



BXADMIN HANDBOOK

BEExpress

1.0 – Go to BXadmin

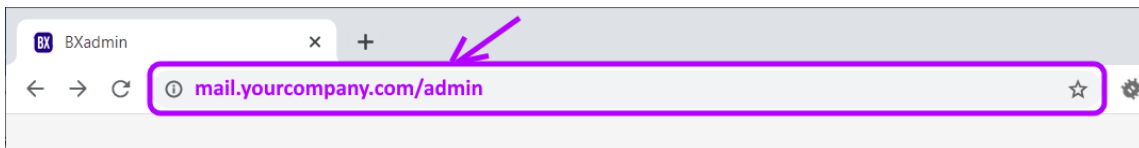
1.1 Launch browser

Fired up your favourite browser such as one of the below:



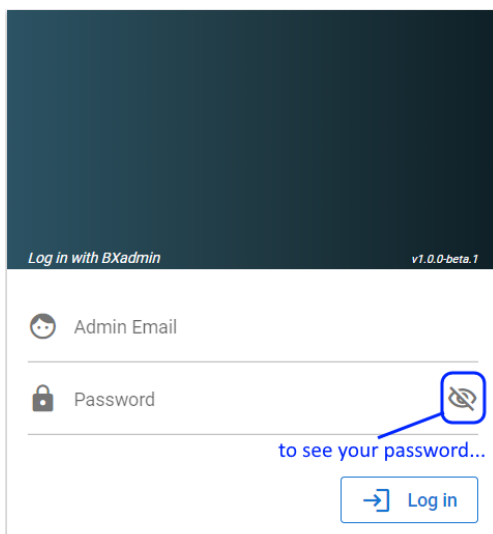
1.2 BXadmin address

Go to browser address bar (NOT the search input), type your company's BXadmin address (URL) in the address bar. Example: mail.xxxxxx.com/admin (usually start with **mail.xxxx.xxx** and end with **/admin**, but it could be others name, consult support@belxpress.com)



1.3 Log-in

Log in to your BXadmin administrator account. The account name usually starts with postmaster@yourcompany.com (however, it could be other name for special reason, consult support@belxpress.com).



2.0 – Create new email (mailbox)

Click on the **Mailboxes** on the side menu, then click on **Add Mailbox (email)**. Create your new email account here and click on **Add Mailbox** button at the bottom once done.

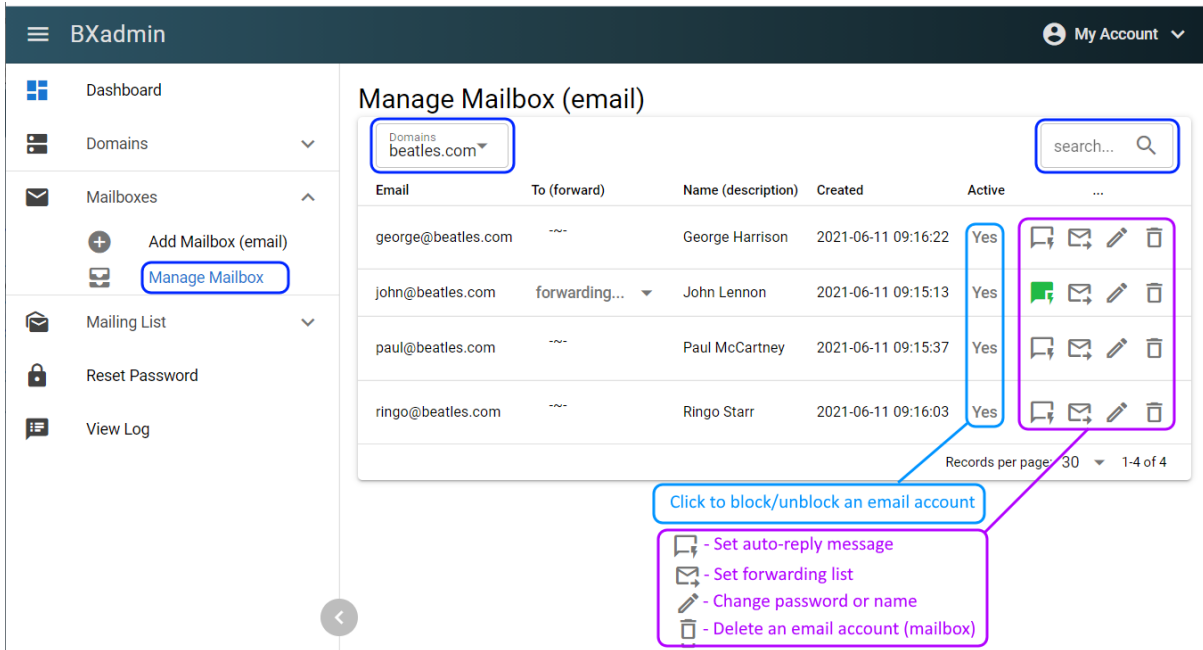
Note: Password must be at least 9 characters long, and must consist of alphabets (a-z or A-Z) + numbers (0-9) + symbols. Allowed symbols are: ~ ! @ # \$ % ^ & * () \ _ + = . ?

