customer is required to type the mailbox username and password then Click on Log In to access the mailbox</p>  <p style="text-align: center;"><b>Example: Mailbox Details from TIMT</b></p> <table border="0"> <tr> <td colspan="2"><b>EMAIL</b></td> </tr> <tr> <td>Date Created</td> <td>2009-10-11 04:33</td> </tr> <tr> <td>Date Modified</td> <td>2012-11-14 09:51</td> </tr> <tr> <td>Mailbox Status</td> <td>ACTIVE</td> </tr> <tr> <td>Billing Status</td> <td>ACTIVE</td> </tr> <tr> <td>Login</td> <td>telkomdsl6450@telkomsa.net</td> </tr> <tr> <td>Aliases</td> <td>tgroup1@telkomsa.net</td> </tr> <tr> <td>Products</td> <td> <p>Name: Hosting - Basic E-Mail Account 3GB Space (Monthly) x 1                      Description: Standard 3GB E-Mail box with</p> <p>Name: Hosting - E-Mail Alias (Monthly) x 5                      Description: An e-mail alias at a domain other than Intekom - R2.09 pm per alias</p> </td> </tr> </table> <p style="text-align: right;"><b>Used for Logon Details on Do Messaging</b></p> <p style="text-align: center;"> <input type="button" value="Mailbox Details"/></p>	<b>EMAIL</b>		Date Created	2009-10-11 04:33	Date Modified	2012-11-14 09:51	Mailbox Status	ACTIVE	Billing Status	ACTIVE	Login	telkomdsl6450@telkomsa.net	Aliases	tgroup1@telkomsa.net	Products	<p>Name: Hosting - Basic E-Mail Account 3GB Space (Monthly) x 1                      Description: Standard 3GB E-Mail box with</p> <p>Name: Hosting - E-Mail Alias (Monthly) x 5                      Description: An e-mail alias at a domain other than Intekom - R2.09 pm per alias</p>
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**System: Zimbra *continued***

Once the customer is logged in you will be able to see all emails on the Inbox



**Features of Do Messaging**

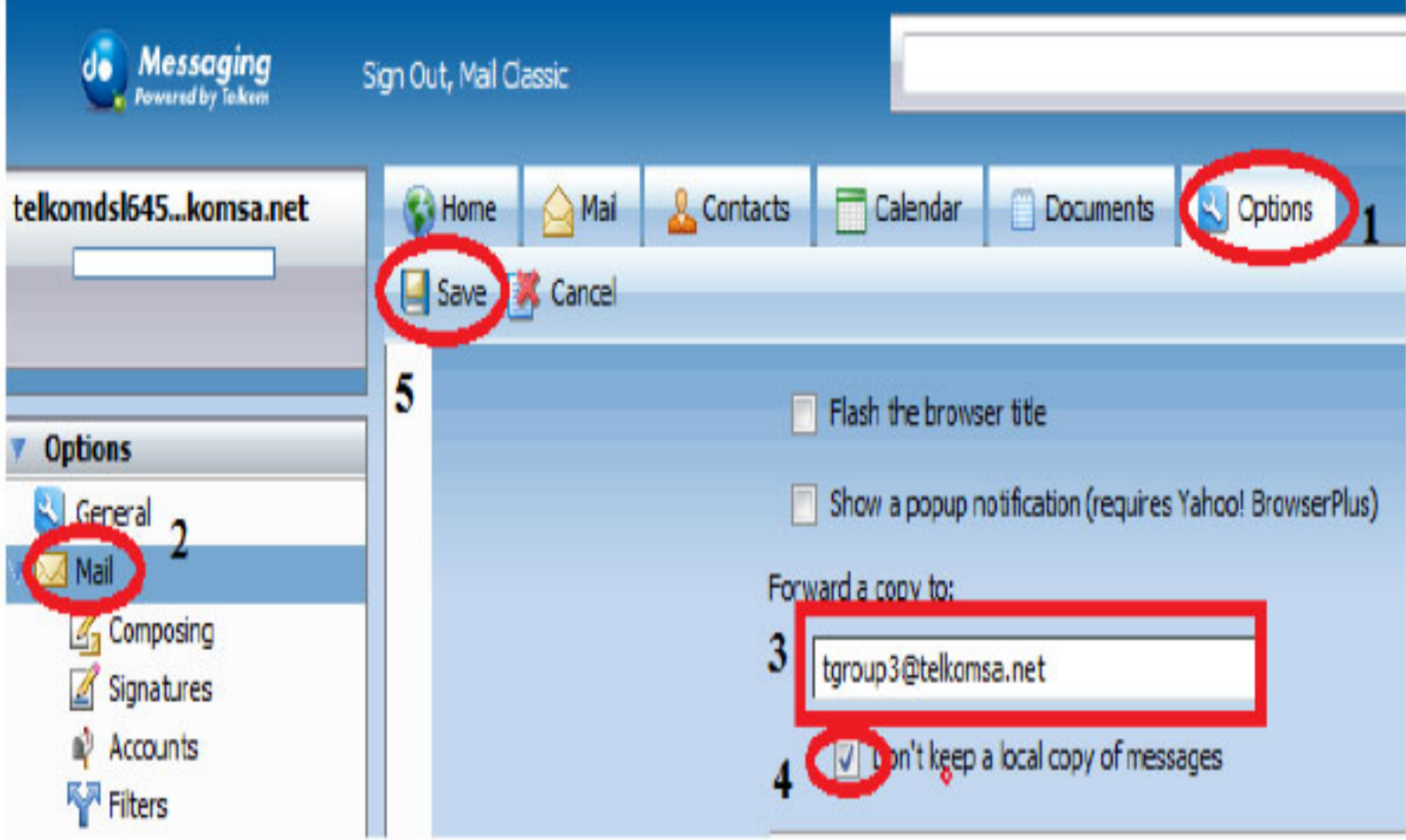
**Mail forwarding-** Customers have an option to forward emails to a different mailbox by adding the mail forward email address.

