

Apps4Rent provides a control panel to its customers to manage day to day activities for the users. Once you have signed up for the services, you will receive the login credentials in an e-mail which will help you in quickly setting up your users and mailboxes.

### **Important URL's:**

**Control Panel:** <https://cp.dataoncloud.com>

**Webmail:** <https://webmail.dataoncloud.com>

### **Important DNS Changes:**

These changes have to be done by contacting your DNS provider which usually is your Web hosting company or Domain Registrar.

### **MX:**

Domain.com→mx11.hostmailserver.com, Priority 10

Domain.com→mx11.hostmailserver.com, Priority 10

### **CName:**

Autodiscover.dataoncloud.com→autodiscoverredirect.dataoncloud.com

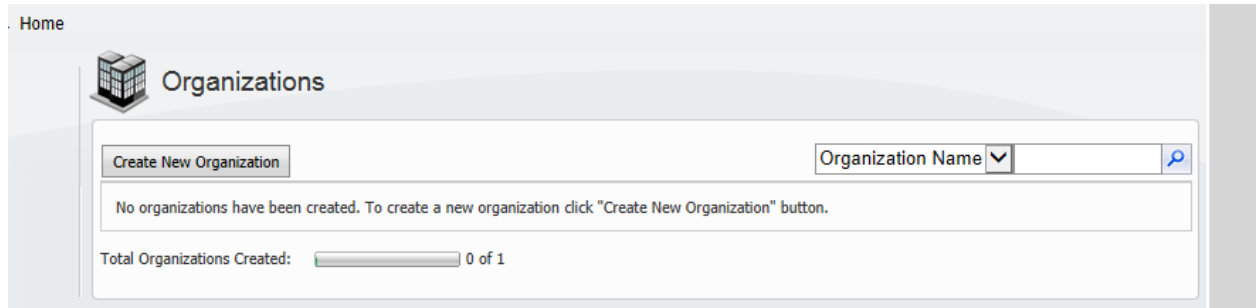
### **Getting Started:**

1. Check your Welcome e-mail for login credentials for the control oanel.
2. Using the login credentials, login at <https://cp.dataoncloud.com>
3. Click on Domains to add your domain.



4. Add the domain name that you wish to use. If you would be using more than one domain then add the domain for which will be widely used.
5. Add all the domains which you wish to use. Please note that you add more domains or additional domains at alter point of time also.

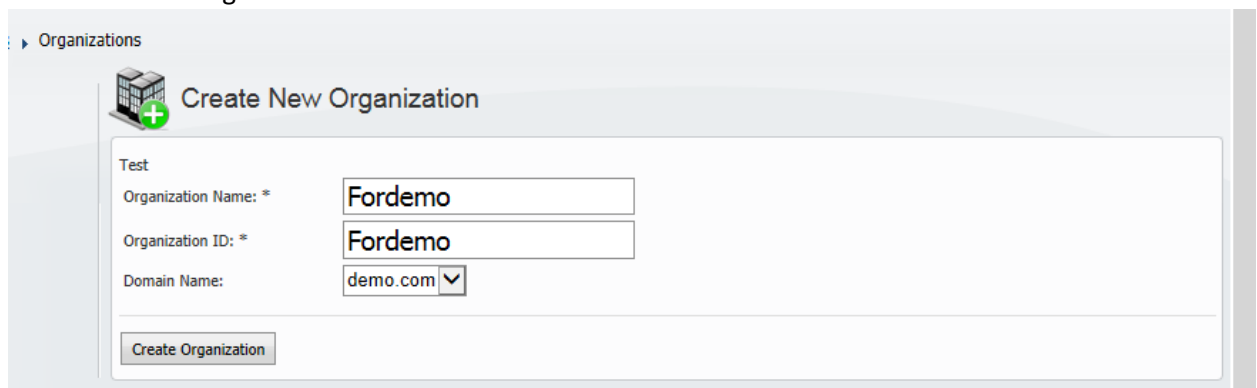
6. Click on the Hosted Organization from the left menu.
7. Click on Create New Organization.