The screenshot shows the 'Add Mailbox (email)' form in the BXAdmin interface. The left sidebar contains navigation options: Dashboard, Domains, Mailboxes (with sub-options 'Add Mailbox (email)' and 'Manage Mailbox'), Mailing List, Reset Password, and View Log. The main form area is titled 'Add Mailbox (email)' and contains the following fields and options:

- Username (email):** A text input field containing 'john'.
- Domain:** A dropdown menu showing 'domain' and 'beatles.com'. A blue arrow points to this dropdown with the text 'Select the domain if you've got multiple domains'.
- name of an email (eg. jholow). No @ sign:** A label for the username field.
- Password:** A text input field with masked characters (dots).
- min. 9 characters (alphabet + numeric + symbol):** A note below the password field.
- Confirm Password:** A text input field with masked characters (dots).
- Name:** A text input field containing 'John Lennon'.
- Active:** A checked checkbox.
- Send Welcome Mail:** A checked checkbox.
- Buttons:** A blue '+ Add Mailbox' button at the bottom of the form.

3.0 – Manage email accounts (mailboxes)

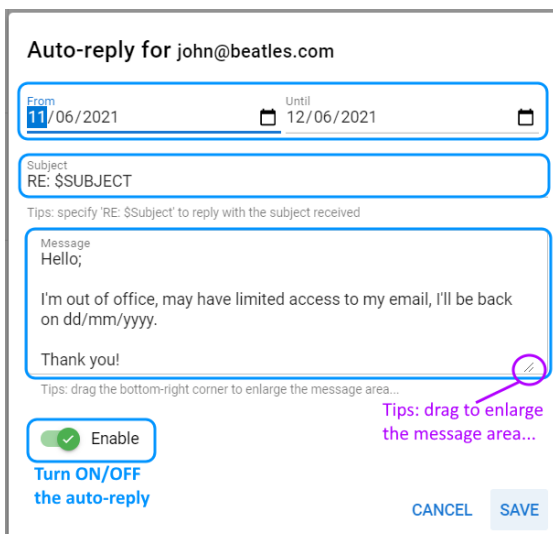
In order to change email’s password or name, delete email account, set up a forwarding list or set auto-reply message for a specific email account, click on the **Mailboxes** and choose **Manage Mailbox** on the side menu (see below).



3.1 Auto-reply message

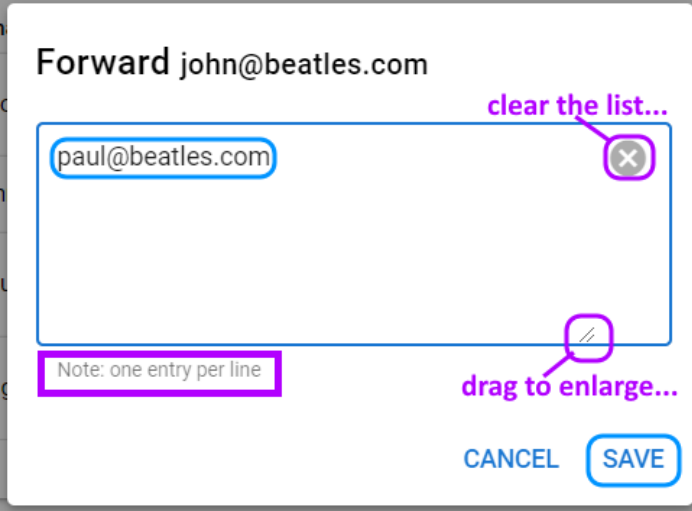
Administrator can easily set an auto-reply message of any email account with BXAdmin, this will override the message that has been set by email user on BELxpress WebMail. **Best scenario:** When an employee has left the company, but the email account must be kept for a certain period.

