

Admin Tool Manual

This guide will cover the utilization of the admin panel tool for various functions related to your WorldPosta email account.

Index

1. [Registration](#)
2. [Changing your DNS](#)
3. [Mailboxes.](#)
4. [Distribution lists.](#)
5. [Shared contacts.](#)
6. [Bulk Module.](#)
7. [Mailbox Plans.](#)
8. [Running tasks.](#)
9. [SMTP Logs.](#)
10. [Billing.](#)
11. [Permission Group](#)
12. [Users.](#)
13. [Background Tasks.](#)
14. [Action Logs.](#)
15. [White and Blacklists.](#)
16. [Account statistics.](#)
17. [Organizations and Domains.](#)
18. [Migrations.](#)
19. [Tickets.](#)

Registration

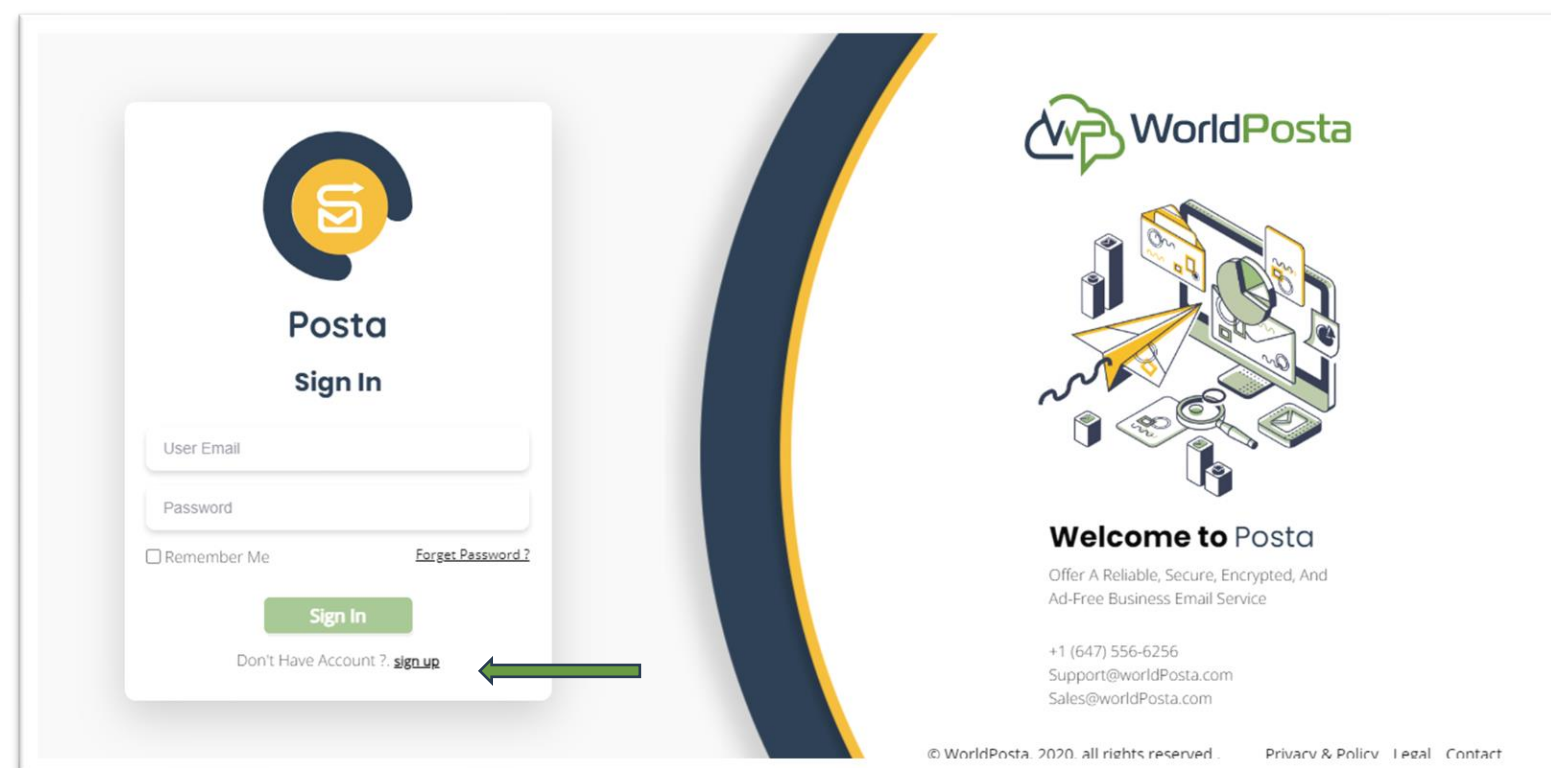
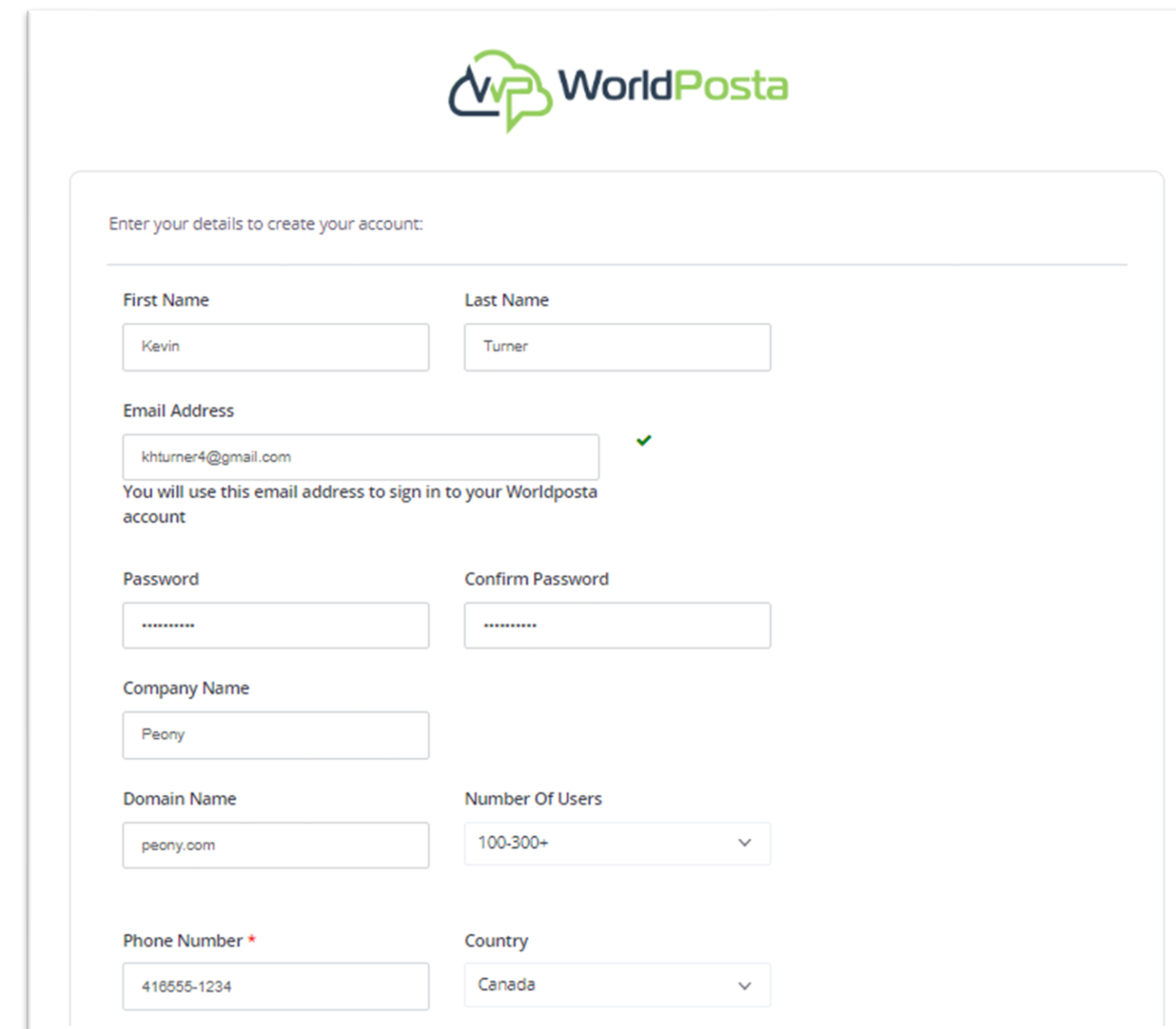
The following steps are designed to help you **Register**, effectively **Use The Email Service**, and Start **Send & Receive Emails**. Enjoy seamless communication!



Registration

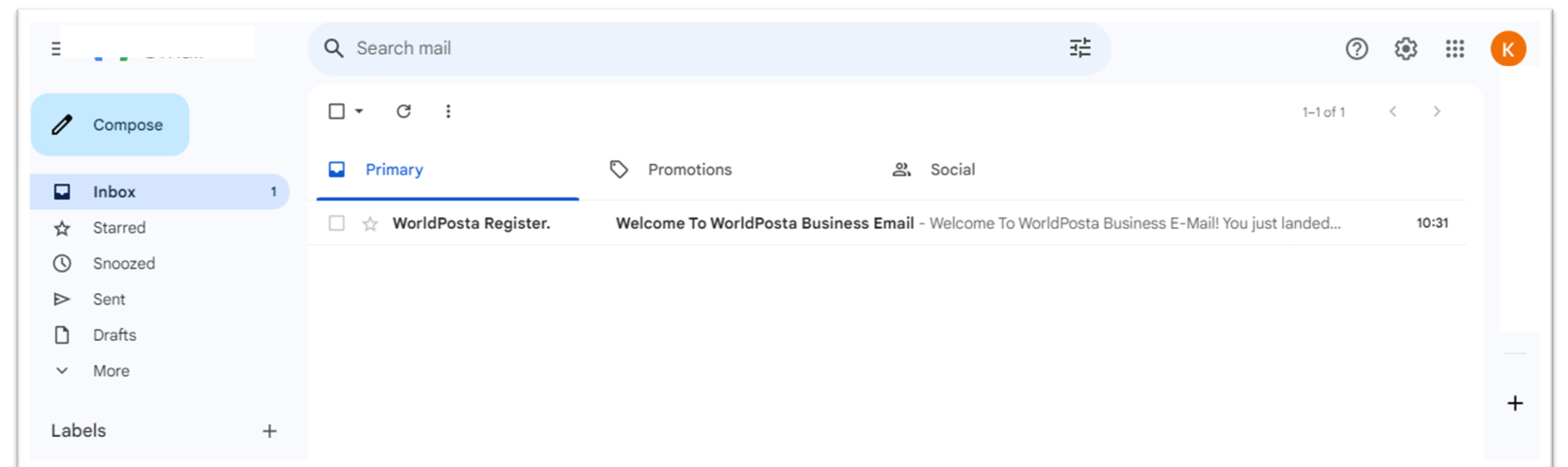
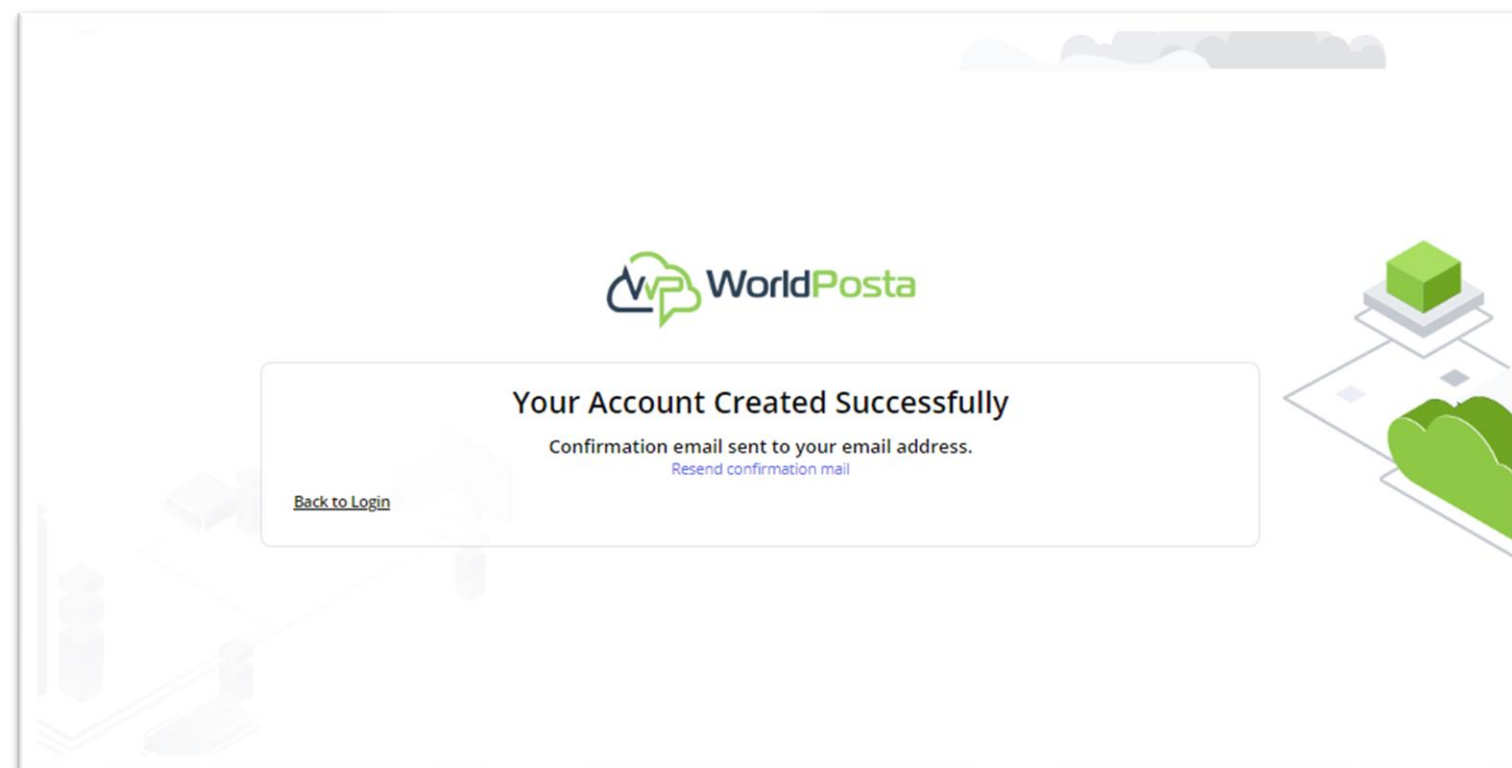
How to Register?

- To start the registration process, go to "tools.worldposta.com" and click on "**Sign up**", then fill in your data like your **Name**, **Email address**, **Company name** and **Domain**, the **number of users** in your company, your **Country** and **phone number**, then click on "**Submit**".

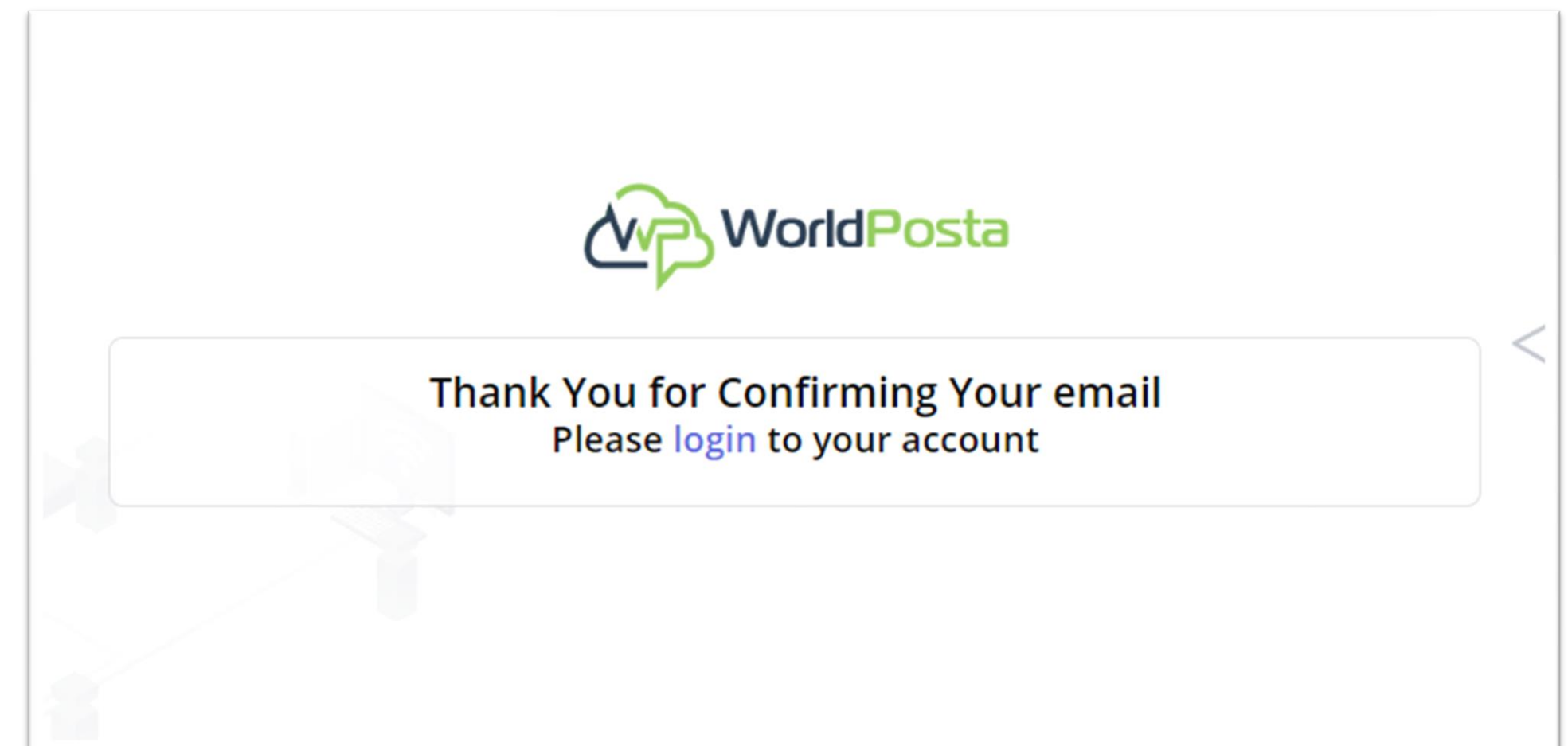
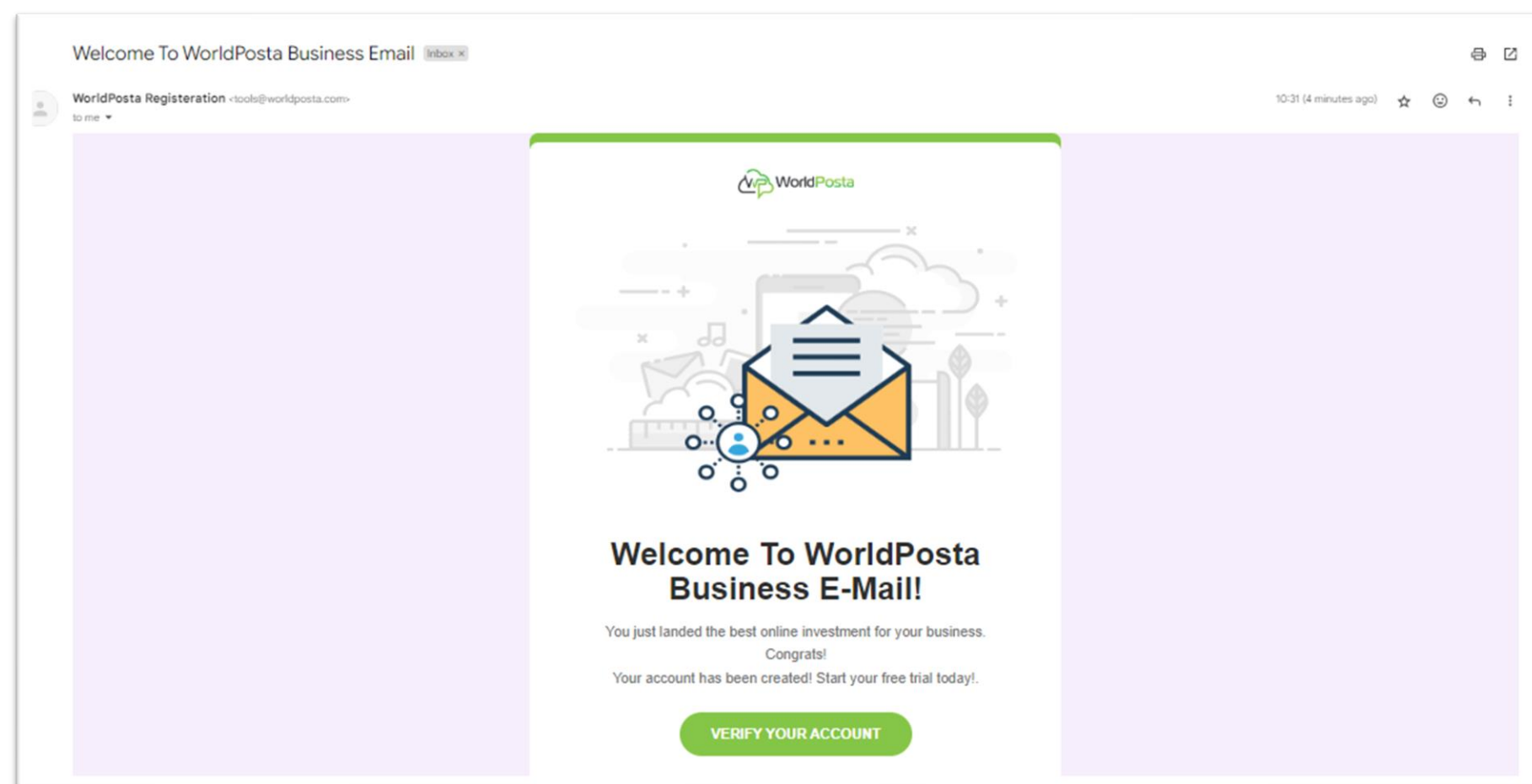
Registration