8. Enter the Organization Name.
9. Enter the Organization ID.

**NOTE:** Only UPPER case; Lower Case Alphabets and numbers are allowed. Special characters are not allowed.

10. Click on Create Organization.



11. Post Organization creation; you should see similar screen as given below.

The screenshot shows the 'Home' page for the 'fordemo' organization. The left sidebar contains a navigation menu with categories: Organization's (Users), Exchange (Mailboxes, Contacts, Distribution Lists, Public Folders, ActiveSync Policy, Mailbox Plans, Accepted Domains, Storage Usage, Disclaimers), and SharePoint (Site Collections, Storage Usage, Storage Settings). The main content area shows the following details:

- Organization Name: **fordemo**
- Organization ID: fordemo
- Created: 7/4/2013

Resource usage metrics are displayed in three sections:


- Organization:** Users: 0 of 100 (100 Available)
- Exchange:** Mailboxes: 0 of 1 (1 Available), Contacts: 0 of 1000 (1000 Available), Distribution Lists: 0 of 500 (500 Available), Public Folders: 0 of 1 (1 Available), Storage (Mb): 0 of Unlimited
- SharePoint:** Site Collections: 0 of 1 (1 Available)

The page shows limits which are set for your account for various aspects of hosting.

**NOTE:** The system differentiates between a User and a Mailbox. A user can have a mailbox and other services like SharePoint and so on. You can either create a user first and then enable it as a mailbox or directly create a Mailbox. We will first create a user and then enable it for Exchange services.

12. Click on Users from left Menu.
13. Click on Create New User.

fordemo > User

 **Create New User**

First Name:  Initials:

Last Name:

Display Name: \*

E-mail Address: \*  @ fordemo.com

Password: \*  [Generate random](#)

Confirm password:

Send Summary Letter

14. Enter the relevant details.

15. Enter the password.

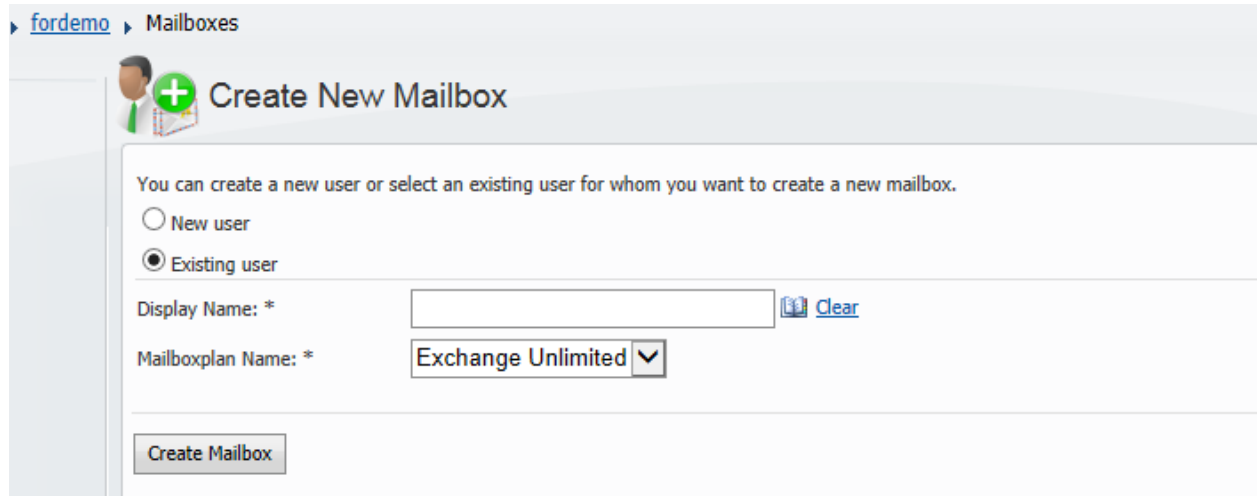
**Minimum Criteria for Password:**

- ❖ Passwords cannot contain the user's account name or parts of the user's full name that exceed two consecutive characters.
- ❖ Passwords must be at least 8 characters in length.
- ❖ Passwords must contain characters from at least three of the following four categories:
  - i. English uppercase alphabet characters (A–Z)
  - ii. English lowercase alphabet characters (a–z)
  - iii. Base 10 digits (0–9)-Atleast 2 numbers.Non-alphanumeric characters (for example, !,\$#,%)

**NOTE:** You have created a user in the system now. This user can now have an Exchange mailbox; Access SharePoint site and so on; based on the services.

