



MAZESOLUTIONS
software & web development

Getting Started Guide

CPX Control Panel

Table of Contents

[Introduction.....](#)

[Logging In to Your Control Panel.....](#)

[Changing Your Password.....](#)

[Logging Out of Your Control Panel.....](#)

[Setting Automatic Logout.....](#)

[Setting Up New Email Addresses.....](#)

[Editing the Mail Catchall.....](#)

[Adding End Users.....](#)

Introduction

Welcome to your Hosting Getting Started Guide! This document is designed to ensure that you are able to use the basic features of your new account. In addition to this guide, you can access online Help from any window in your Control Panel. This document is designed to give you an overview of how the interface for your new account works.

Print this file to keep a hard copy for reference later if you have issues with your control panel.

Sections of the Getting Started Guide:

- Logging In to Your Control Panel describes how to use the information we sent you in the confirmation email message to log into your account.
- Changing Your Password describes how to increase the security of your account by changing your default password.
- Logging Out of Your Control Panel describes how to exit your control panel.
- Setting Up New Email Addresses describes how to add email addresses to your account without adding users.
- Editing the Mail Catchall describes how to ensure that no email messages sent to your domain are improperly delivered.
- Adding End Users describes how to add an end user and its email to your account.

Logging In to Your Control Panel

In order to keep your passwords secure, you should always log in to your Control Panel via https, not http.

To log in to your Control Panel:

1. Start your Web browser.
2. Type https:// your_domain /ControlPanel/ in the address bar; then press **Enter**. (Replace your_domain with your domain name). The Login window appears.
3. Type your user ID and password in the appropriate fields.
4. Click **Login**. The Control Panel appears. If your user ID/password combination does not work, make sure the caps lock is not on and try logging in again. If the login still does not work, contact Support.

Changing Your Password

You should immediately change your password after logging into your account for the first time.

Hackers devote a significant amount of money and time to find and decipher passwords. Creating your password as a non-dictionary, alphanumeric combination using upper and lower case letters will help protect your server from such attacks.

To change your password:

5. On the Control Panel home page, click **Change My Password**. The Change My Password window appears.
6. Type your new password in the New Password field. Your password needs to be eight characters long and at least one of the characters must be a non-letter.
7. Type your new password again in the Confirm Password field.
8. Click **Save**. A message appears informing you that your changes have been saved.

Logging Out of Your Control Panel

To log out, click **Logout** in the upper-right corner.

Setting Automatic Logout

You can set the length of time that you want to remain logged onto your system when there is no activity.

To set your automatic-logout time duration:

9. On the Control Panel home page, click **Auto-Logout**. The Auto-Logout Preferences window appears.
10. Next to Logout, select how long you want your system to remain logged on when there is no activity (1, 2, 8, or 24 hours).
11. Click **Save**. A message appears informing you that your changes have been saved.

When the system automatically ends your session and you attempt to do anything in your Control Panel, the Login screen appears. Type your user ID and password; then click **Login** to start a new session.

Setting Up New Email Addresses

The master email account was set up for you when we provisioned your hosting. The user ID and password are the same you used to log into your account the first time. If you want, you can create new email addresses for yourself. You can do this by creating addresses that route incoming email messages to other existing accounts or remote email addresses.

To set up a new email address:

12. On the Control Panel, click **Email Addresses**. The Email Addresses window appears.
13. Type the email address you want in the Email Address field.
14. Select the domain you want from the @ drop-down list.
15. Select an Email Delivery option. The Email Delivery option affects all incoming messages sent to this email address. You can set up the system to reject, discard or deliver email messages to one or more recipients. Mail delivery recipients can include either a local user, or (one or more) external email addresses:
 - For local recipients, click the **Local mailbox - deliver to user** drop-down list and select a user.
 - For one or more external email addresses type each full external email address in the List - Deliver mail to the following... field.

If you type multiple addresses, separate each one with a comma or place different email addresses on separate lines.

16. Click **Save**. A message appears informing you that your new address has been added.

Editing the Mail Catchall

The email catchall receives all email messages that your system does not specifically route to an existing mailbox (including mail with the correct domain, but with an incorrectly spelled email address).

Consider carefully how you use this feature; spammers often send email to generic email addresses associated with your domain. If you use a catchall address where you deliver the email messages to a valid email account, you may receive a lot of spam.

To edit an account's mail catchall:

17. On the Control Panel home page, click **Domain List**. The Domains List window appears.
18. In the Actions column, click **properties** for the domain you want to add the catchall. The Properties window for the selected domain appears.
19. Next to Domain Setup, click **Edit**. The Edit Domain Setup window appears.
20. Next to Mail Catchall, select the option you want. You can reject messages, discard messages, deliver them to the Domain Administrator, or to a specific address. If you want catchall mail delivered to a specific address, select **Deliver mail to** and type the address in the Deliver mail to field.

If you type multiple addresses, separate each one with a comma.

21. Click **Save**. A message appears informing you that your domain has been changed.

Adding End Users

In order to keep your passwords secure, you should always log in to your Control Panel via https, not http.

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- If you enable the Mail privilege for your users, you create a mailbox on the server for them. Enabling the Mail privilege for users gives them an email address on the domain you choose.
- If you enable FTP access for your users, you give them access to a personal home directory for file storage on the server, and the ability to transfer files to and from the directory. Granting this privilege to users provides access to the web directory for each domain assigned to them.
- If you enable File Management for users, you allow them access to the online File Manager in the CPX interface.

To add an end user:

1. On the Control Panel, click **Add End User**. The Add End User Profile page appears.
2. Type the new user's full name in the Full Name field.
3. Type the user's login ID in the Login ID field. The Login ID must be unique. If it matches a name you have already submitted for another user, CPX displays an error message when you try to submit the name.
4. Type the user's password in the Password field. This password must be at least eight characters in length and one of the characters must be a non-letter.
5. Type the user's password again in the Confirm Password field.
6. Type the user's disk space quota (in MB).
7. Select the privileges (Mail, FTP, File Management Access) that you want for this user.
8. Select the user's associated domain from the Domain drop-down list.
9. Click **Next**. If the user has mail privileges, the Add End User Mail Setup window appears with the mailbox name and email address in the appropriate fields.
10. Select the Mail applications (Webmail, SpamAssassin, Clam AntiVirus) you want for this user.
11. Click **Next**. The Add End User Preview window appears displaying the information you have selected for this user. If all the information is correct, go to the next step. To change the Mail Applications information, click **Previous** and make the desired changes, then click **Next** to return to the Preview window. To change any other information, click **Previous** twice to get to the Profile window and make any desired changes, then click **Next** twice to return to the Preview window.
12. Click **Save**. The User List window appears with a message informing you that the user has been added.