- After clicking on “**Submit**”, you will need to go to your email to open the confirmation email to verify your account.



Registration

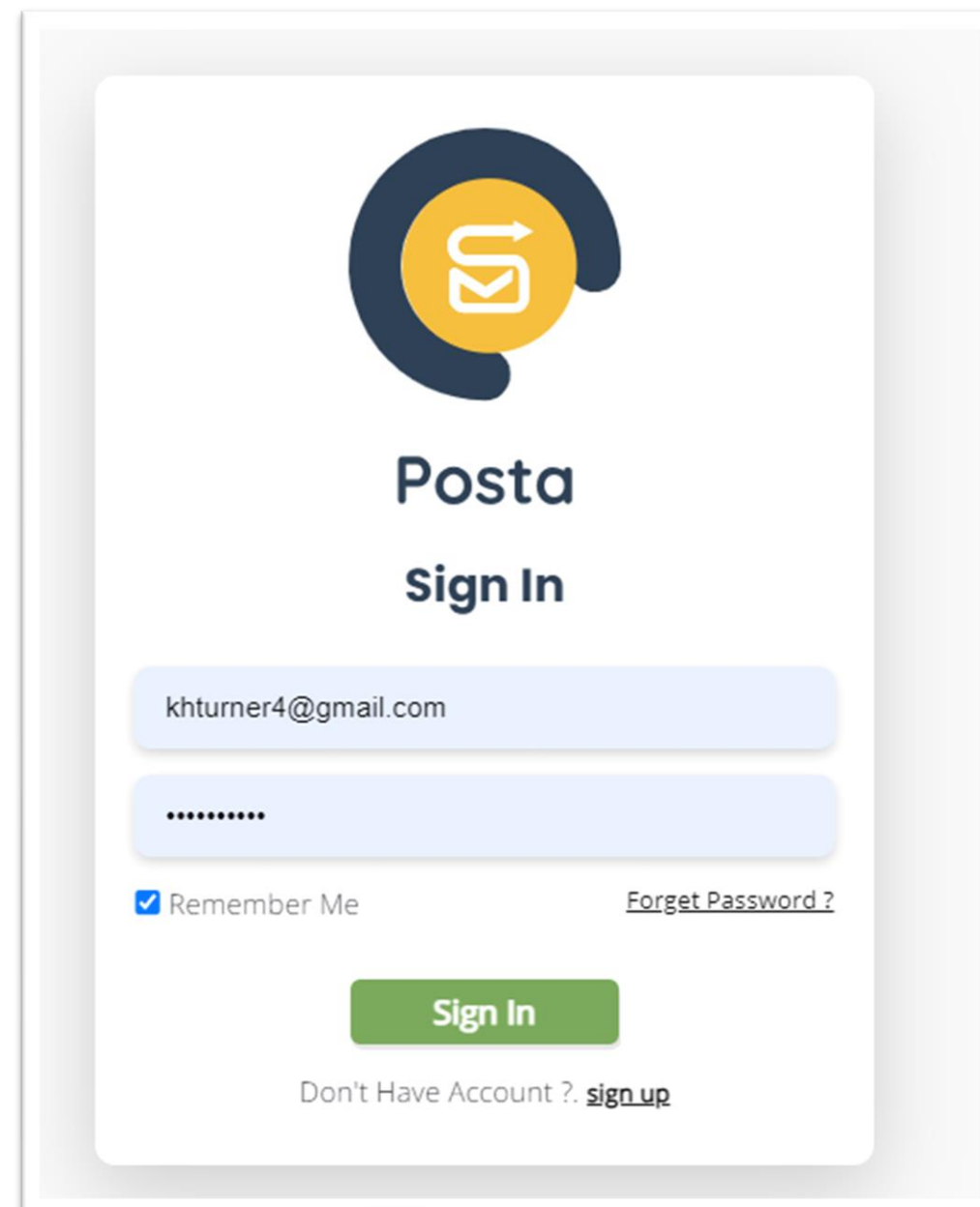
- After opening the confirmation email, click on the “**VERIFY YOUR ACCOUNT**” green button to verify your email. You will then be redirected to a page confirming your verification.



Registration



- After verifying your email, click on **“login”** to go to the page and enter your credentials, after which you will be able to start setting up your account. Choose your **“Hosting Plan”**, **“Domain Name”** and **“Number of Users”**, then click on **“Continue”**.

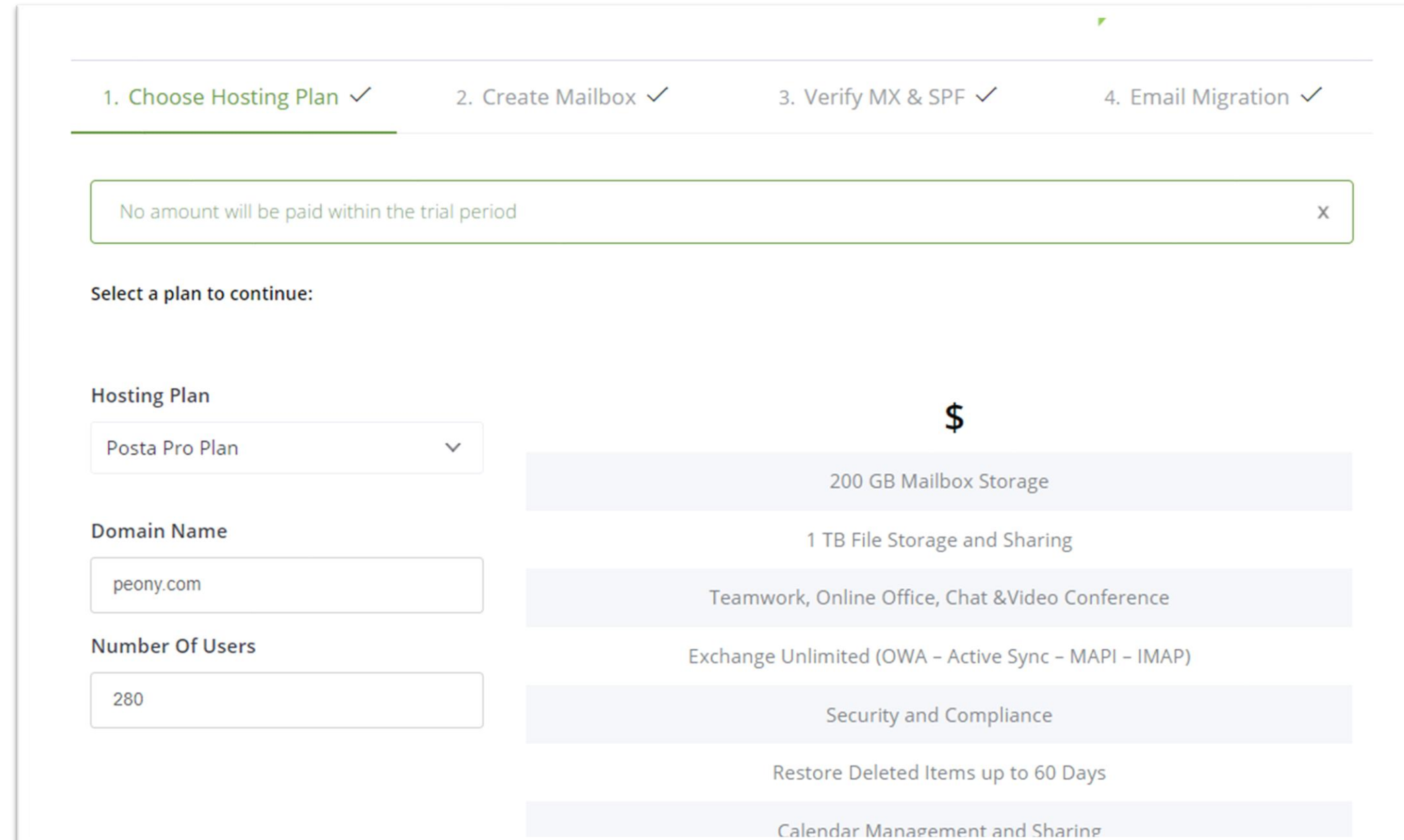


Posta
Sign In

☒ Remember Me [Forget Password ?](#)

[Sign In](#)

Don't Have Account ? [sign up](#)



1. Choose Hosting Plan ✓ 2. Create Mailbox ✓ 3. Verify MX & SPF ✓ 4. Email Migration ✓

No amount will be paid within the trial period x

Select a plan to continue:

Hosting Plan
Posta Pro Plan ▼

Domain Name

Number Of Users

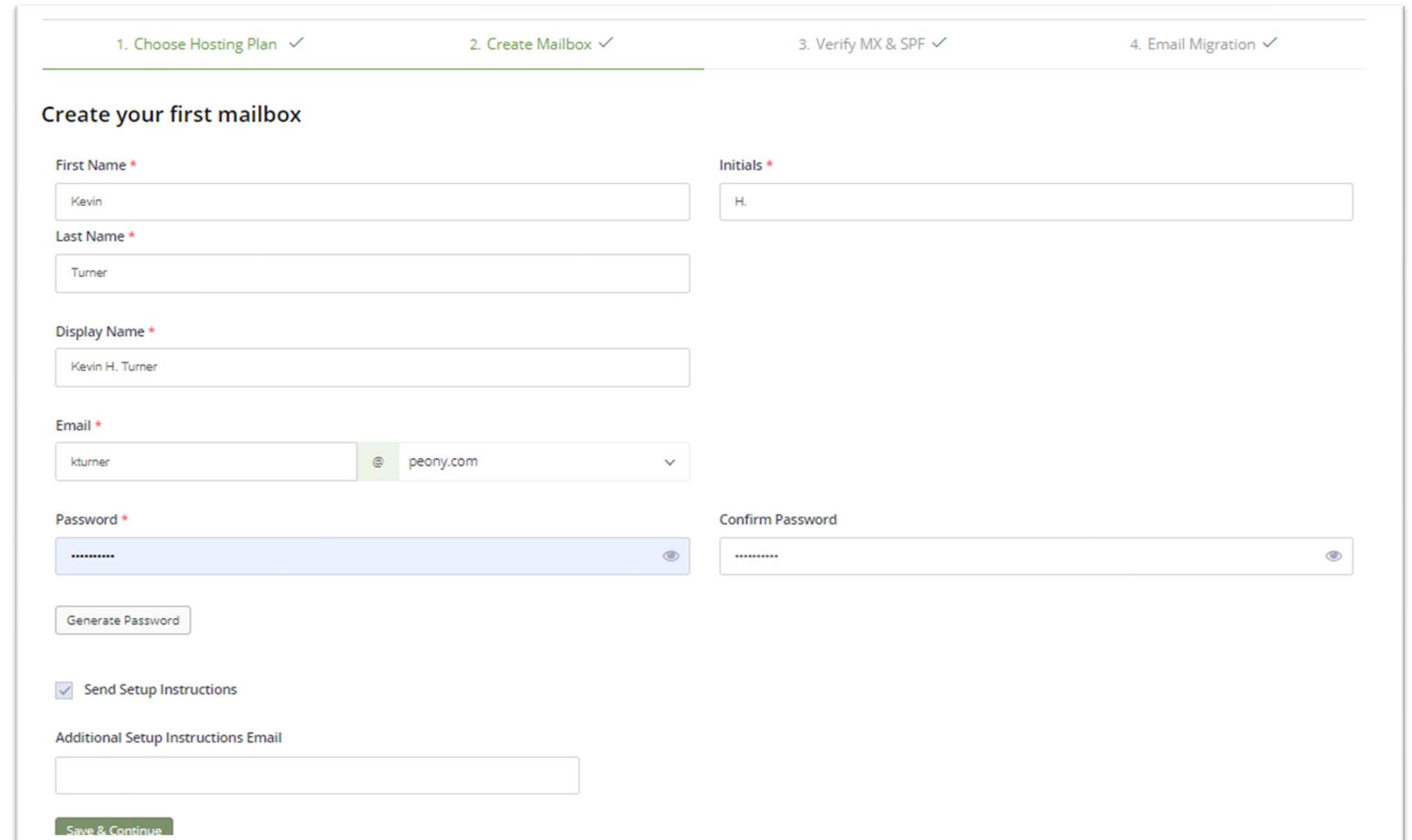
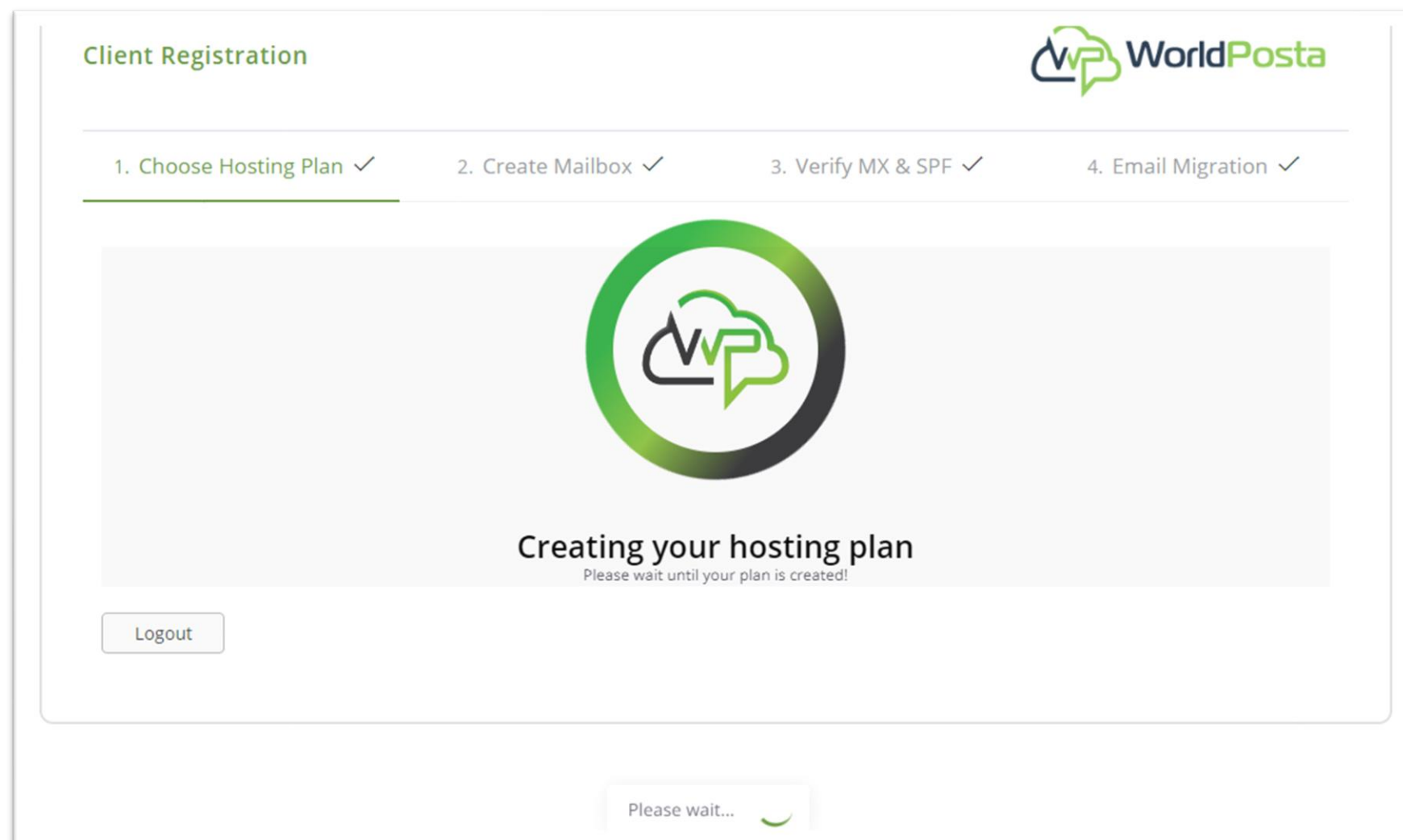
\$

- 200 GB Mailbox Storage
- 1 TB File Storage and Sharing
- Teamwork, Online Office, Chat & Video Conference
- Exchange Unlimited (OWA – Active Sync – MAPI – IMAP)
- Security and Compliance
- Restore Deleted Items up to 60 Days
- Calendar Management and Sharing

Registration



- After creating your hosting plan, you will now be able to create your first mailbox. Enter the details of the mailbox, like the **Name**, **Email** and **Password**, then click on “**Save & Continue**”.



Registration



- Now you need to Verify your **MX** and **SPF** records by clicking on “**Verify MX Record**” & “**Verify SPF Record**”. To verify these records, you will first need to **change your DNS settings**. You can find an example of how to do so [here](#).