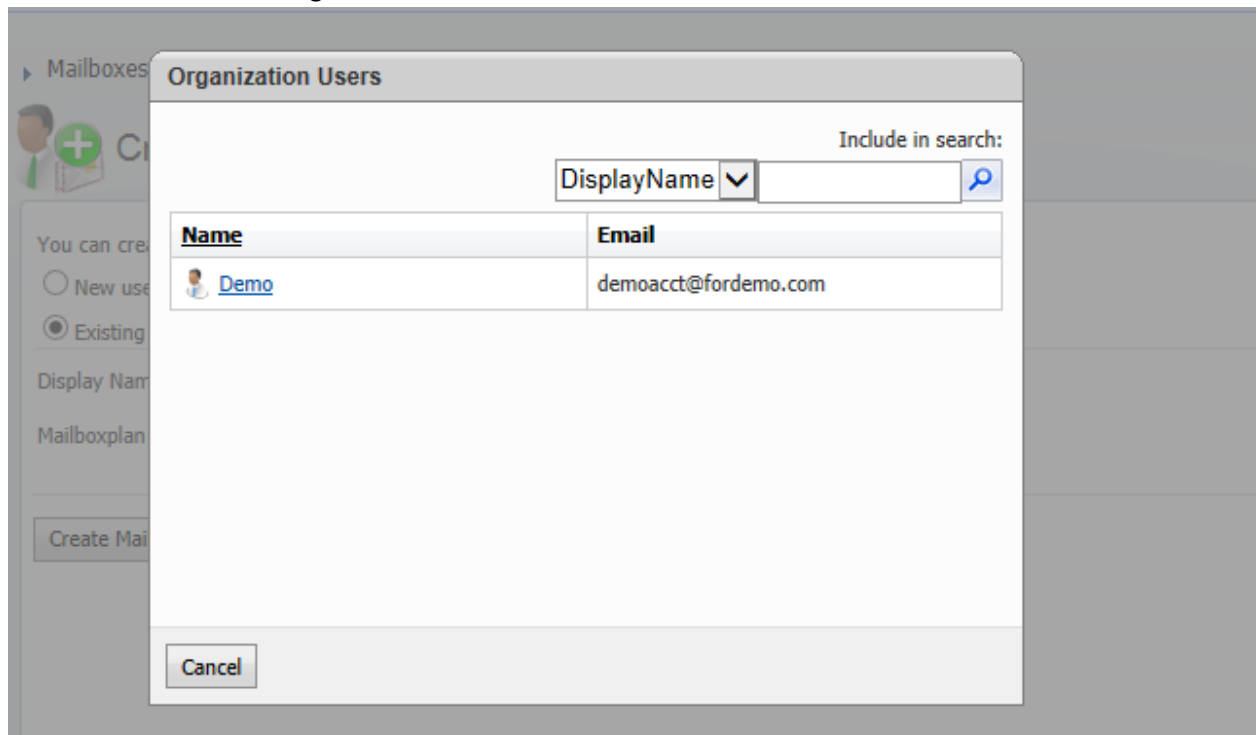
16. Click on Mailbox; to create a new mailbox.

17. You could use “New User” if you did not create the user earlier. However, in the example as the user was created earlier we will select Existing User.



The screenshot shows the 'Create New Mailbox' form in the Apps4Rent interface. The form is titled 'Create New Mailbox' and includes a navigation breadcrumb 'fordemo > Mailboxes'. Below the title, there is a message: 'You can create a new user or select an existing user for whom you want to create a new mailbox.' There are two radio buttons: 'New user' (unselected) and 'Existing user' (selected). Below the radio buttons, there are two input fields: 'Display Name: \*' with a text box and a 'Clear' button, and 'Mailboxplan Name: \*' with a dropdown menu showing 'Exchange Unlimited'. At the bottom of the form is a 'Create Mailbox' button.