Tips: Auto-reply will be disabled (turn off) automatically once “expired”. However, administrator can turn on/off the auto-reply message manually.



3.2 Email Forwarding

Email forwarding is a service that allows you to resend an email delivered to one email address to a different email address. It can also be used to direct emails coming to an address to a different destination. To forward an incoming email of an email account, click on the forwarding icon on the email account. Specify email address(es) to be forwarded line by line (one email per line), and save the list.



Forward john@beatles.com

clear the list...

paul@beatles.com

Note: one entry per line

drag to enlarge...

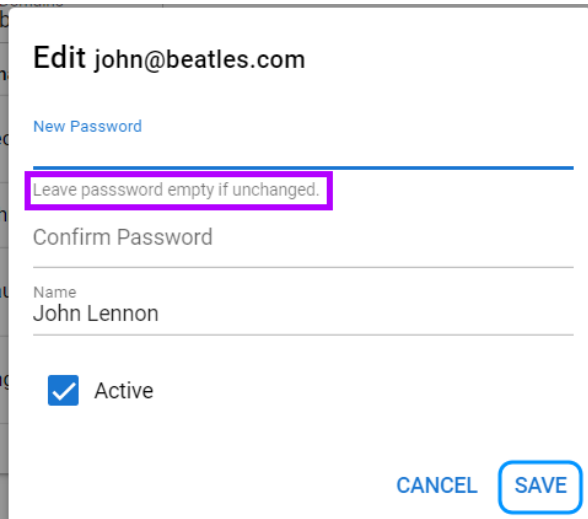
CANCEL SAVE

3.2 Edit an email account

Administrator can change the password for any email account by editing the email account. In addition, administrator can change the name or description of email accounts and set the active status of an email account (block or unblock an email account).

Note: User can only send and receive email if the account status is *active* (YES).

Tips: Leave the password empty and password will not be changed



Edit john@beatles.com

New Password

Leave password empty if unchanged.

Confirm Password

Name
John Lennon

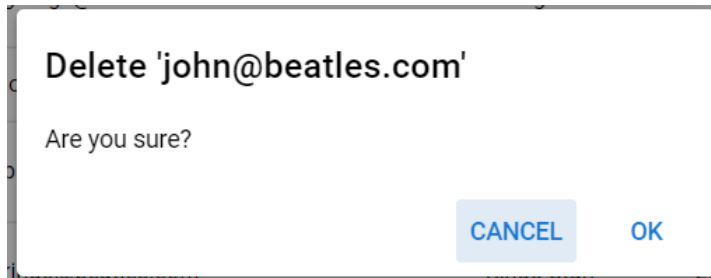
Active

CANCEL SAVE

3.4 Delete email account (mailbox)

Administrator can delete any email account with his/her privileges.