1. Choose Hosting Plan ✓
2. Create Mailbox ✓
3. Verify MX & SPF ✓
4. Email Migration ✓

✓ Verify MX Record
✓ Verify SPF Record

You're now ready to finish setting up your new WorldPosta accounts. You'll use MX records, provided by WorldPosta to be able to receive emails on your WorldPosta email on: `peony.com`

1.MX

MX records are essential to receive emails in your domain. the MX records for your domain should be :

Name/Host/Alias	Time to Live (TTL*)	Record Type	Priority	Value/Answer/Destination
Blank or @	3600	MX	5	wp-secure-cloudmail01.worldposta.com
Blank or @	3600	MX	5	wp-secure-cloudmail02.worldposta.com
Blank or @	3600	MX	5	wp-secure-cloudmail03.worldposta.com
Blank or @	3600	MX	5	wp-secure-cloudmail04.worldposta.com

2.then add the following SPF values (OR TXT in some providers):

Host/Domain	SPF Value / TXT value
@	v=spf1 mx include:_spf.worldposta.com -all

3. Add the SRV Record with the following values:

Host/Domain	Target	Protocol	Service	Priority	Weight	Port
@	autodiscover.worldposta.com	_tcp.	_autodiscover	0	0	443

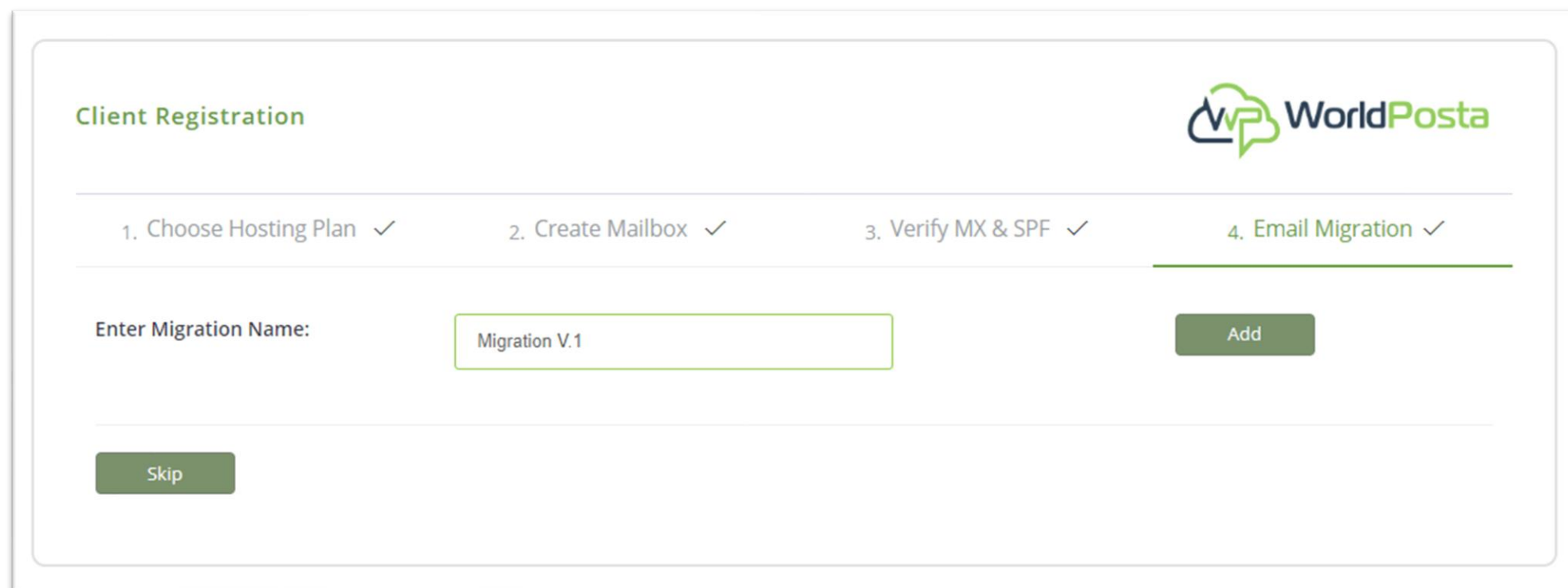
Get step-by-step MX setup instructions for your domain host.

Skip & Continue

Registration



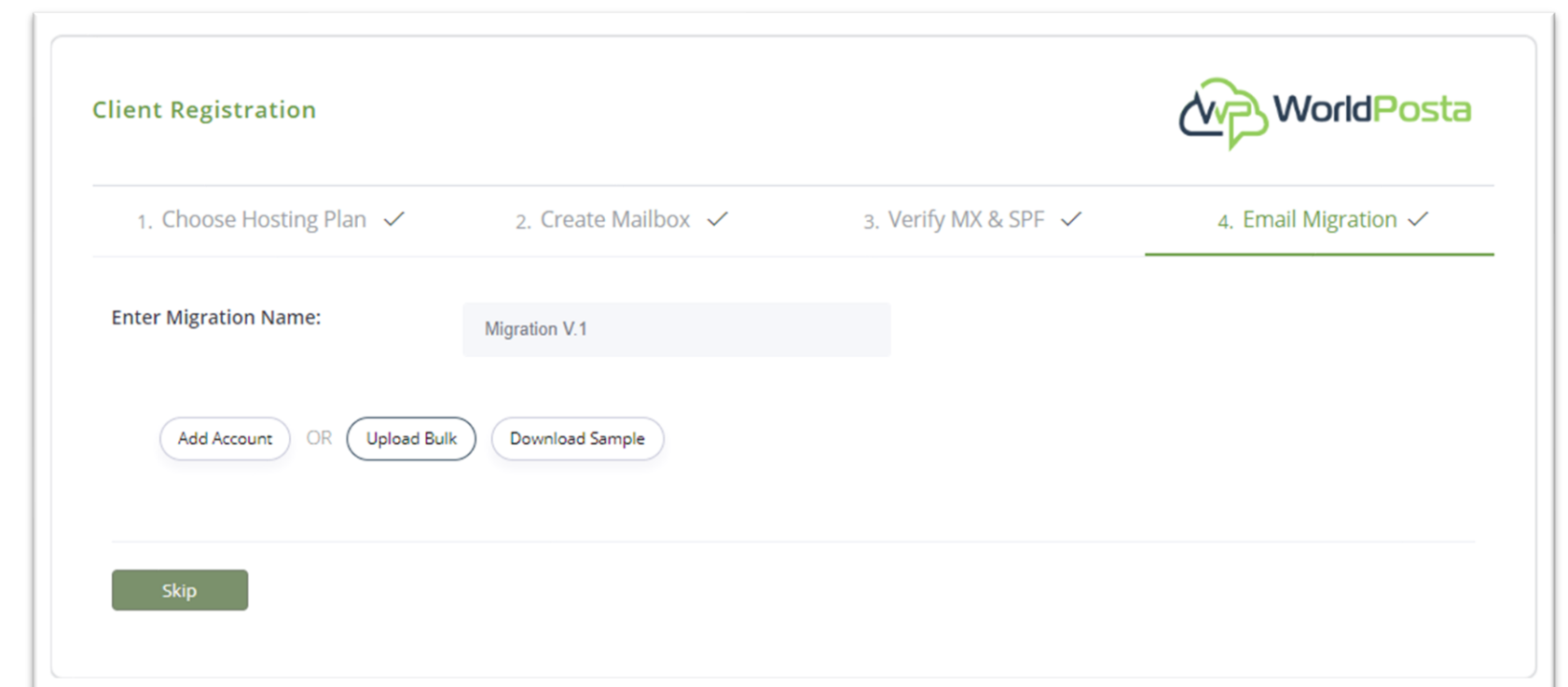
- Now it's time to migrate your data to your new emails (skip this step if you don't have old data).
- Enter the name of the migration then click on “**Add**”, now You can either do it for a single user or for multiple users.



Client Registration

1. Choose Hosting Plan ✓ 2. Create Mailbox ✓ 3. Verify MX & SPF ✓ 4. Email Migration ✓

Enter Migration Name:



Client Registration

1. Choose Hosting Plan ✓ 2. Create Mailbox ✓ 3. Verify MX & SPF ✓ 4. Email Migration ✓

Enter Migration Name:


OR

Registration



- To migrate a single user, click on “**Add Account**”, then you will be redirected to a page that asks you to add **Source and Destination emails**. After filling the requested data, click “**save**”.

Client Registration



1. Choose Hosting Plan ✓

2. Create Mailbox ✓

3. Verify MX & SPF ✓

4. Email Migration ✓

Enter Migration Name:

Migration V.1

Add Account

OR

Upload Bulk

Download Sample

Skip

Migrations
> Migrations
> Accounts
> Add Account

Add Migration Account

Source

User Name *

Password *

Validate Credentials

Server Type

Server Name *

Port *

Security *

Folder Options

All Folders

Exclude Folders

Exclude Inbox

Destination

Email *

Password *

Validate Credentials

Server Name *

Port *

Security *

Date Range

All Mails

Specific Range

From

To

Max Errors

Add Header

Save

Save & New

Cancel

www.worldposta.com


[Index](#)

Registration



- To migrate multiple users just click on “**Download Sample**”, this will download an **excel sheet** which you will need to fill out with data like **Source email and password** and **Destination email and password**.
- **To ensure a smooth and successful migration**, please double-check that all your data is entered accurately, with no spaces or typographical errors.

Client Registration



1. Choose Hosting Plan ✓
2. Create Mailbox ✓
3. Verify MX & SPF ✓
4. Email Migration ✓

Enter Migration Name:

Migration V.1

Add Account

OR

Upload Bulk

Download Sample

Skip


accounts-sample															
File Home Insert Page Layout Formulas Data Review View Automate Developer Help Power Pivot															
Clipboard Font Alignment Number Styles Cells Editing Add-ins															
G11															
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	SourceSer: Source Email	Source Password	Source Po	Source Ser	Destinatic	Destination Email	Destination Password	Destinatic	Destinatic	Excluded	f Date	From Date	To	Add Head	ExcludeInbox
2	imap.gma test@gmail.com	1515151515	993	ssl	imap.worl	test@worldposta.com	12563YYI	993	ssl					TRUE	FALSE
3															
4															

Registration



- After filling out the excel sheet, you can now upload it by clicking on **“Upload Bulk”**, you will now have your email accounts data migrated **successfully**.

Client Registration



1. Choose Hosting Plan ✓

2. Create Mailbox ✓

3. Verify MX & SPF ✓

4. Email Migration ✓

Enter Migration Name:

Migration V.1

Add Account

 OR

Upload Bulk

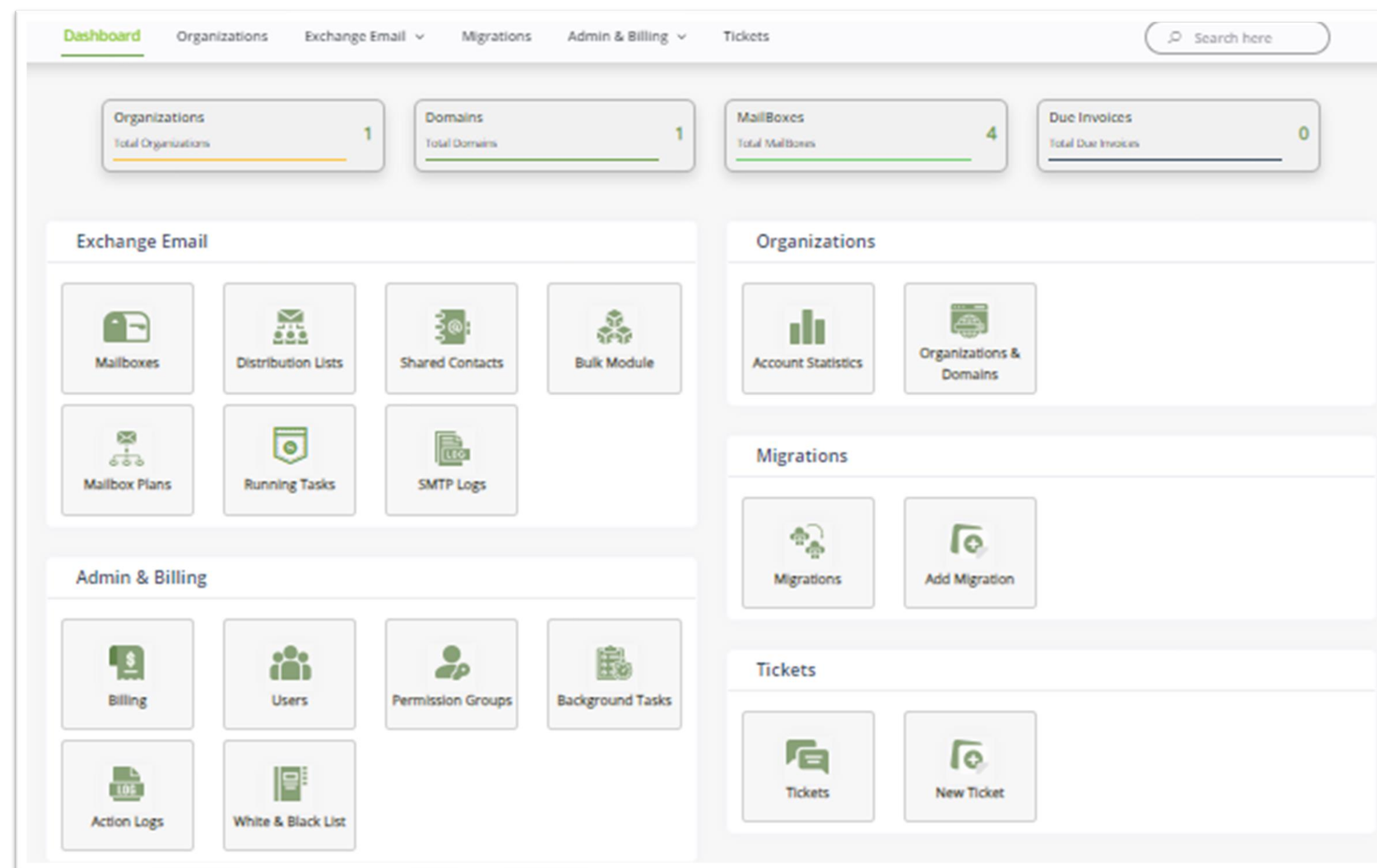
Download Sample

Skip

Registration



Now that everything is set up, your admin tools are ready for use, and you will be able to send and receive emails. Let's explore their full potential together.

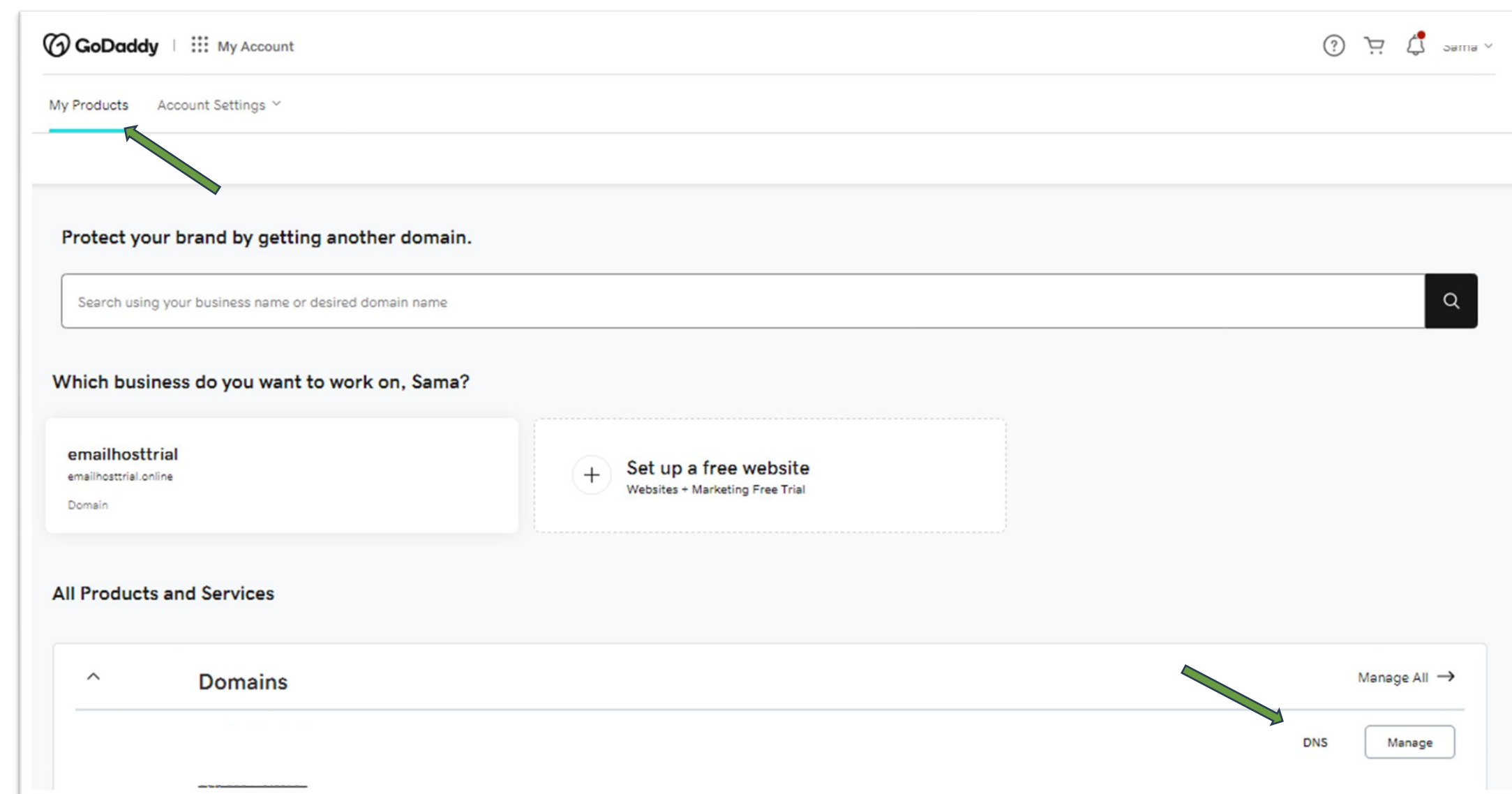


Changing your DNS

How to change your DNS?