18. Click on the Book Icon to get list of created users.



The screenshot shows the 'Organization Users' dialog box in the Apps4Rent interface. The dialog box has a title bar 'Organization Users' and a search section with the text 'Include in search:' and a dropdown menu set to 'DisplayName'. Below the search section is a table with two columns: 'Name' and 'Email'. The table contains one row with the name 'Demo' and the email 'demoacct@fordemo.com'. At the bottom of the dialog box is a 'Cancel' button.

Name	Email
Demo	demoacct@fordemo.com

19. Select the User for which you want to create the mail box and click Create Mailbox.

20. Mailbox has been created.

## To Add Aliases:

1. Click on Hosted Organizations option from your control panel.
2. Click on Org name.
3. Click on Mailboxes.
4. Click on the Mailbox of the user for which you need to add Aliases.
5. Click on E-mail Addresses Tab.

fordemo > Mailboxes

### Edit Mailbox - Demo

General Settings **E-mail Addresses** Mail Flow Settings Permissions Mobile Devices

**Add New E-mail Address**

E-mail Address: \*  @ **fordemo.com**

**Existing E-mail Addresses**

<input type="checkbox"/>	E-mail Address	Primary E-mail Address
<input type="checkbox"/>	demoacct@fordemo.com	✓

Total E-mail Addresses: 1

6. Enter the E-mail address and click on Add E-mail address.

For Example: You want to add an Alias [demoalias@fordemo.com](mailto:demoalias@fordemo.com); then in the E-mail address field enter demoalias and click on Add e-mail Address.

You will notice that the new alias has been added.

**Edit Mailbox - Demo**

General Settings E-mail Addresses Mail Flow Settings Permissions Mobile Devices

**Add New E-mail Address**

E-mail Address: \*  @ fordemo.com

**Existing E-mail Addresses**

<input type="checkbox"/> E-mail Address	Primary E-mail Address
<input type="checkbox"/> demoacct@fordemo.com	✓
<input type="checkbox"/> demoalias@fordemo.com	

Total E-mail Addresses: 2

7. You can set the Alias as Primary by selecting it and clicking on Set As Primary.

**Additional Permissions in Mailboxes:**

You can give Additional Permissions like “Send As”; “Full Access” from the control panel, by clicking on the Permissions Tab under the specific mailbox.

fordemo > Permissions

**Edit Mailbox - Demo**

General Settings E-mail Addresses Mail Flow Settings Permissions Mobile Devices

**Send As**

Grant this permission to:

The list of accounts is empty. Click "Add..." button to add accounts.

**Full Access**

Grant this permission to:

The list of accounts is empty. Click "Add..." button to add accounts.