**Signatures-** Customised Signatures can be added to the mailbox as customers request.

**Spam Filter-** To block off Spam emails by adding the Spammers Email address or Domain on the filters list.

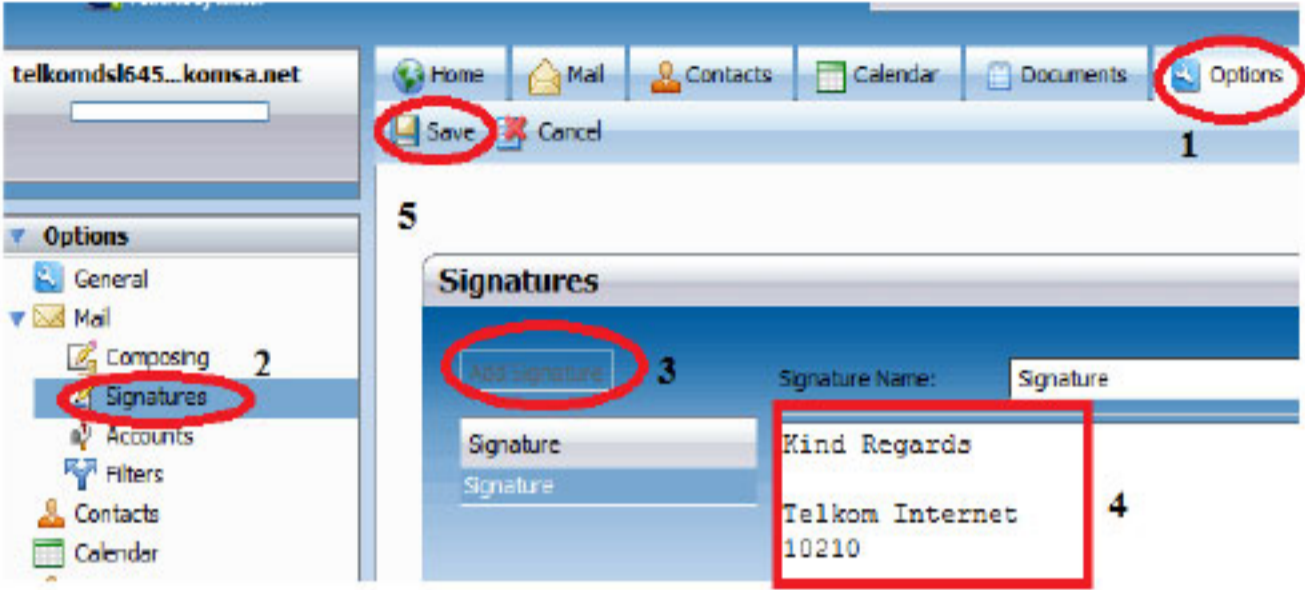
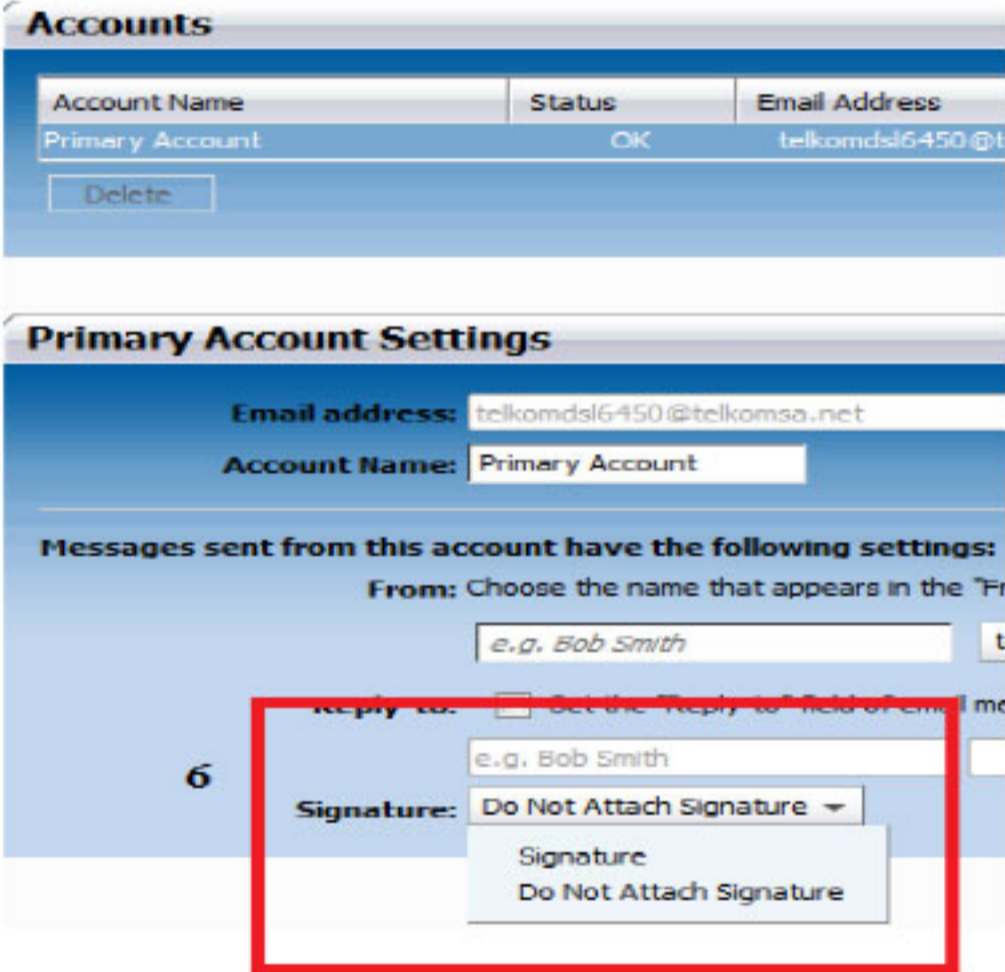
**System: Zimbra *continued***