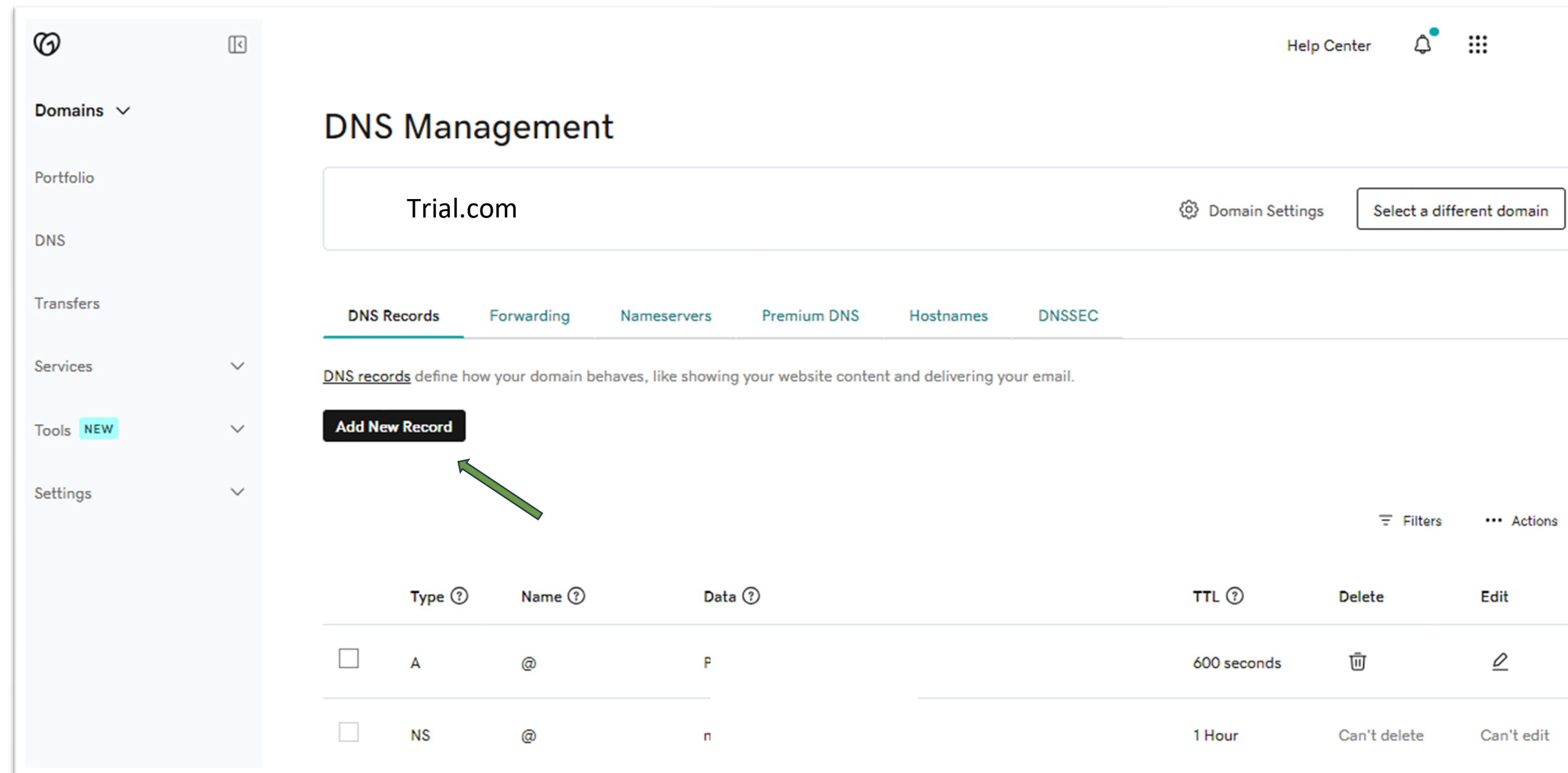
Changing your DNS is a nearly identical process across different domain providers, so we'll demonstrate how to do it specifically in **GoDaddy** as an example.

To change your DNS, go to your GoDaddy **account** > **Products**, then under **Domains**, select the desired domain then click on **"DNS"**.



Changing your DNS

- Now that we're in the DNS settings, we need to add **4 MX** records, **1 TXT** record and **1 SRV** record. To add records, click on **"Add New Record"**.



DNS Management

Trial.com Domain Settings Select a different domain

DNS Records Forwarding Nameservers Premium DNS Hostnames DNSSEC

DNS records define how your domain behaves, like showing your website content and delivering your email.

Add New Record

Type ?	Name ?	Data ?	TTL ?	Delete	Edit
<input type="checkbox"/> A	@	P	600 seconds		
<input type="checkbox"/> NS	@	n	1 Hour	Can't delete	Can't edit

Changing your DNS

- Once you've selected "**Add New Record**," proceed to configure the fields by assigning the respective values as indicated below:
- To Add the **4 MX** records, you will need to add 4 separate records, the following fields are fixed, you will only need to change the "**Value**" from record to record:

Type: "MX"

Name: "@"

Priority: "5"

Value for MX1: "wp-secure-cloudmail01.worldposta.com"

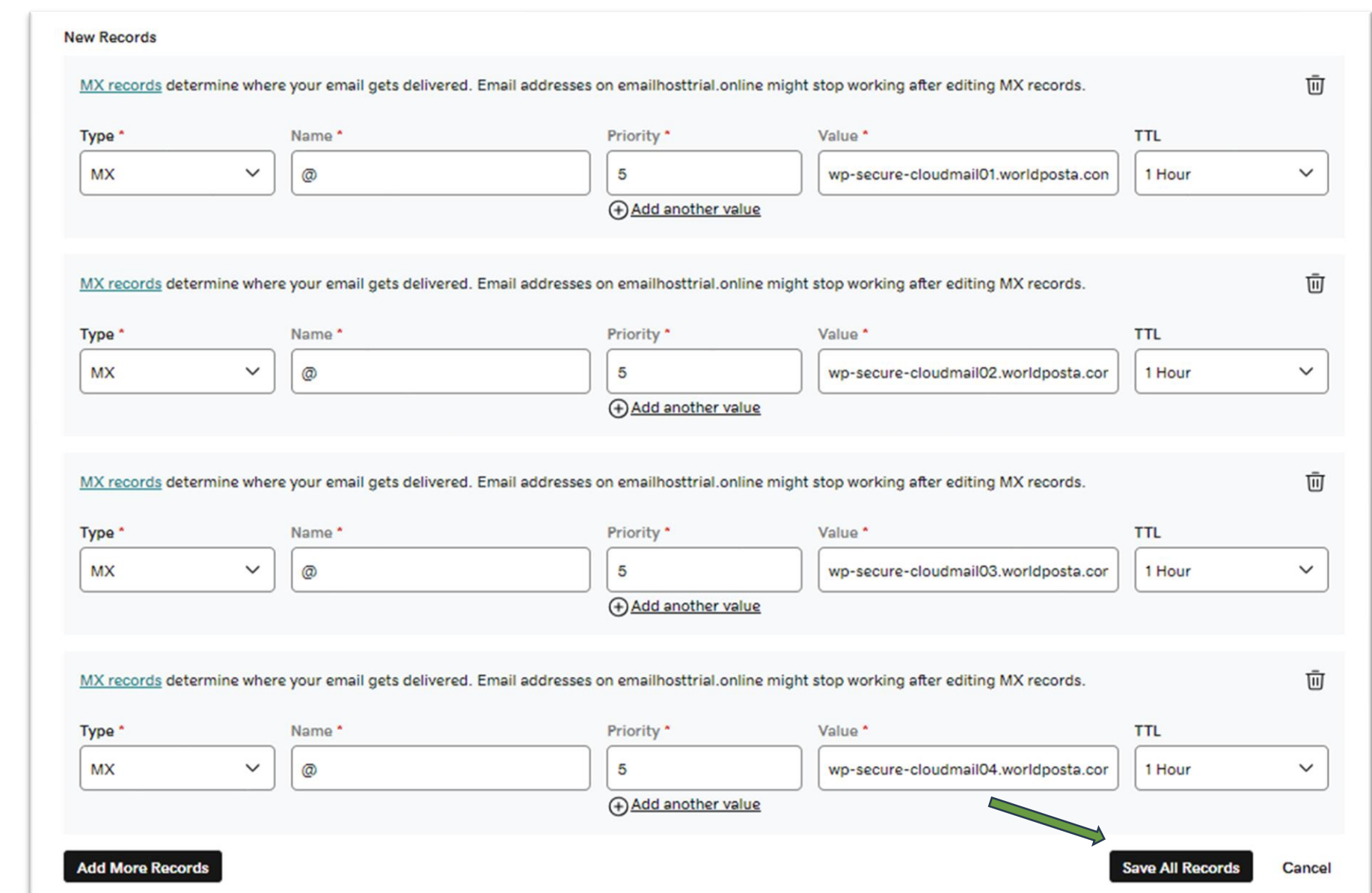
Value for MX2: "wp-secure-cloudmail02.worldposta.com"

Value for MX3: "wp-secure-cloudmail03.worldposta.com"

Value for MX4: "wp-secure-cloudmail04.worldposta.com"

TTL: "1 Hour"

- Then click on "**Save All Records**".



New Records









[MX records](#) determine where your email gets delivered. Email addresses on emailhosttrial.online might stop working after editing MX records.

Type *	Name *	Priority *	Value *	TTL
MX	@	5	wp-secure-cloudmail01.worldposta.com	1 Hour
+ Add another value				
MX	@	5	wp-secure-cloudmail02.worldposta.com	1 Hour
+ Add another value				
MX	@	5	wp-secure-cloudmail03.worldposta.com	1 Hour
+ Add another value				
MX	@	5	wp-secure-cloudmail04.worldposta.com	1 Hour
+ Add another value				

[Add More Records](#) [Save All Records](#) [Cancel](#)

Changing your DNS

- Once you've clicked on "**Save All Records**," you should now see them added like below.

<input type="checkbox"/>	MX	@	wp-secure-cloudmail01.worldposta.com. (Priority: 5)	1 Hour		
<input type="checkbox"/>	MX	@	wp-secure-cloudmail02.worldposta.com. (Priority: 5)	1 Hour		
<input type="checkbox"/>	MX	@	wp-secure-cloudmail03.worldposta.com. (Priority: 5)	1 Hour		
<input type="checkbox"/>	MX	@	wp-secure-cloudmail04.worldposta.com. (Priority: 5)	1 Hour		

Important Note: Ensure that you copy the values precisely as they are, without any spaces or typographical errors, to prevent any potential mistakes.

Changing your DNS

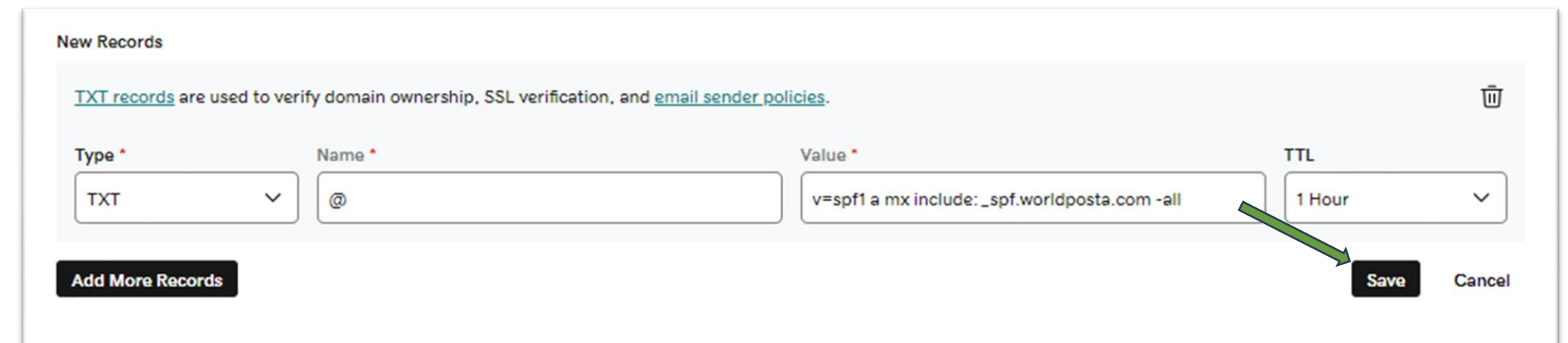
To Add the **TXT** record:

Type: "TXT"

Name: "@"

Value: "v=spf1 a mx include:_spf.worldposta.com -all"

TTL: "1 Hour"



New Records



[TXT records](#) are used to verify domain ownership, SSL verification, and [email sender policies](#).

Type * Name * Value * TTL

TXT @ v=spf1 a mx include:_spf.worldposta.com -all 1 Hour

Add More Records Save Cancel

Then click on "**Save**". You should now see the saved **TXT** record like below:

	Type ?	Name ?	Data ?	TTL ?	Delete	Edit
<input type="checkbox"/>	TXT	@	v=spf1 a mx include:_spf.worldposta.com -all	1 Hour		

Changing your DNS

How to change your DNS?

To Add the **SRV** record:

Type: "SRV"

Service: "_Autodiscover"

Protocol: "_tcp."

Name: "@"

Value:

"autodiscover.worldposta.com"

Priority: "0"

Weight: "0"

Port: "443"

TTL: "1 Hour"

New Records

[SRV \(Service\) records](#) define the location and port number for certain online services, such as FTP, telephony or instant messaging.



Type * Service * Protocol * Name *

SRV _autodiscover _tcp. @

Value * Priority * Weight * Port * TTL

autodiscover.worldposta.com 0 0 443 1 Hour

Add More Records Save Cancel

Type ?	Name ?	Data ?	TTL ?	Delete	Edit
<input type="checkbox"/>	SRV	_autodiscover._tcp.@	0 0 443 autodiscover.worldposta.com.	1 Hour	 

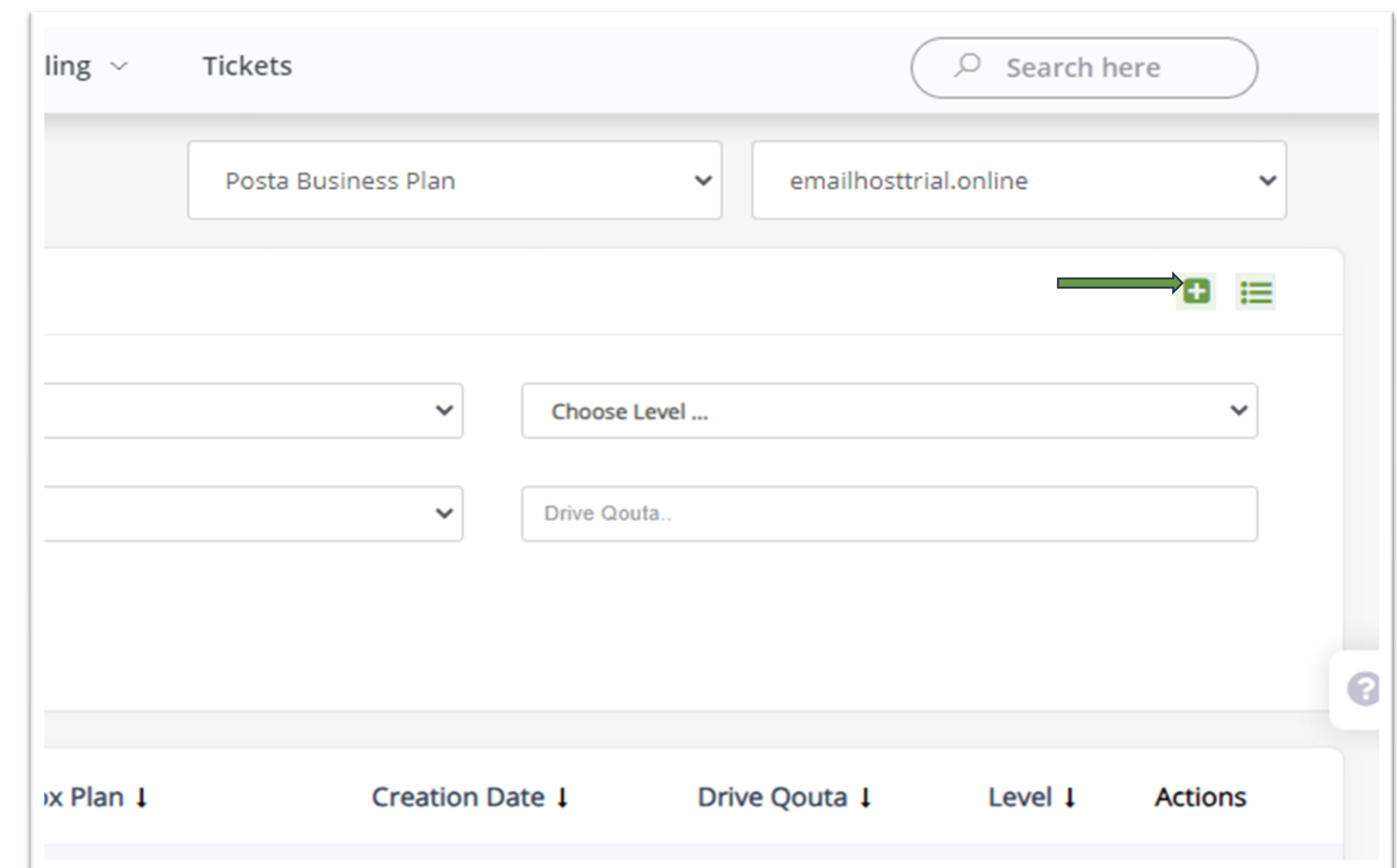
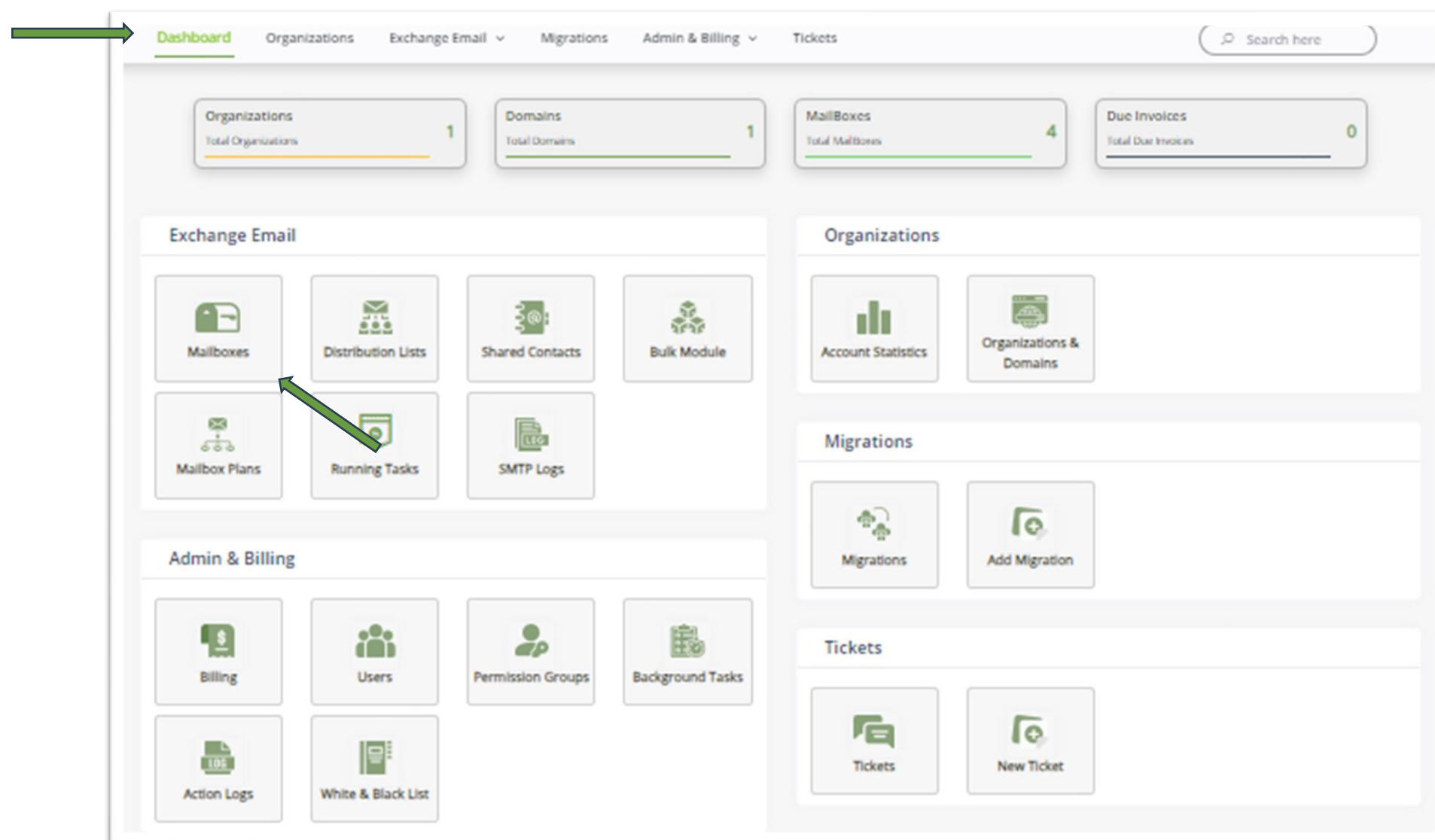
Then click on "**Save**". You should now see the saved **SRV** record.