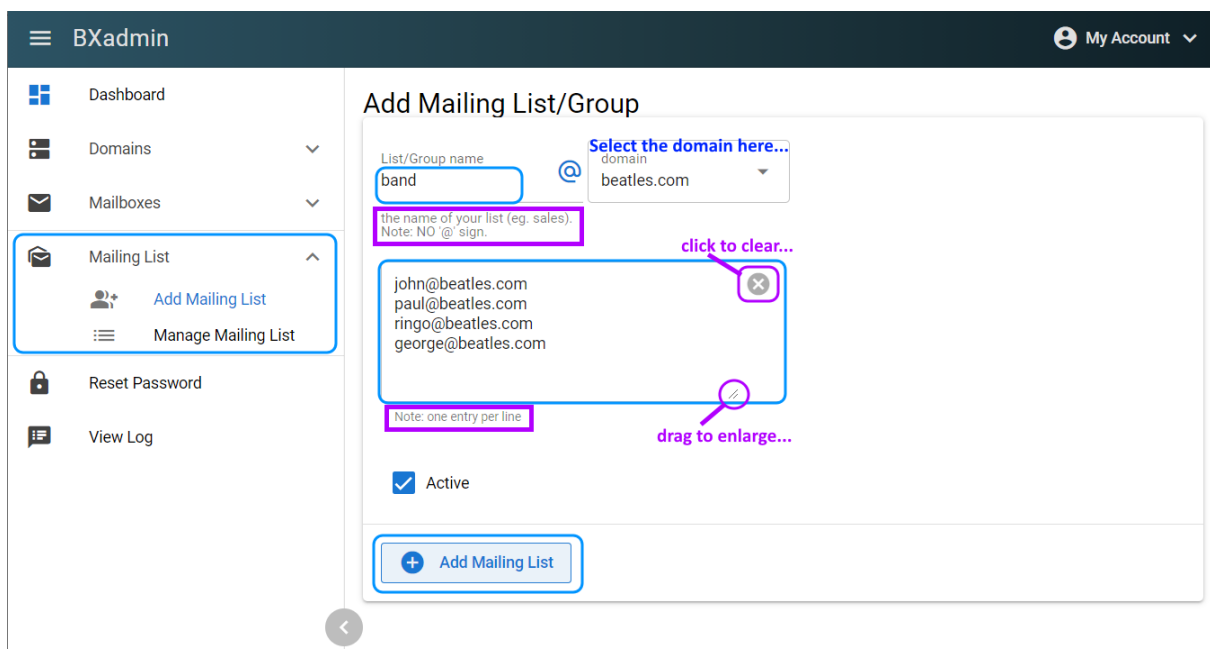
CAUTION: Deleted account cannot be recalled.



4.0 – Mailing List

Most of the time, businesses need to send the same email to many people at the same time. If you were to use traditional email methods, you would have to manually add all the recipients in the CC section each time. But what happens when you want to send your email to a group of recipients on a regular basis? BXadmin mailing list feature can achieve this easily.

CAUTION: Do **NOT** add the mailing list as a recipient onto itself! The recipients will be flooded with infinite emails.



4.1 MANAGE MAILING LIST

Administrator can manage all the mailing lists by clicking on **Manage List** (see below). BXadmin made handling mailing list as a breeze. A mailing list/group can be enabled or disabled temporary by setting the **Active** status of the list.

Tips: Administrator should delete the list that never used to improve system performance.

The screenshot shows the 'Manage Mailing List' page in BXadmin. On the left is a sidebar with navigation options: Dashboard, Domains, Mailboxes, Mailing List (with sub-options 'Add Mailing List' and 'Manage Mailing List'), Reset Password, and View Log. The main content area is titled 'Manage Mailing List' and includes a search bar and a table. The table has the following data:

List/Group name	To (recipients)	Last updated	Active	...
band@beatles.com	recipients...	2021-06-11 16:26:01	Yes	

Callouts indicate: 'Enable/Disable the mailing list (Yes/No)' pointing to the 'Yes' status, and '- Add/change recipients (Yes/No)' and '- Delete mailing list' pointing to the edit and delete icons respectively.

4.1.1 Edit mailing list

Click on edit icon to add, remove or make changes of the recipients list.

Note: one email address per line

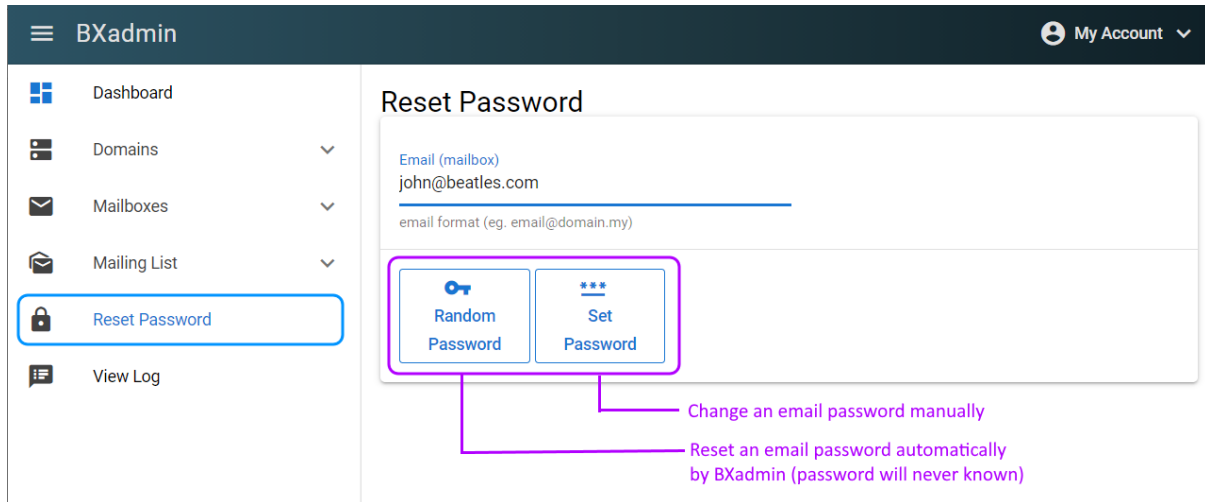
The 'Edit list: band@beatles.com' dialog box contains the following elements:

- A text area with the following content:


```
john@beatles.com
paul@beatles.com
ringo@beatles.com
george@beatles.com
```
- A note below the text area: "Note: one entry per line"
- A checked checkbox labeled "Active".
- "CANCEL" and "SAVE" buttons at the bottom.

5.0 – Reset Password

Administrator may need to change or reset the password of an email account frequently in a large organization. To simplify the process, BXadmin provide a quicker way of changing user’s password. **Best scenario:** When an email account has been compromised, need temporary suspension. An employee has tendered his/her resignation, access of his/her email is temporary not allowed.

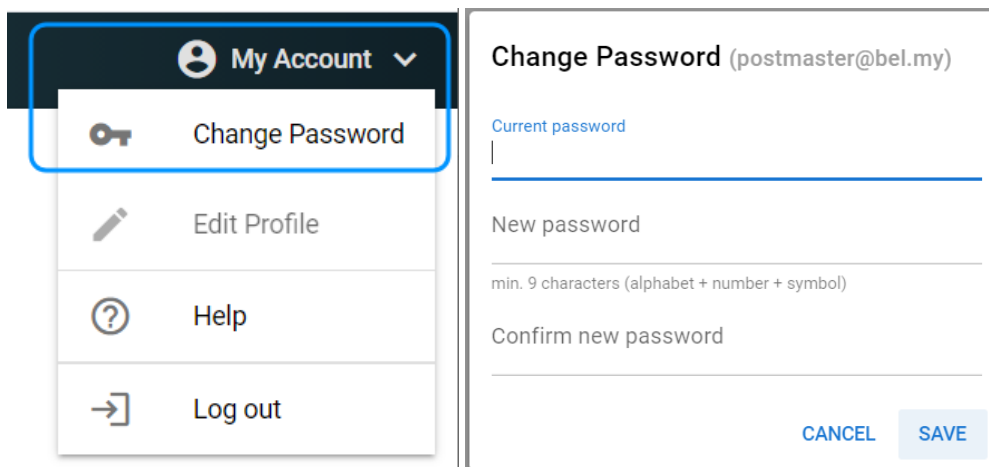


Tips: To temporary block the access of a user email, click on **Random Password**. A complex (high-secured) password will be automatically generated by BXadmin.

Note: However, an administrator is not allowed to change BXadmin’s log in password here (see 6.0 Changing BXadmin log-in password).

6.0 – Changing BXadmin log-in password

Administrator can only change his/her log-in password via **My Account** (on the top-right).



Note: Password must be at least 9 characters long, mixed of alphabet (a-z), number (0-9) and symbols [~!@#\$\$%^&* () \- _+= . ?] (square bracket NOT included).

7.0 – View Log

All major activities performed by an administrator will be jotted down by the system. BXAdmin provide a powerful search ability to search through the history, including date time, activities and details.

Tips: Page navigation can be set at the bottom-right on the View Log.