**Adding a Mail forward on Do Messaging.**

Step	Action
	 <p>The screenshot shows the Zimbra Messaging interface. At the top, there is a navigation bar with 'Home', 'Mail', 'Contacts', 'Calendar', 'Documents', and 'Options'. The 'Options' button is circled in red and labeled '1'. Below the navigation bar, there is a 'Save' button circled in red and labeled '5'. On the left side, there is a sidebar with 'Options' expanded, showing 'General' (labeled '2') and 'Mail' (circled in red). Under 'Mail', there are options for 'Composing', 'Signatures', 'Accounts', and 'Filters'. In the main content area, there are checkboxes for 'Flash the browser title' and 'Show a popup notification (requires Yahoo! BrowserPlus)'. Below these, there is a section 'Forward a copy to:' with a text input field containing 'tgroup3@telkomsa.net' (labeled '3'). Below the input field, there is a checkbox labeled 'Don't keep a local copy of messages' which is checked and circled in red (labeled '4').</p>
1	Click on Options on the Right of the Do Messaging panel
2	Then on Mail on the Left of the Panel
3	Add the email address for emails to be forwarded to.
4	This is optional for the customer to leave a copy of emails on the server.
5	Click on Save for changes on the mailbox to be updated.

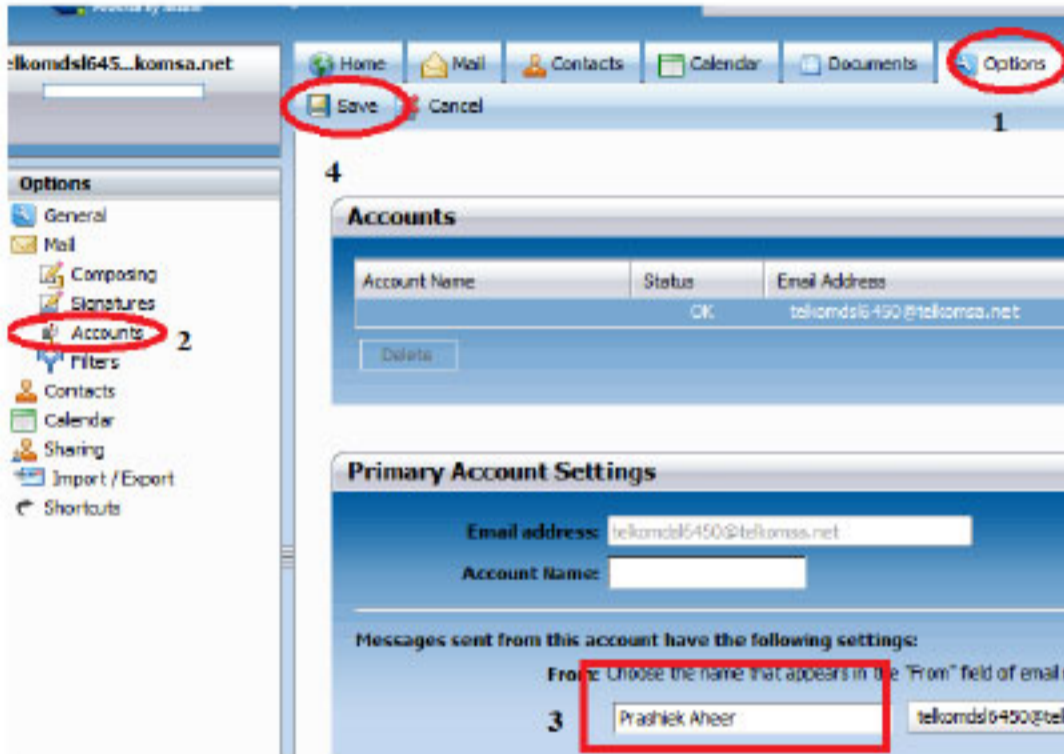
**System: Zimbra continued**

**Adding a Signature on Do Messaging.**

Step	Actions
	
1	Click on option on the Right side of the Panel.
2	Then Signatures on the left of the Panel.
3	Add Signature to create the signature
4	Customer will need to type the Signature required
5	Click on Save for changes on the mailbox to be updated.
6	 <p>To activate the Signature follow Step 6</p>

**System: Zimbra continued**

**Adding a Display Name for the Mailbox**

Step	Actions
	
1	Click on Options.
2	Then on Accounts on the left side of the Panel.
3	On the From Field the customer will need to type the Display name for the mailbox
4	Click on Save for changes on the mailbox to be updated.

**Below is the example of a test when the customer sends an email from Do Messaging when the From/Display name is changed.**