Mailboxes

How to add a new Mailbox ?

1- Navigate to your **dashboard**.

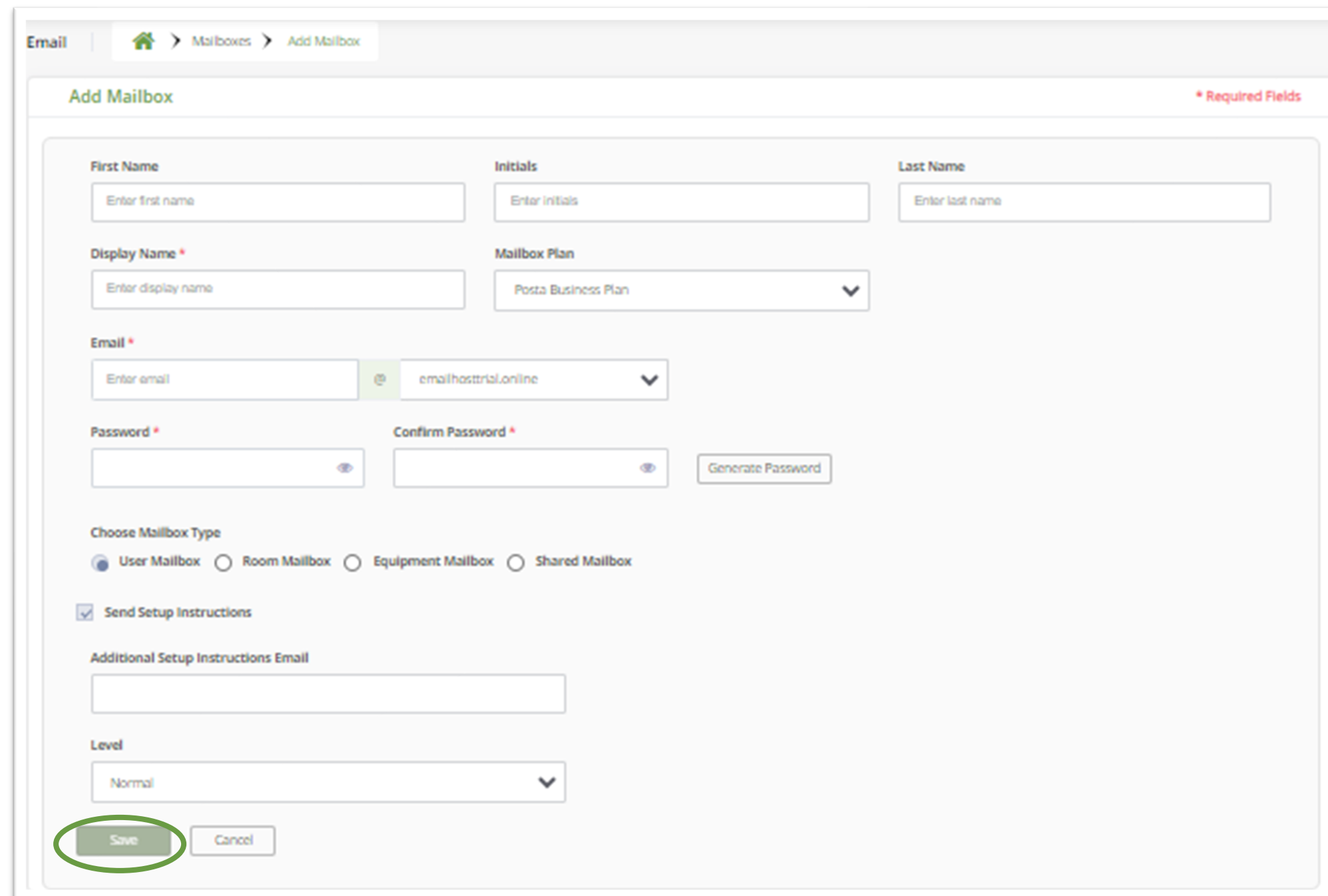
2- Click on **mailboxes**, then click **+** sign to add a new mailbox



Mailboxes

How to add a new Mailbox ?

3-Then fill the requested data and click **save**.



The screenshot shows the 'Add Mailbox' form in the WorldPosta system. The form is titled 'Add Mailbox' and includes a red asterisk indicating required fields. The form is divided into several sections:

- First Name:** A text input field with the placeholder 'Enter first name'.
- Initials:** A text input field with the placeholder 'Enter initials'.
- Last Name:** A text input field with the placeholder 'Enter last name'.
- Display Name:** A text input field with the placeholder 'Enter display name'.
- Mailbox Plan:** A dropdown menu with 'Posta Business Plan' selected.
- Email:** A text input field with the placeholder 'Enter email' and a dropdown menu for the domain, currently showing 'emailhosttristonline'.
- Password:** A text input field with a toggle for visibility.
- Confirm Password:** A text input field with a toggle for visibility and a 'Generate Password' button.
- Choose Mailbox Type:** Radio buttons for 'User Mailbox' (selected), 'Room Mailbox', 'Equipment Mailbox', and 'Shared Mailbox'.
- Send Setup Instructions:** A checked checkbox.
- Additional Setup Instructions Email:** A text input field.
- Level:** A dropdown menu with 'Normal' selected.

At the bottom of the form, there are two buttons: 'Save' (highlighted with a green circle) and 'Cancel'.

Mailboxes

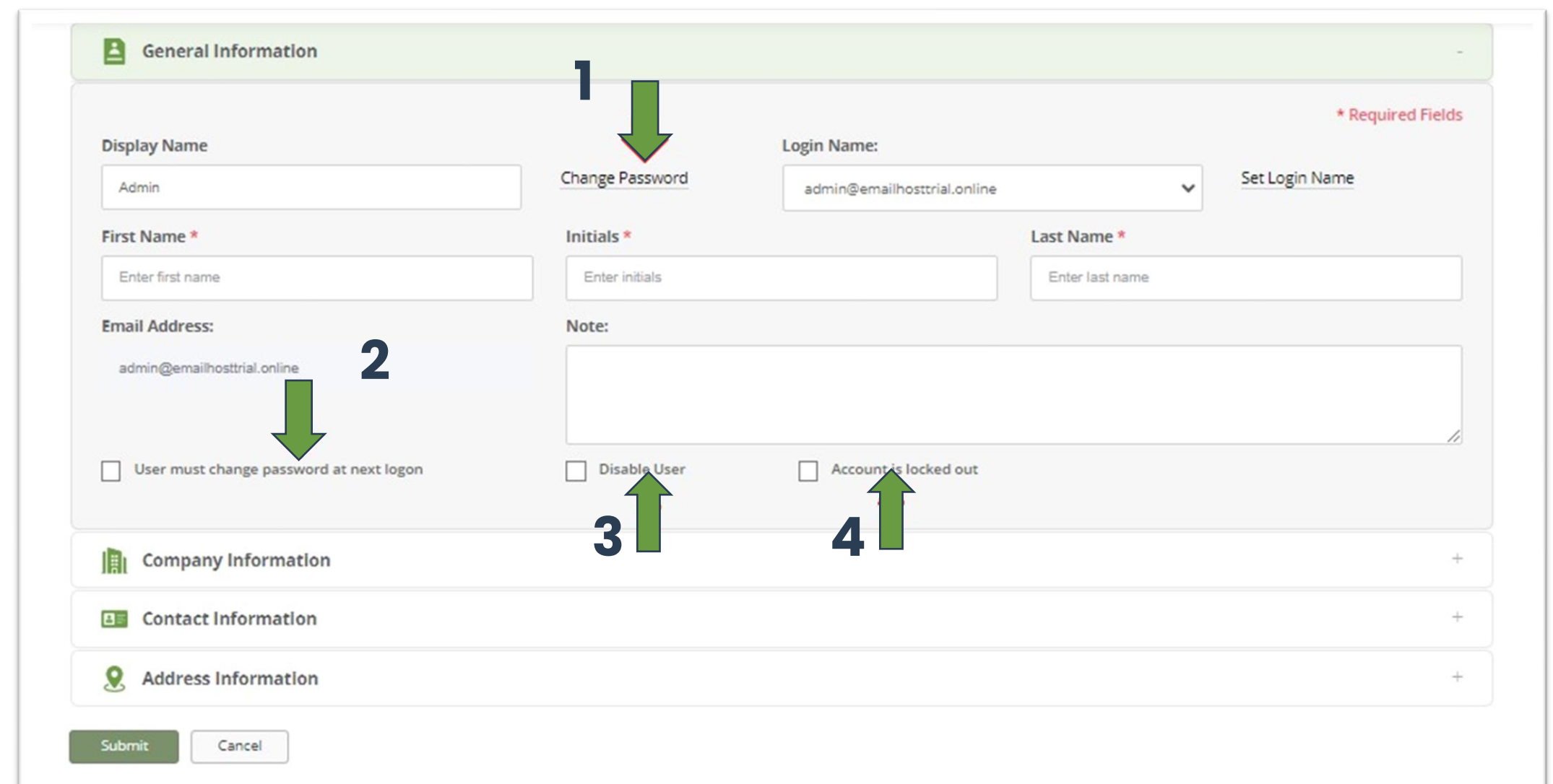
- From General Information, you can:

1- Change the mailbox password.

2- Force the user to change the password after the first login.

3- Disable Mailbox.

4- The account shows as locked out when the user enters the wrong password five times.
You can reactivate it.



The screenshot shows the 'General Information' form for a mailbox. The form is divided into several sections. The top section contains fields for 'Display Name' (with 'Admin' entered), 'First Name' (with 'Enter first name' placeholder), 'Email Address' (with 'admin@emailhosttrial.online' entered), 'Login Name' (with 'admin@emailhosttrial.online' selected from a dropdown), 'Initials' (with 'Enter initials' placeholder), and 'Last Name' (with 'Enter last name' placeholder). There is a 'Note' text area and a 'Set Login Name' link. Below these are three checkboxes: 'User must change password at next login', 'Disable User', and 'Account is locked out'. Arrows and numbers 1 through 4 highlight specific features: 1 points to the 'Change Password' link, 2 points to the 'User must change password at next login' checkbox, 3 points to the 'Disable User' checkbox, and 4 points to the 'Account is locked out' checkbox. The bottom section contains expandable sections for 'Company Information', 'Contact Information', and 'Address Information', each with a '+' icon. At the bottom are 'Submit' and 'Cancel' buttons.

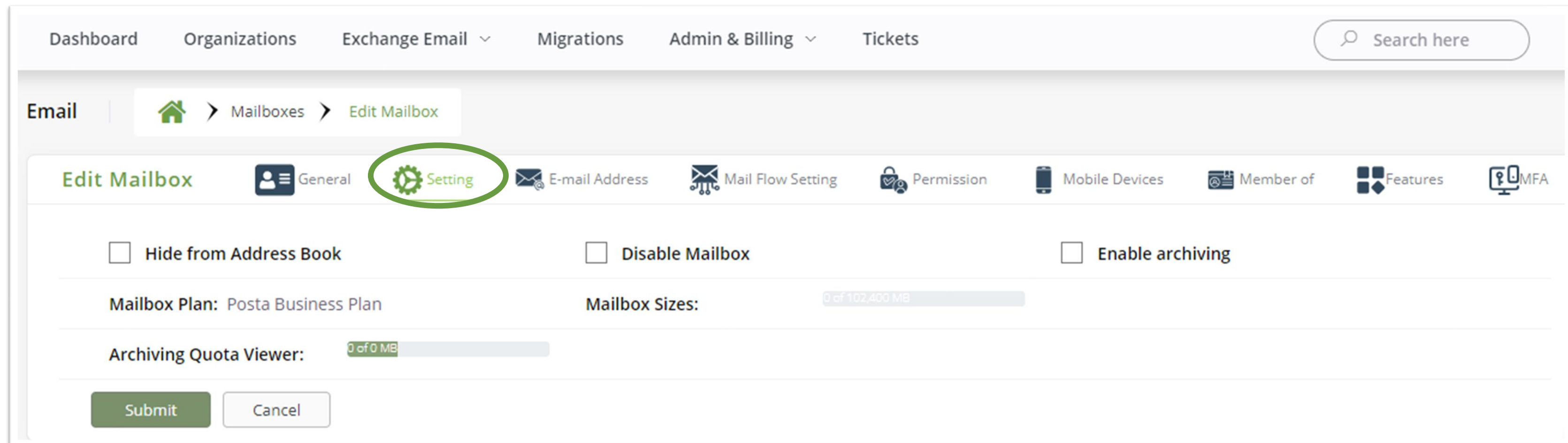
*You can also add all the data that you want to include in the address book.

Mailboxes

- From the **Setting** icon, you can:

- 1- Hide a specific email from the address book.
- 2- Disable the mailbox.
- 3- Enable archiving.

*You can also know the used quota from the mailbox size.



Dashboard Organizations Exchange Email Migrations Admin & Billing Tickets Search here

Email > Mailboxes > Edit Mailbox

Edit Mailbox General **Setting** E-mail Address Mail Flow Setting Permission Mobile Devices Member of Features MFA

☐ Hide from Address Book ☐ Disable Mailbox ☐ Enable archiving

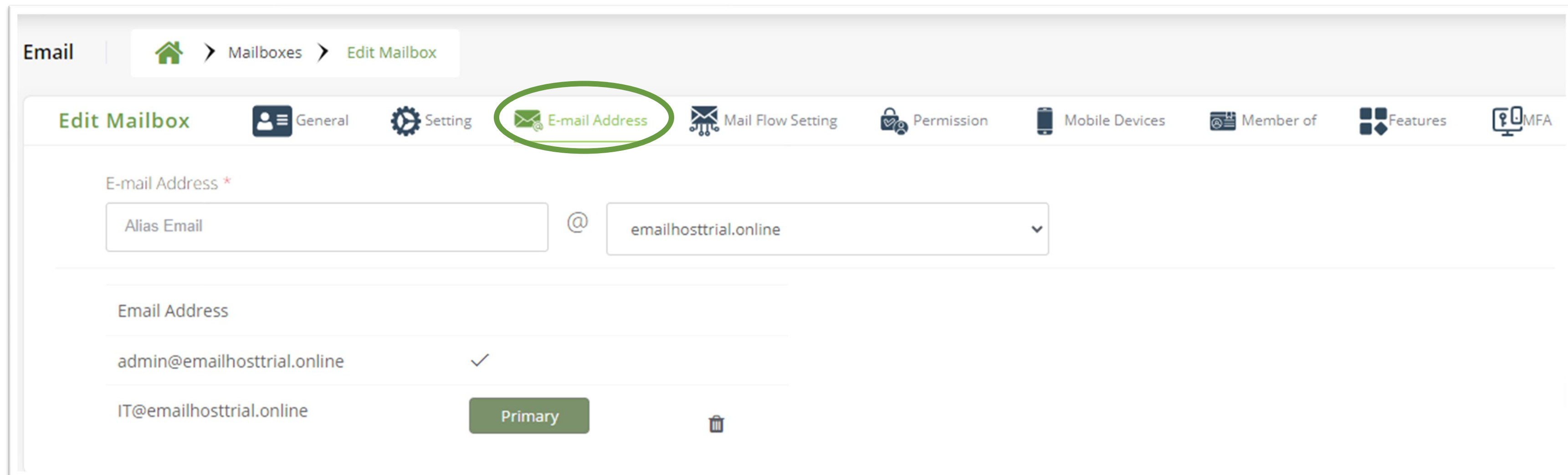
Mailbox Plan: Posta Business Plan Mailbox Sizes: 0 of 102,400 MB

Archiving Quota Viewer: 0 of 0 MB

Submit Cancel

Mailboxes

- From the E-mail address icon, you can add an infinite number of alias names
(This means that you will receive emails on multiple email addresses without consuming your quota.)



Email | [Home](#) > [Mailboxes](#) > [Edit Mailbox](#)

[Edit Mailbox](#) | [General](#) | [Setting](#) | [E-mail Address](#) | [Mail Flow Setting](#) | [Permission](#) | [Mobile Devices](#) | [Member of](#) | [Features](#) | [MFA](#)

E-mail Address *

Alias Email @ emailhosttrial.online

Email Address

admin@emailhosttrial.online ✓

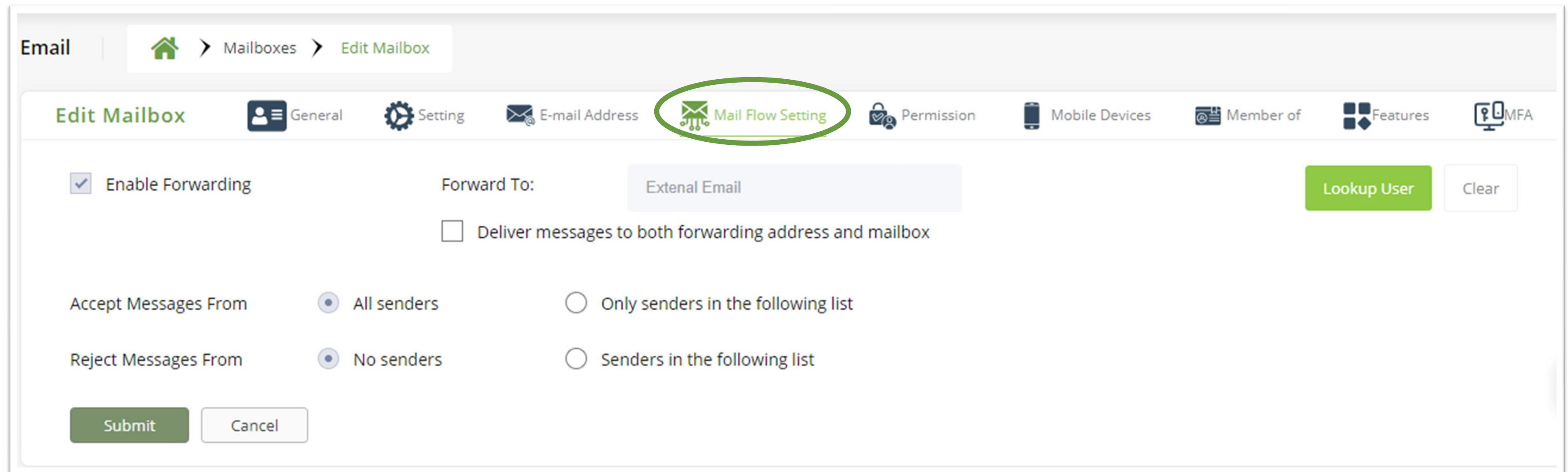
IT@emailhosttrial.online Primary

Mailboxes

- From [Mail Flow Setting](#) icon, you can:

1- Enable forwarding, click on "Enable forwarding," then select "Lookup user" to choose the user to whom you wish to forward the email.