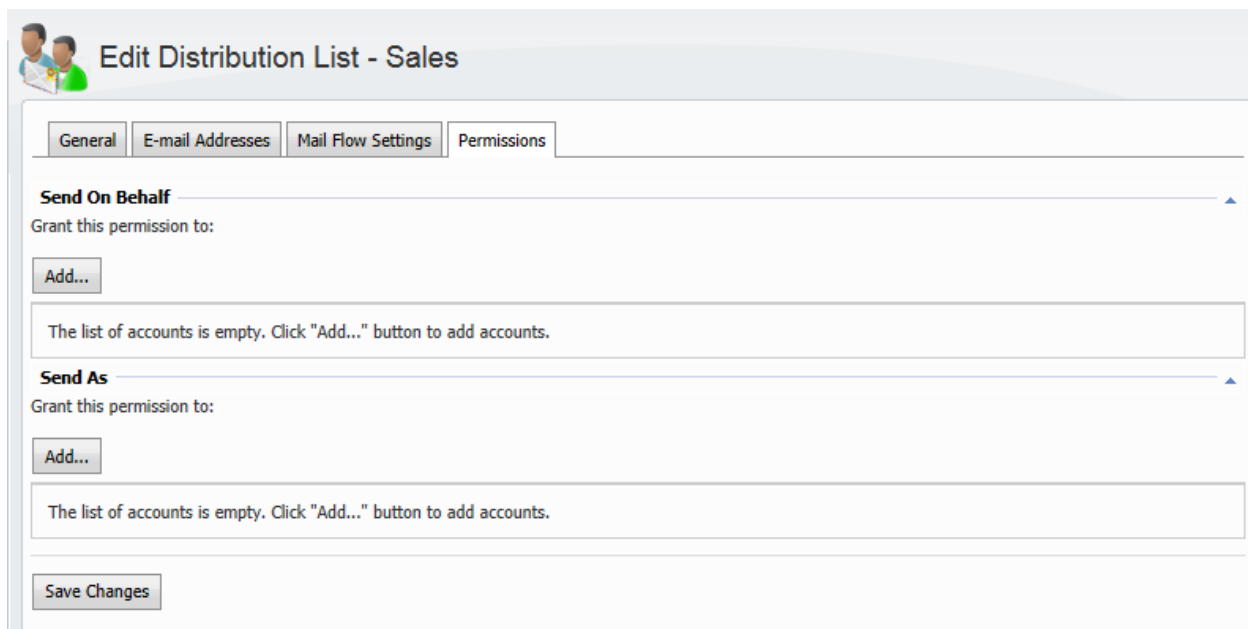
### **To Create Distribution List:**

Distribution List: This feature allows multiple people to receive the same e-mail. In other words, if you have a group or team of multiple users for example sales team; and you want your prospects to send an e-mail to [sales@yourdomain.com](mailto:sales@yourdomain.com) which is received by all the members of the sales team then you can use this.

1. Enter the Display Name for the Distribution List. For example Sales.
2. Enter the e-mail address for the Distribution List.
3. In the Managed by Section; Select the Administrator of the group.
4. Click on Create Distribution list.
5. Now to "Add" members; click on Add button and Add members.

### **Additional Permissions in Distribution lists:**

You can define additional permissions like "Send on Behalf" or "Send As" by clicking on Permissions section within the specific Distribution List.



**Edit Distribution List - Sales**

General | E-mail Addresses | Mail Flow Settings | **Permissions**

**Send On Behalf**

Grant this permission to:

Add...

The list of accounts is empty. Click "Add..." button to add accounts.

**Send As**

Grant this permission to:

Add...

The list of accounts is empty. Click "Add..." button to add accounts.

Save Changes

### **Contacts:**

Contacts are people who may not belong to your organization; but your users may interact with them frequently.

To create a contact; please follow these steps.



1. Click on Contacts.
2. Enter the Display Name.
3. Enter the E-mail Address which is outside your org.
4. Click on Create Contact.

In "Use MAPI Rich Text Format" select Always.

fordemo > Contacts

**Edit Contact - Democontact**

General Mail Flow Settings

Display Name: \* Democontact

E-mail Address: \* Democontact@gmail.com

Use MAPI rich text format: Always

Hide from Address Book

First Name: Initials:

Last Name:

Notes:

Company Information

Contact Information

Address

### **Setting up a Forwarder:**


There are times when you would like to forward all your mails received by you to another e-mail address which is outside your current Organization. Exchange allows this; but you will first need to create a contact as stated above and then add it to the Forwarder List.

To Forward mails; please follow these steps.

1. Click on Mailboxes.
2. Click on Mail flow Settings.
3. Put a check mark next to Enable Forwarding.

**Forwarding Address**

Enable Forwarding

Forward To:   [Clear](#)

Deliver messages to both forwarding address and mailbox

**Send On Behalf**

Grant this permission to:

The list of accounts is empty. Click "Add..." button to add accounts.

4. Put a check mark next to Enable Forwarding.
5. Click on the "Book Icon"
6. Select the newly created Contact or the desired e-mail address where you want your mails to be forwarded.
7. Click on Save Change.