Date & time	Administrator	Activity	Details
2021-06-11 16:26:03	postmaster@bel.my (127.0.0.1)	create_alias	band@beatles.com
2021-06-11 15:25:42	postmaster@bel.my (127.0.0.1)	set_mailbox	john@beatles.com (active:1)
2021-06-11 15:24:20	postmaster@bel.my (127.0.0.1)	set_mailbox	john@beatles.com (active:0)
2021-06-11 09:18:39	postmaster@bel.my (127.0.0.1)	set_vacation	john@beatles.com (enable:1)
2021-06-11 09:18:14	postmaster@bel.my (127.0.0.1)	set_forward	john@beatles.com
2021-06-11 09:16:40	postmaster@bel.my (127.0.0.1)	edit_mailbox	john@beatles.com
2021-06-11 09:16:22	postmaster@bel.my (127.0.0.1)	create_mailbox	george@beatles.com
2021-06-11 09:16:03	postmaster@bel.my (127.0.0.1)	create_mailbox	ringo@beatles.com
2021-06-11 09:15:37	postmaster@bel.my (127.0.0.1)	create_mailbox	paul@beatles.com
2021-06-11 09:15:13	postmaster@bel.my (127.0.0.1)	create_mailbox	john@beatles.com
2021-06-10 17:03:31	postmaster@bel.my (127.0.0.1)	delete_mailbox	john@beatles.com
2021-06-10 17:03:05	postmaster@bel.my (127.0.0.1)	delete_mailbox	ringo@beatles.com
2021-06-10 17:02:53	postmaster@bel.my (127.0.0.1)	set_vacation	john@beatles.com (enable:1)
2021-06-10 00:18:14	postmaster@bel.my (127.0.0.1)	create_mailbox	ringo@beatles.com
2021-06-10 00:05:28	postmaster@bel.my (127.0.0.1)	create_mailbox	george@beatles.com
2021-06-10 00:03:25	postmaster@bel.my (127.0.0.1)	create_mailbox	paul@beatles.com
2021-06-10 00:00:43	postmaster@bel.my (127.0.0.1)	create_mailbox	john@beatles.com

8.0 – Log out

Last but not least, remember to log out from your BXAdmin.

Note: BXAdmin will only allow 60 minutes per log-in session for safety reason. Administrator must re-login again (log-out/log-in) if stay more than 60 minutes.

9.0 – BXadmin Cheat Sheet

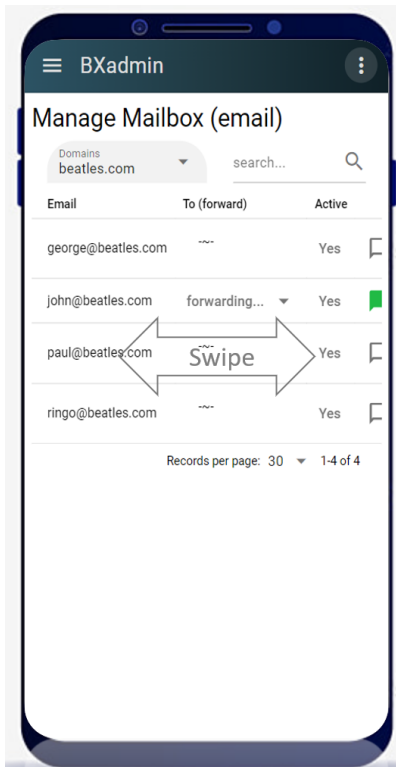
BXadmin at a glance.

The screenshot shows the BXadmin dashboard with the 'Manage Mailbox (email)' page selected. The interface includes a sidebar menu, a main content area with a table of email accounts, and a 'My Account' dropdown menu. Annotations provide the following information:

- Mailboxes:** Contains 'Add Mailbox (email)' and 'Manage Mailbox'.
- Mailing List:** Contains 'Add Mailbox (email) - Create new email account' and 'Mailing List - Create new mailing list/ manage mailing list'.
- Reset Password:** Contains 'Reset Password - Change/reset email password (faster way)'.
- My Account:** Contains 'Change Password', 'Change your password', 'Edit Profile', 'Help', and 'Log out'.
- Table Actions:** Includes 'Set auto-reply message', 'Set forwarding list', 'Edit email account (password)', and 'Delete email account'.
- Navigation:** Includes '- Hide side menu' and 'Collapse side menu'.

Email	To (forward)	Name (description)	Created	Active
george@beatles.com	---	George Harrison	2021-06-11 09:16:22	Yes
john@beatles.com	forwarding... forwarding...	John Lennon	2021-06-11 09:15:13	Yes
paul@beatles.com	---	Paul McCartney	2021-06-11 09:15:37	Yes
ringo@beatles.com	---	Ringo Starr	2021-06-11 09:16:03	Yes

Tips: BXadmin is a responsive WebApp suitable for smart phone as well.



Thanks for reading! If you've found any errant, please report to support@belxpress.com.