*You can also choose specific senders to forward their email only.



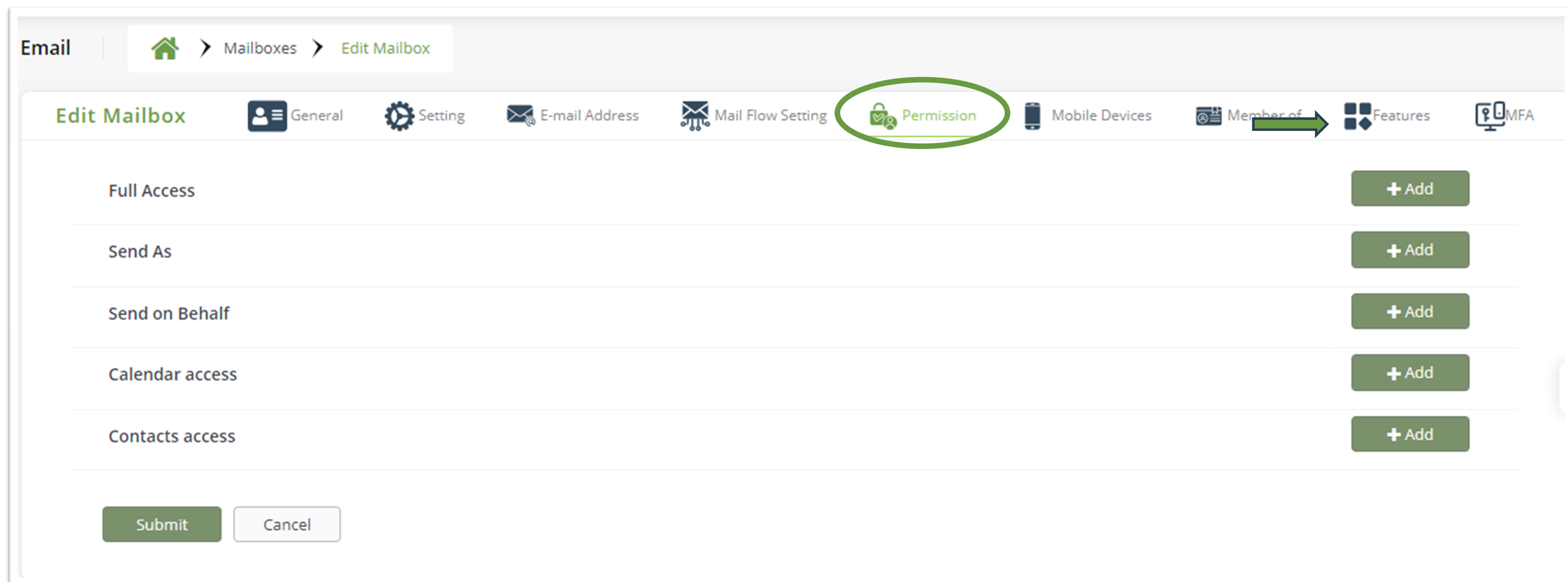
The screenshot displays the 'Edit Mailbox' interface. The breadcrumb trail at the top reads 'Email > Mailboxes > Edit Mailbox'. Below this, a horizontal menu contains several tabs: 'Edit Mailbox', 'General', 'Setting', 'E-mail Address', 'Mail Flow Setting' (which is circled in green), 'Permission', 'Mobile Devices', 'Member of', 'Features', and 'MFA'. The 'Mail Flow Setting' tab is active, showing the following options:

- ☒ Enable Forwarding
- Forward To: Extenal Email Lookup User Clear
- ☐ Deliver messages to both forwarding address and mailbox
- Accept Messages From: ☒ All senders ☐ Only senders in the following list
- Reject Messages From: ☒ No senders ☐ Senders in the following list

At the bottom left, there are 'Submit' and 'Cancel' buttons.

Mailboxes

- From the **Permission icon**, you can grant specific mailbox permissions such as **Full Access**, **Send As**, **Send on Behalf**, **Calendar Access**, and **Contacts Access**. Simply click on “+ Add” and select the user for whom you wish to grant these permissions.



The screenshot displays the 'Edit Mailbox' interface. The breadcrumb trail at the top reads 'Email > Mailboxes > Edit Mailbox'. The navigation bar contains the following tabs: 'Edit Mailbox', 'General', 'Setting', 'E-mail Address', 'Mail Flow Setting', 'Permission' (which is circled in green), 'Mobile Devices', 'Member of', 'Features', and 'MFA'. A green arrow points from the 'Permission' tab to the 'Features' tab. Below the navigation bar, there is a list of permissions with corresponding '+ Add' buttons:

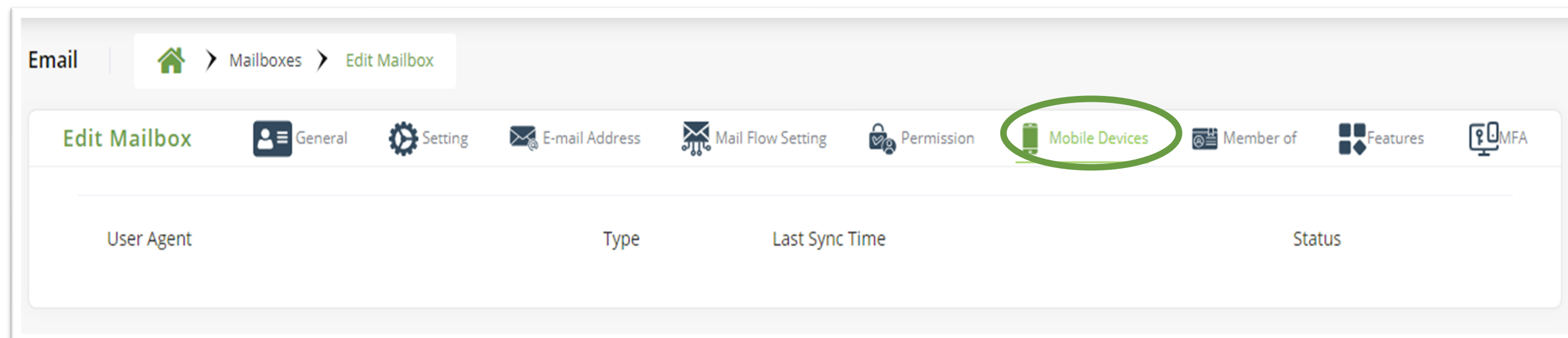
Permission	Action
Full Access	+ Add
Send As	+ Add
Send on Behalf	+ Add
Calendar access	+ Add
Contacts access	+ Add

At the bottom of the interface, there are two buttons: 'Submit' and 'Cancel'.

Mailboxes

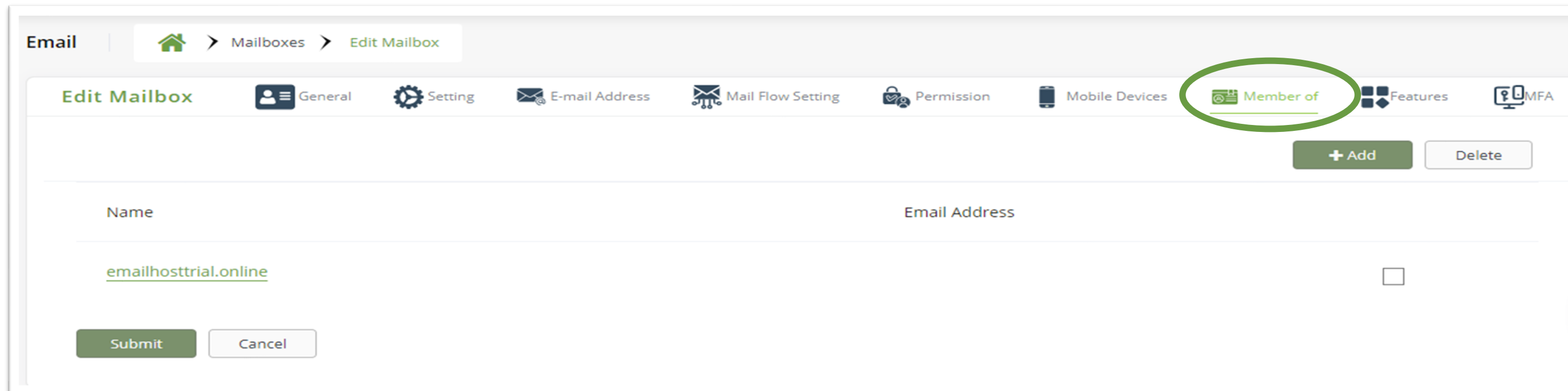
- From the mobile device tab, you can find information about the mobile devices logged into this mailbox

*Additionally, if your **device is stolen**, you can use this tab to **erase** the stored **data** on it.



Mailboxes

- From member of, you can find information about the distribution lists in which this user is included.



Email > Mailboxes > Edit Mailbox

Edit Mailbox

General Setting E-mail Address Mail Flow Setting Permission Mobile Devices **Member of** Features MFA

+ Add Delete

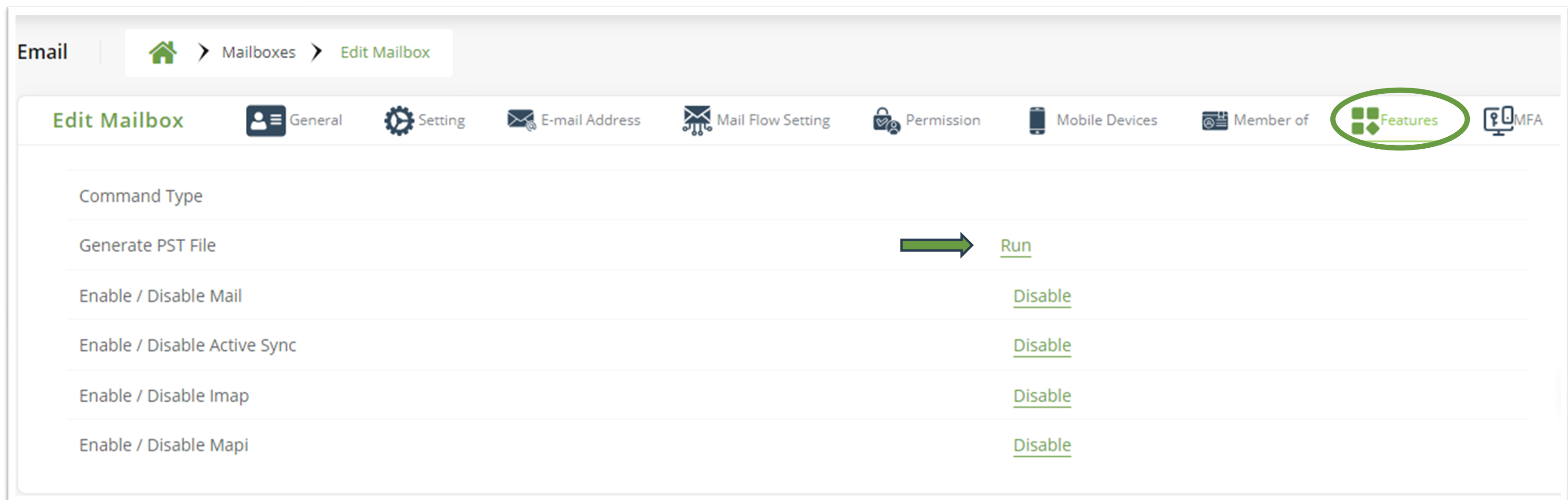
Name	Email Address
emailhosttrial.online	<input type="checkbox"/>

Submit Cancel

Mailboxes

- From **features** tab, you can **export PST backup** from a **specific mailbox**.

*You can also control disabling and enabling (Web access, Mobile phone, IMAP and MAPI connection) for each user.



The screenshot shows the 'Edit Mailbox' interface. The breadcrumb trail is 'Email > Mailboxes > Edit Mailbox'. The 'Features' tab is highlighted with a green circle. Below the tabs, there is a table with the following rows:

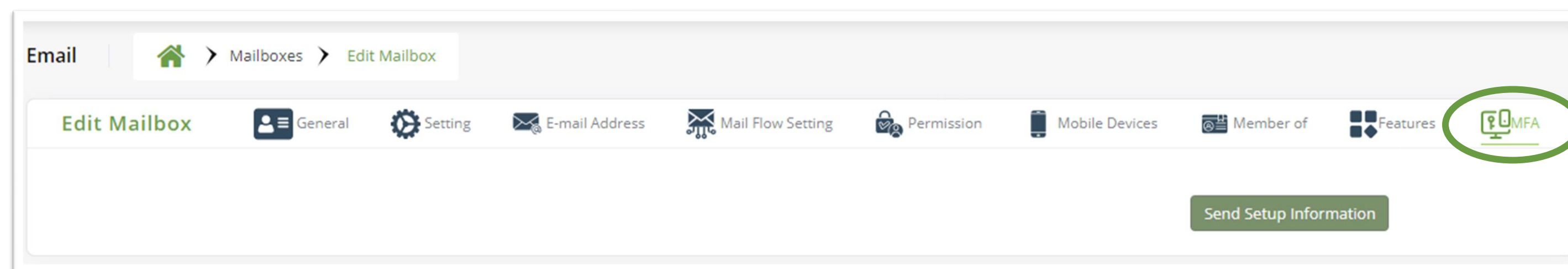
Command Type	
Generate PST File	Run
Enable / Disable Mail	Disable
Enable / Disable Active Sync	Disable
Enable / Disable Imap	Disable
Enable / Disable Mapi	Disable

Mailboxes

- From **MFA tab**, you can enable **Multi-factor Authentication** for specific users using the following steps:

1. Click on the "Send Setup Information" tab.
2. The user should then open their mailbox and click on the link sent to them (please note that the link will expire after 2 hours) and click on "Activate."
3. Next, the user should open Google Authenticator on their mobile device and scan the QR code (please ensure that the user has Google Authenticator installed on their mobile device).
4. Afterward, the user must enter the OTP (which will appear in Google Authenticator) during each login.

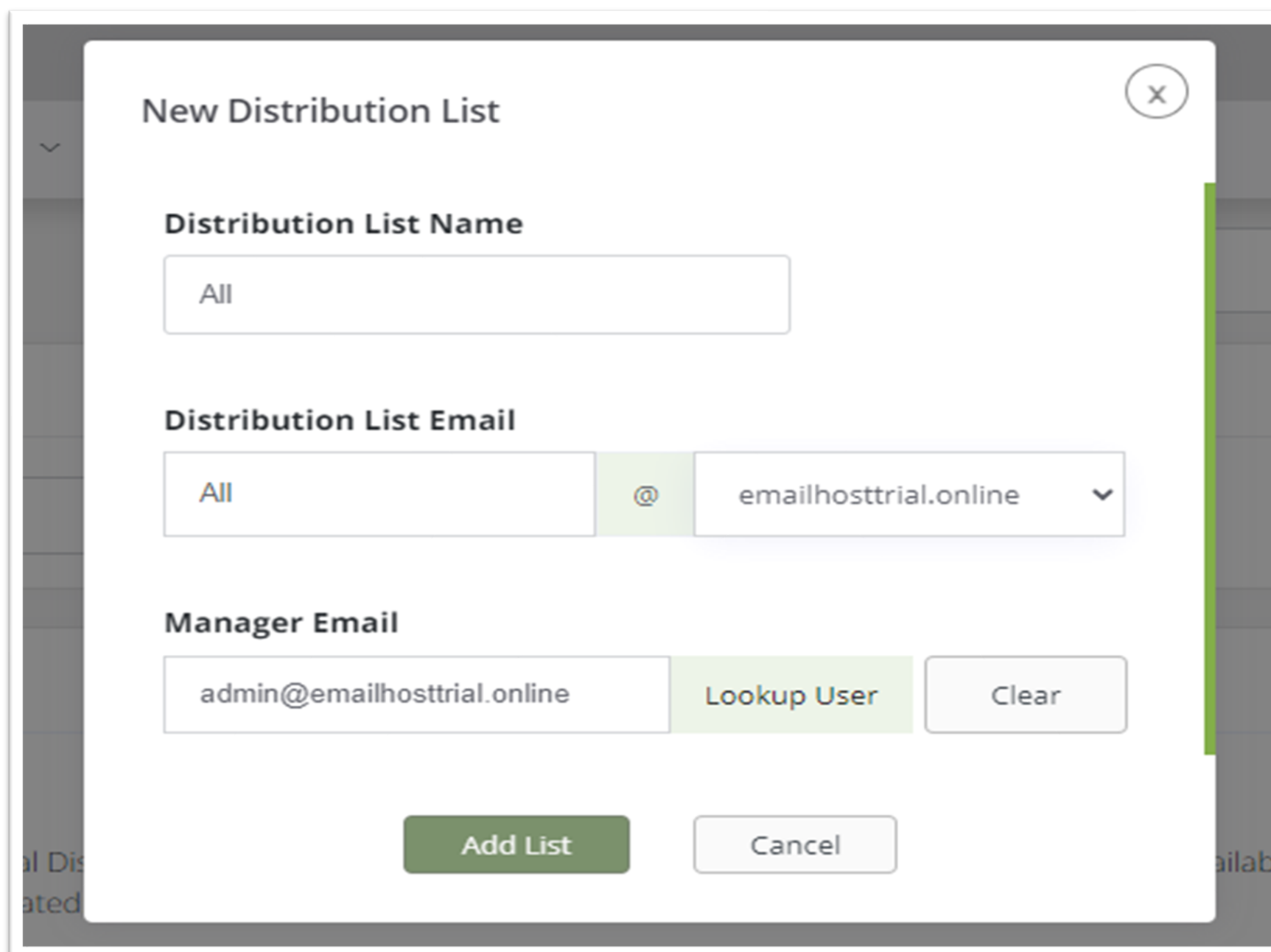
**Please note that the admin can disable the multifactor authentication feature at any time by accessing the MFA tab and clicking on "disable."



Distribution Lists

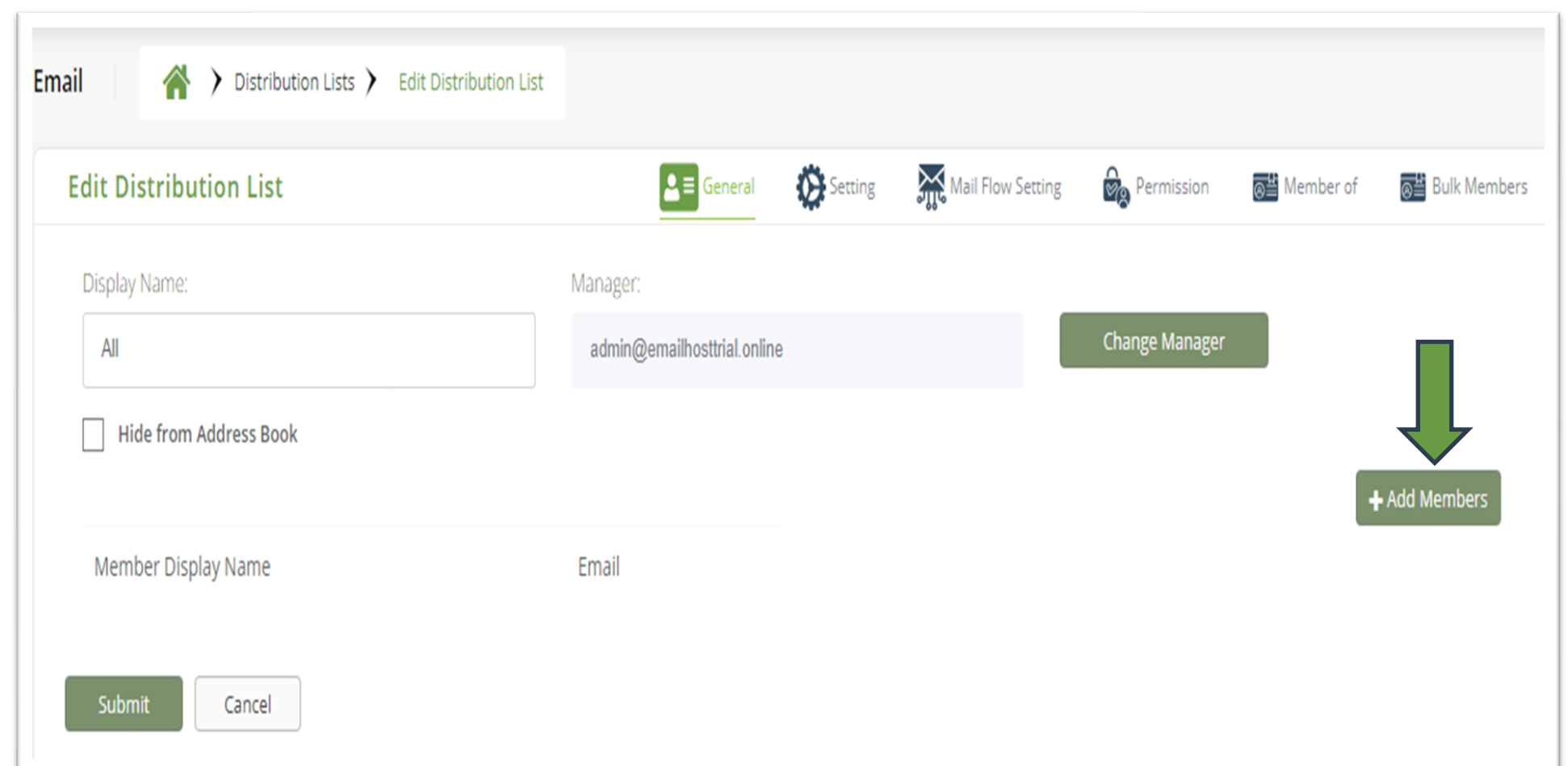
- To create a group and add a set of users to it, you need to click on **"Distribution Lists"** in the dashboard, then click on the **"+"** sign and provide the required information.

*Please be aware that the manager's email will be the one receiving notifications for any actions related to this distribution list.



The screenshot shows a 'New Distribution List' modal form. It contains three main sections: 'Distribution List Name' with a text input field containing 'All'; 'Distribution List Email' with a text input field containing 'All', an '@' symbol, and a dropdown menu showing 'emailhosttrial.online'; and 'Manager Email' with a text input field containing 'admin@emailhosttrial.online', a 'Lookup User' button, and a 'Clear' button. At the bottom, there are 'Add List' and 'Cancel' buttons.

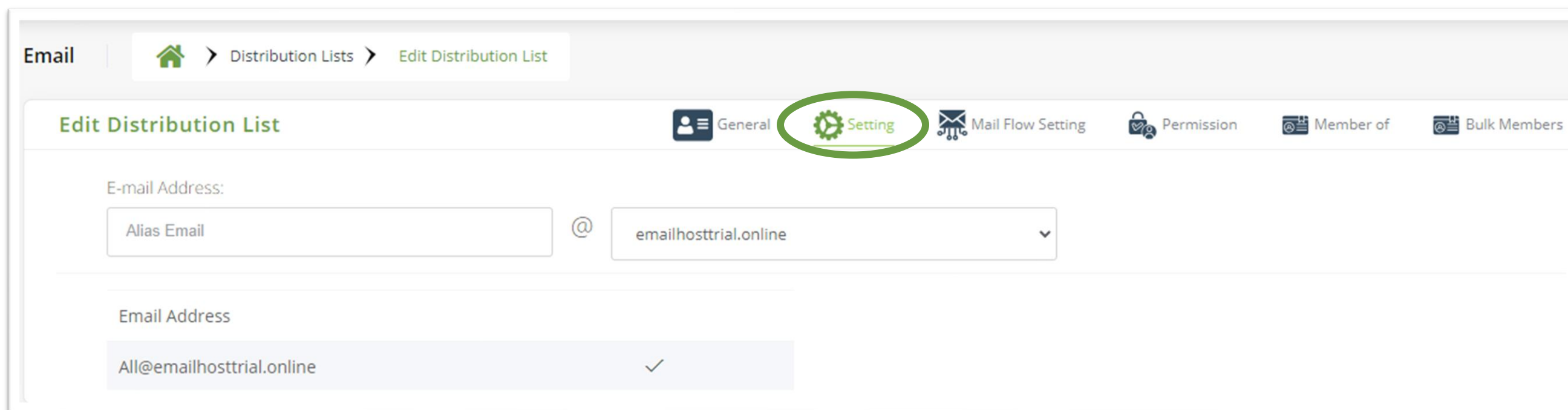
"Next, you should click on **'Add members'** and begin selecting the users you want to include in this distribution list."



The screenshot shows the 'Edit Distribution List' page in the Posta interface. The breadcrumb trail is 'Email > Distribution Lists > Edit Distribution List'. The page has a top navigation bar with tabs: 'General' (selected), 'Setting', 'Mail Flow Setting', 'Permission', 'Member of', and 'Bulk Members'. The main content area includes a 'Display Name' field with 'All', a 'Manager' field with 'admin@emailhosttrial.online' and a 'Change Manager' button, a 'Hide from Address Book' checkbox, and a large green arrow pointing down to a '+ Add Members' button. At the bottom, there are 'Submit' and 'Cancel' buttons.

Distribution Lists

- From the [Setting](#) tab in Distribution lists, you can add alias names for the created DL.



Email | [Home](#) > [Distribution Lists](#) > [Edit Distribution List](#)

Edit Distribution List

[General](#) **[Setting](#)** [Mail Flow Setting](#) [Permission](#) [Member of](#) [Bulk Members](#)

E-mail Address:

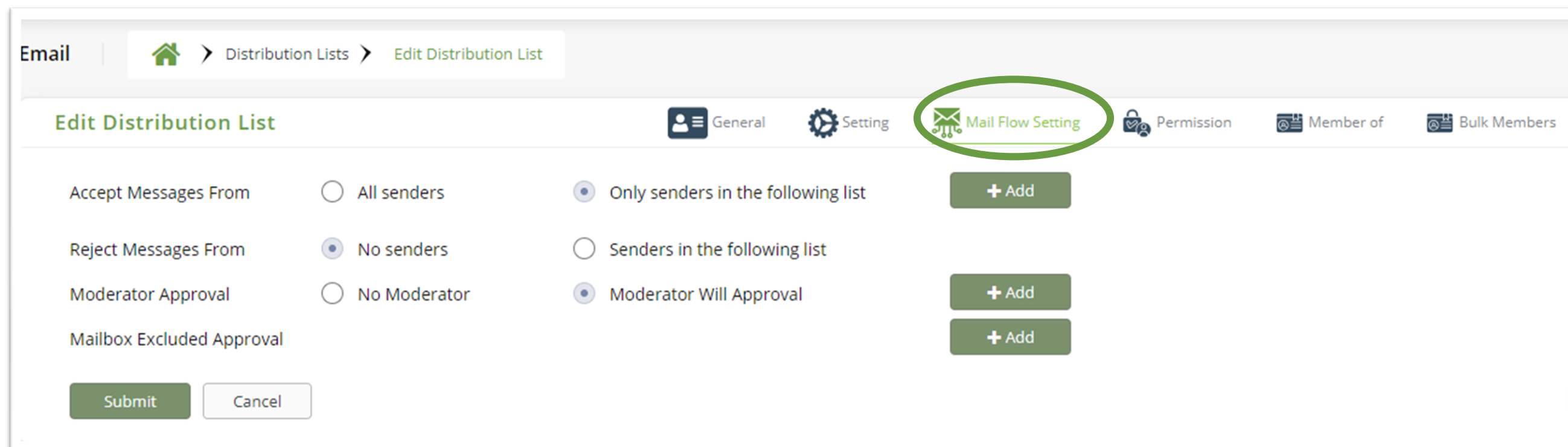
Alias Email @ emailhosttrial.online

Email Address

All@emailhosttrial.online ✓

Distribution Lists

- From the [mail flow setting](#) tab, you can allow or reject messages from specific senders, you can also add a moderator to approve messages before being delivered to the created DL.



Email > Distribution Lists > Edit Distribution List

Edit Distribution List

General Setting **Mail Flow Setting** Permission Member of Bulk Members

Accept Messages From ☐ All senders ☒ Only senders in the following list [+ Add](#)

Reject Messages From ☒ No senders ☐ Senders in the following list

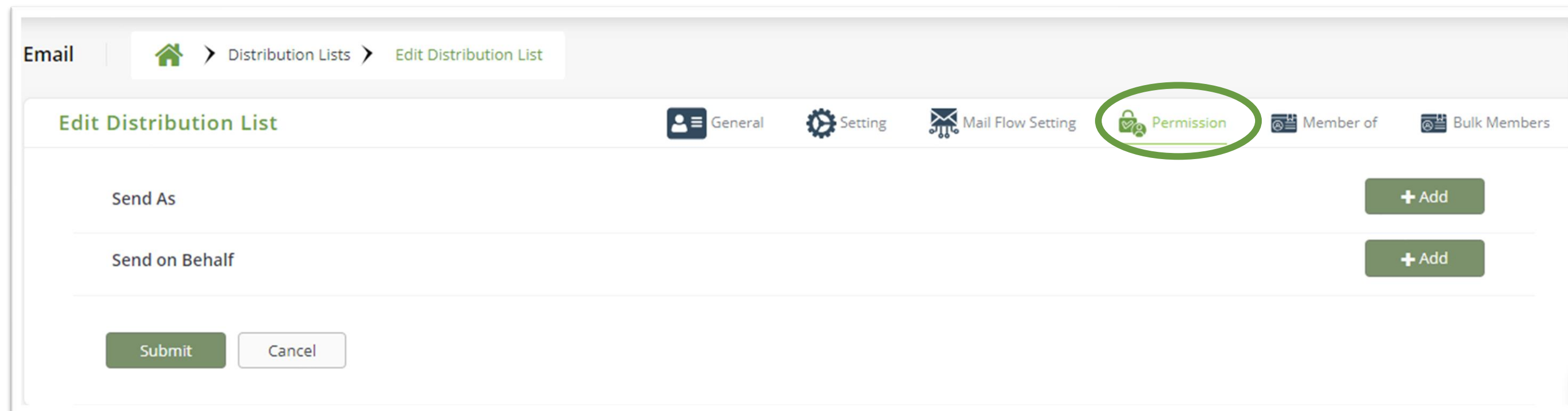
Moderator Approval ☐ No Moderator ☒ Moderator Will Approval [+ Add](#)

Mailbox Excluded Approval [+ Add](#)

[Submit](#) [Cancel](#)

Distribution Lists

- From the [Permission](#) tab, you can take send as and send on behalf permission on the created Distribution List.



Email | [Home](#) > [Distribution Lists](#) > [Edit Distribution List](#)

Edit Distribution List

[General](#) [Setting](#) [Mail Flow Setting](#) [Permission](#) [Member of](#) [Bulk Members](#)

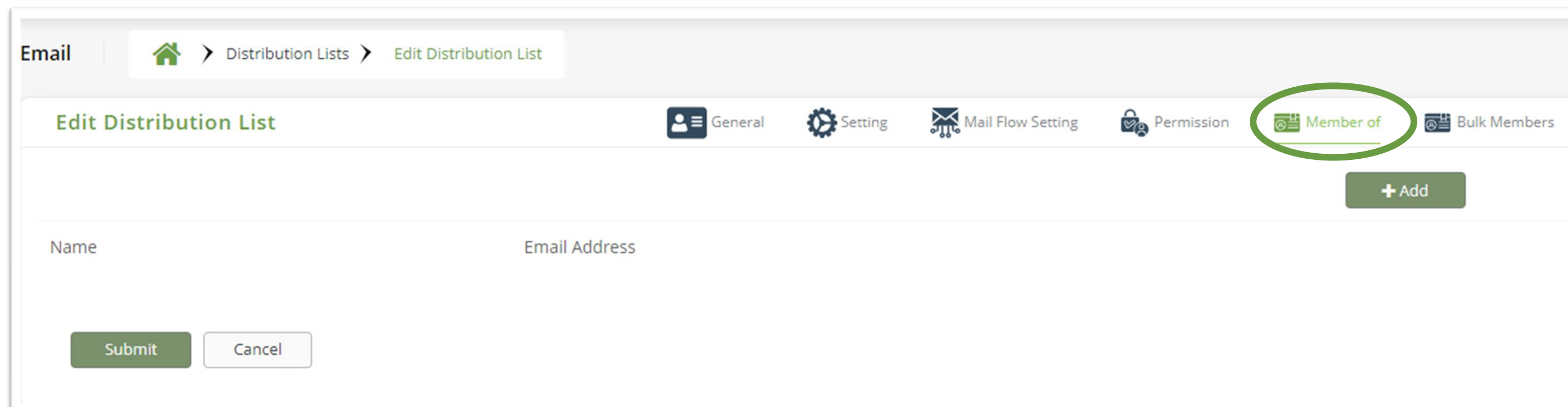
Send As [+ Add](#)

Send on Behalf [+ Add](#)

[Submit](#) [Cancel](#)

Distribution Lists

- From the Member of tab, you can see if this distribution list is mentioned in another list.



Email > Distribution Lists > Edit Distribution List

Edit Distribution List

General Setting Mail Flow Setting Permission **Member of** Bulk Members

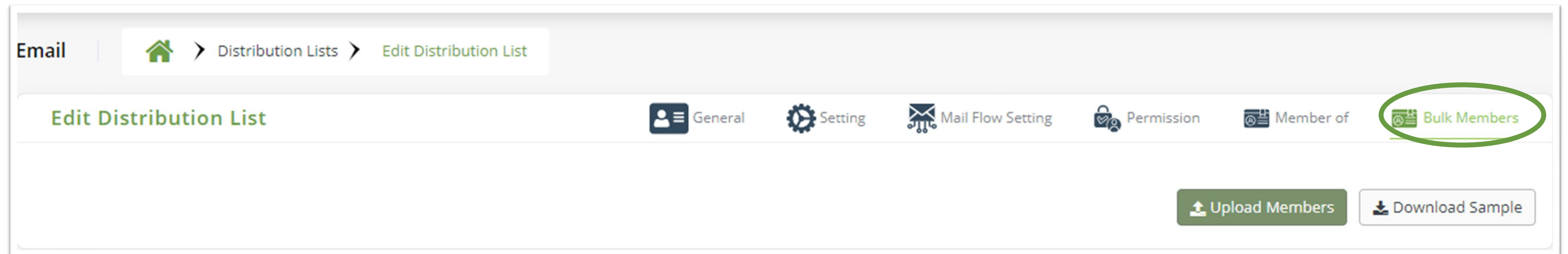
+ Add

Name Email Address

Submit Cancel

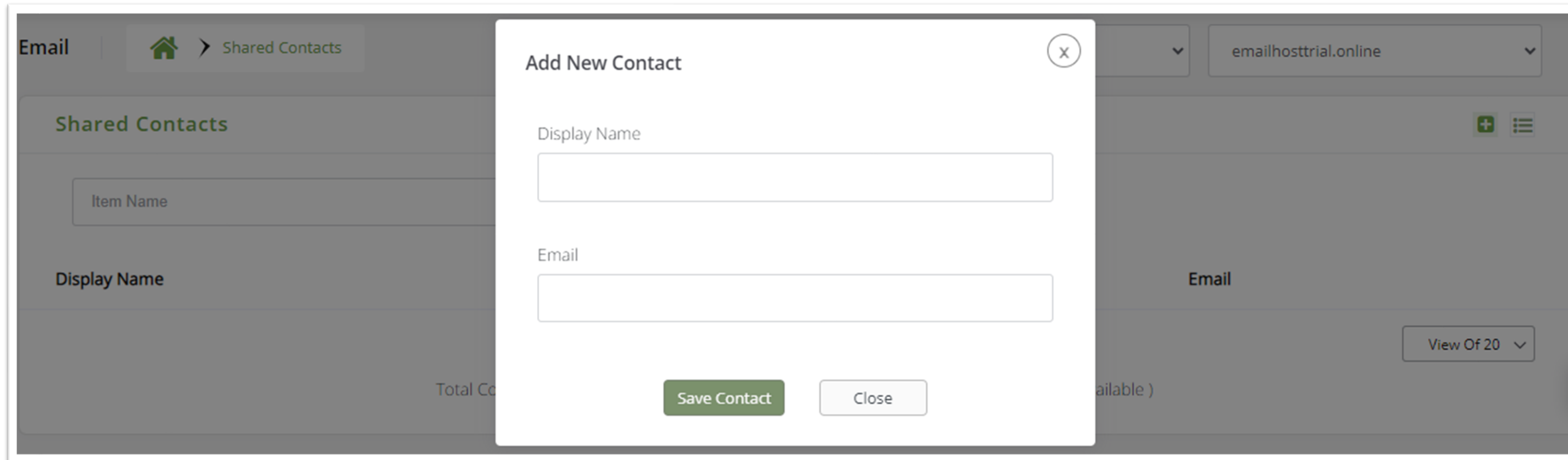
Distribution Lists

- From the **Bulk Members** tab, you can upload the distribution list members **as a bulk** by downloading the sheet sample, filling it out and then uploading it again.



Shared Contacts

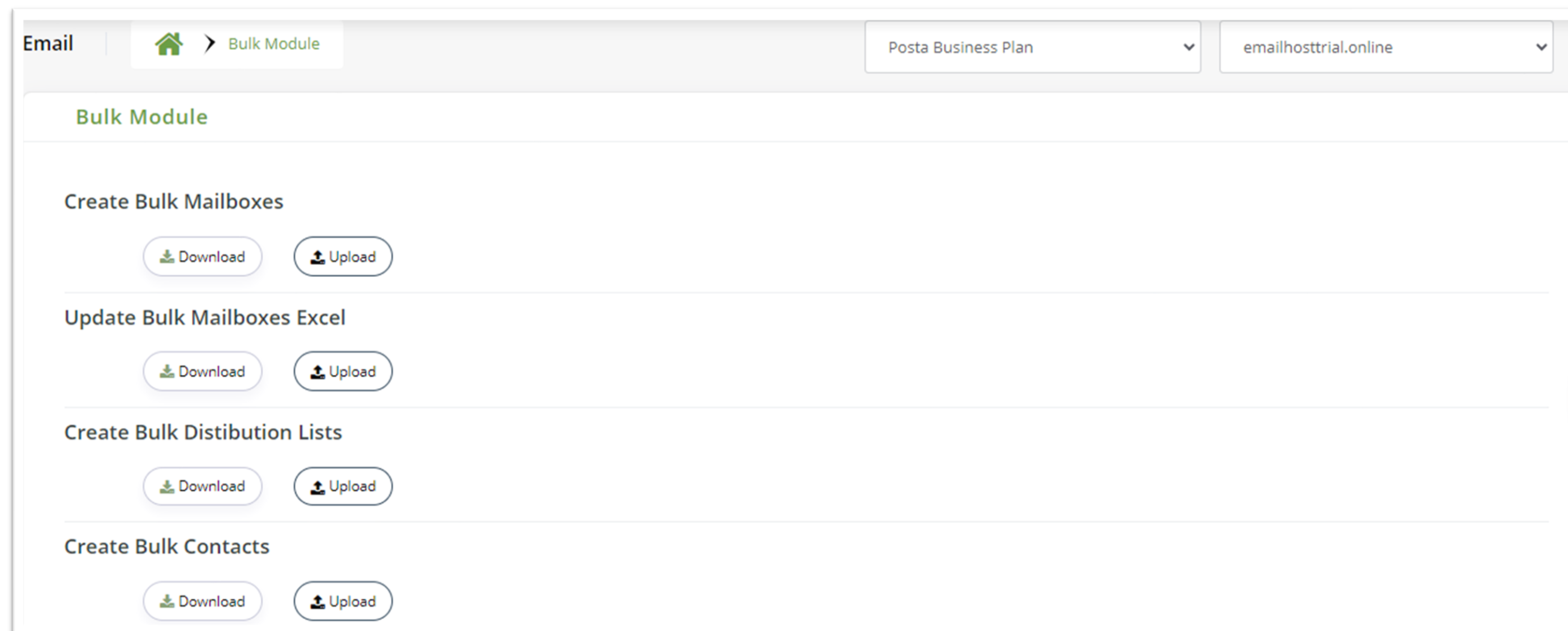
- Click on the + sign to add a contact then fill the requested data, when you add an email as a shared contact you will be able to use this email in all of the admin panel functions.



The screenshot shows the 'Add New Contact' modal window in the WorldPosta admin panel. The modal is centered and has a white background with a grey border. It contains two input fields: 'Display Name' and 'Email'. Below the input fields are two buttons: 'Save Contact' (green) and 'Close' (grey). The background of the admin panel is dimmed, showing the 'Shared Contacts' section with a table header including 'Item Name' and 'Display Name'. A dropdown menu at the top right of the background shows 'emailhosttrial.online'. A 'View Of 20' dropdown is visible at the bottom right of the background.

Bulk Module


- From the bulk module you can create Mailboxes, Distribution lists and contacts as a bulk.
- *You can also update the mailboxes information as a bulk.



Mailbox Plans

- It displays the mailbox plans assigned to your account, and in case you have mixed plans, you can choose your default plan.

Email

 > Mailbox Plans

Posta Business Plan

emailhosttrial.online


Mailbox Plans

Name	Default
Posta Business Plan	<input checked="" type="checkbox"/>

Running Tasks

- It displays the progress of a task you started, such as creating a bulk of mailboxes

Email

 > Running Tasks

Running Tasks

Choose status..

Choose type..

From

To

Search

Clear


Status	Type	Total	Failed	Done	Create By	Create At	Details
Finish	Create Mailbox	5	2	3	emailhosttrial.online	Oct 23, 2023	<div>Details</div>

View Of 20

SMTP Logs

- It displays external email logs, indicating whether sent and received emails to and from external addresses have been accepted or blocked.

Email


[Smtp Logs](#)

Posta Business Plan

emailhosttrial.online

Smtp Logs

Email From

Subject

10/23/2023 - 10/23/2023

Search

Clear

Email To

Choose action...

☒ Passed
 ☒ Archive
 ☒ Reject Data

☒ Reject Block
 ☒ Is Spam Confirmed

☒ Spam Scams
 ☒ Reject Suspect
 ☒ User Invalid

Data	Source	From	To	Type	Reason	Extra	Subject
10/23/2023 12:23		1axbsuysu5hvx3fe4x5f81tng	ali@emailhosttrial.online	Passed			"Order! Order in the pros
10/23/2023 12:23		1axcdovp7f58hr3e3mrfj5ti3	ali@emailhosttrial.online	Passed			"ali - Let's try again"

Billing

- It helps you display your **billing details** and make **invoice payments**.
- Click '**Pay**,' and you will be redirected to a page where you can specify the number of users and select your subscription period. Then, click "**Confirm & Review**".

My Account | [Home](#) > [My Account](#) | Email ▼

Plans Invoices

Description	Users	Price	Renewal Date	Next Bill	Remaining Days	
Posta Business Plan	3	0	—	—	—	<div>Pay</div>

[+ ADD NEW PACKAGE](#)

Order | [Home](#) > [My Account](#) > [Order](#)

1 Customize Plan 2 Review & Confirm

Subscribe to new plan

Posta Business Plan **3.5\$**
Per User Per Month

Number Of Users

Subscription Period

Amount: 378\$
 Discount: 0\$
 Net : 378\$

TOTAL: 378 \$
 DISCOUNT: 0 \$
 NET TOTAL: 378 \$

Promo Code

Apply Coupon

[Confirm & Review](#) [Cancel](#)

Billing

- Here you will be able to review the **number of users** and the **amount that will be paid** then click on the Visa icon and start to **add your card details**.

Order

Home

My Account

Order

1 Customize Plan
2 Review & Confirm

PLAN	USERS	VALID UNTIL	TOTAL	DISCOUNT	NET TOTAL
Posta Business Plan	100	Oct 23, 2024	4200	0	4200

TOTAL: 4200 \$
DISCOUNT: 0 \$
NET TOTAL: 4200 \$

Pay Using:



VISA
MasterCard

* Powered by Stripe
* Data secured by Stripe

Back To Plans
Cancel

Billing


- When you click on **invoices** you will see all of your invoices (**Paid and Unpaid**), you will also be able to print them.

My Account		 > My Account	Email 
Plans	Invoices		
Oct 23, 2023	Paid Net Amount: 4200		

Billing

- After Paying the invoice you will be able to view your subscription details as shown below, it will indicate the current number of users, the amount paid and your renewal data.
- Additionally, you can click on "**Add-ons**" to include more users in your account at any time.

My Account


[My Account](#)

Email ▾

Plans

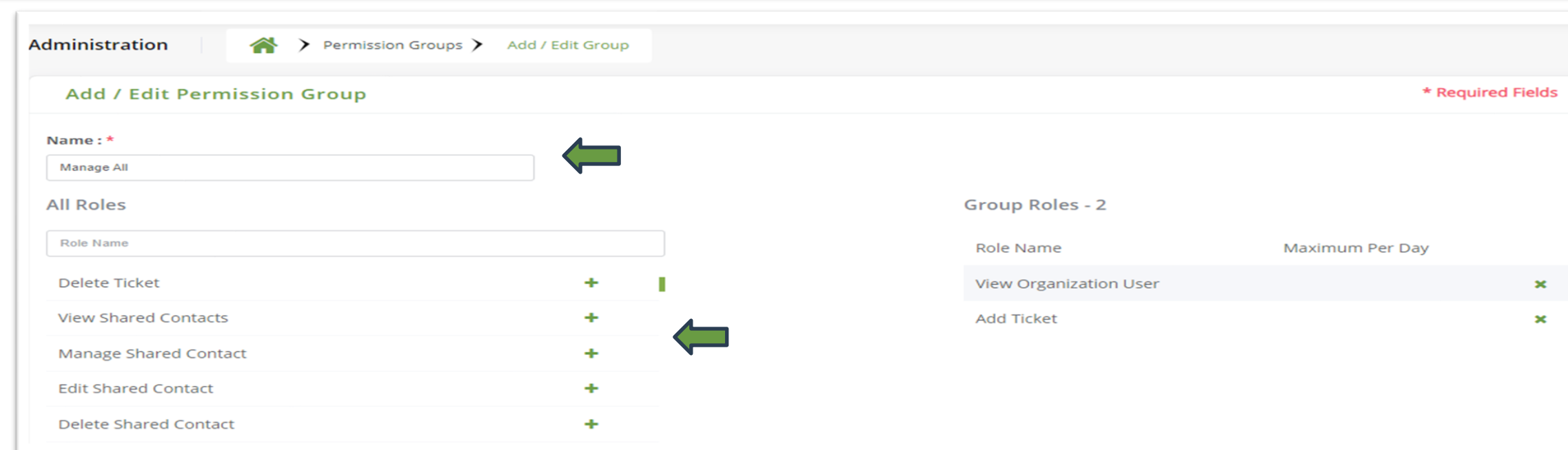
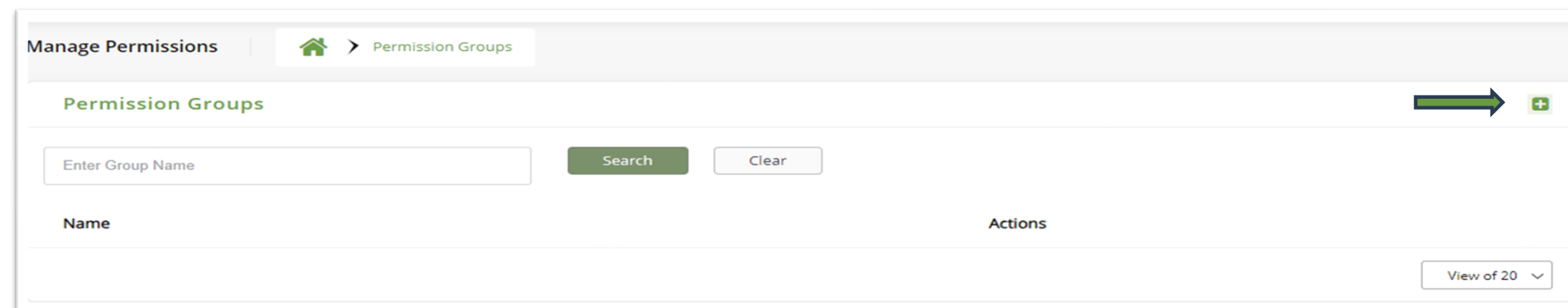
Invoices

Description	Users	Price	Renewal Date	Next Bill	Remaining Days	
Posta Business Plan	100	4200	Oct 23, 2024	—	366	<div>↓</div> <div>Addons</div>

+ ADD NEW PACKAGE

Permission Groups

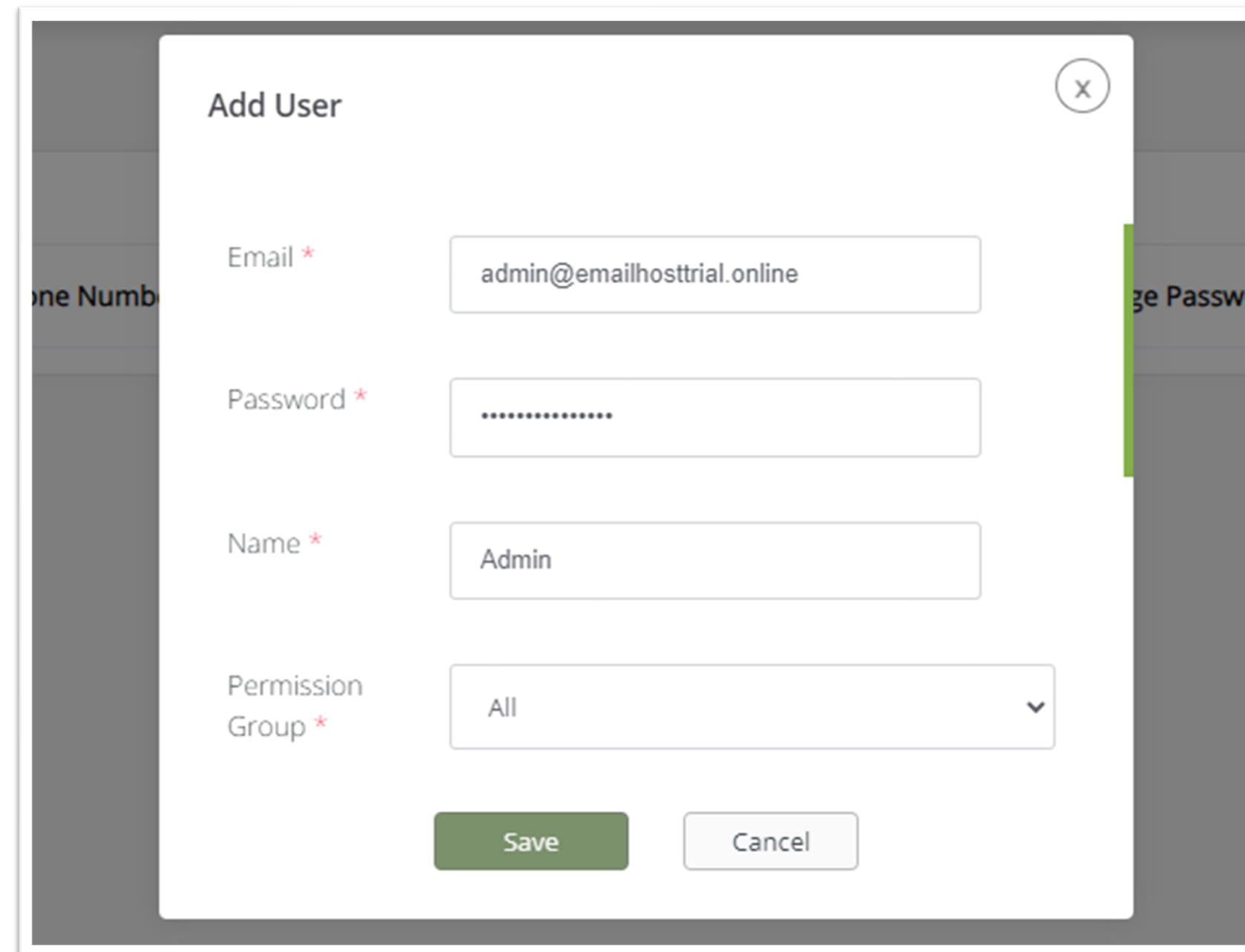
- You can add multiple administrators to oversee the admin panel and grant them specific permissions for performing tasks within it. Here's how to create a permission group:
 1. Click on the "+" icon.
 2. Provide a **name** for this permission group.
 3. Begin adding permissions from the list by clicking the "+" icon next to each desired permission.



Users

- From the "**Users**" tab, you can add a new administrator. Click on the "+" sign, complete the required information, and assign the permission group you've previously created. Then, click "**Save**."

*Please note that the administrator's email must correspond to an existing mailbox within your domain.




The screenshot shows a modal dialog box titled "Add User" with a close button (X) in the top right corner. The dialog contains four input fields, each with a red asterisk indicating it is required:

- Email ***: The input field contains the text "admin@emailhosttrial.online".
- Password ***: The input field is filled with ten dots, indicating a password.
- Name ***: The input field contains the text "Admin".
- Permission Group ***: A dropdown menu is shown with "All" selected and a downward arrow on the right.


At the bottom of the dialog, there are two buttons: a green "Save" button and a white "Cancel" button with a grey border.

Users

- After creating the admin account, click on "**Resources**," then click on the "+" symbol and select the package, organization, and domain for which they will assume administrative responsibilities.
- (You can add multiple domains and manage them all from your admin panel.)

Administration

Users

Users

Email / User Name	Name	Phone Number	Creation Date	Permission Group	Require Change Password	Two Factor Enabled	
admin@emailhosttrial.online	Admin		10/25/2023	All	<input type="checkbox"/>	<input type="checkbox"/>	Change Password Resources 

Add Package

Posta Business Plan x

☒ UnSelect All
☒ Posta Business Plan

Save
Cancel

Add Organization

emailhosttrial.online x

☒ UnSelect All
☒ emailhosttrial.online

Save
Cancel

Add Domain


emailhosttrial.online x

☒ UnSelect All
☒ emailhosttrial.online

Save
Cancel


Background Tasks

- From this tab, you can **download** the **reports** you had **exported**.

Email |  > Background Tasks

Posta Business Plan | emailhosttrial.online

Background Tasks


Email	Created By	Created At	Type	Actions
update mail box	trial@emailhosttrial.online	10/18/2023 1:36 PM	User_Information	Download 

View of 20

Action Logs

- It shows the **logs** for all the actions taken on the admin panel, it also shows **when** and **who** took them.

Email


[Action Logs](#)

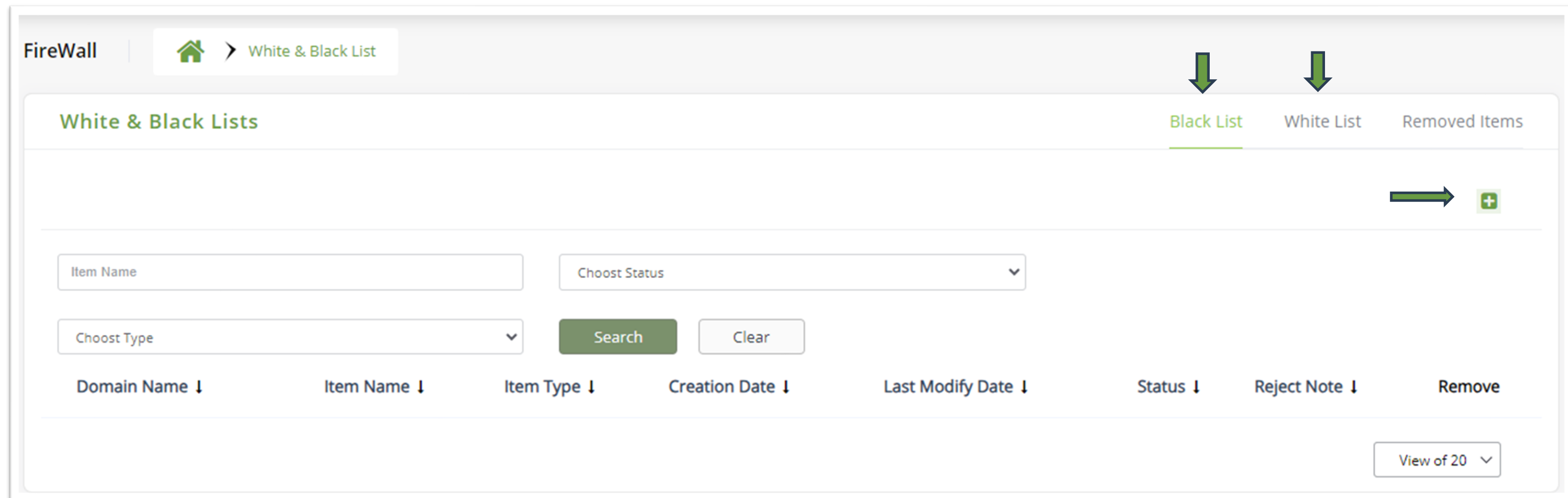
Search

Clear

Module name	Submodule name	Item name	Created At	Message	Level	CreatedBy
user	Create Peer	admin@emailhosttrial.online	25/10/2023 01:57:40	Hello, Please note that a peer account "admin@emailhosttrial.online" has been created on Wed 25 10 2023 01:57	Warning	trial@emailhosttrial.online
admin	Create New Permission Group	All	25/10/2023 01:38:14	Hello, Please note that a new permission group "All" has been created on Wed 25 10 2023 01:38	Warning	trial@emailhosttrial.online

White and Black Lists

- If you want to receive all emails from a particular domain or mailbox, just click on "**White list**," then on the "+" sign, and add them.
- Similarly, if you want to block all emails from a specific domain or mailbox, click on "**Black list**," then on the "+" sign, and add them.



FireWall | [Home](#) > [White & Black List](#)

White & Black Lists

[Black List](#) [White List](#) [Removed Items](#)

[+](#)

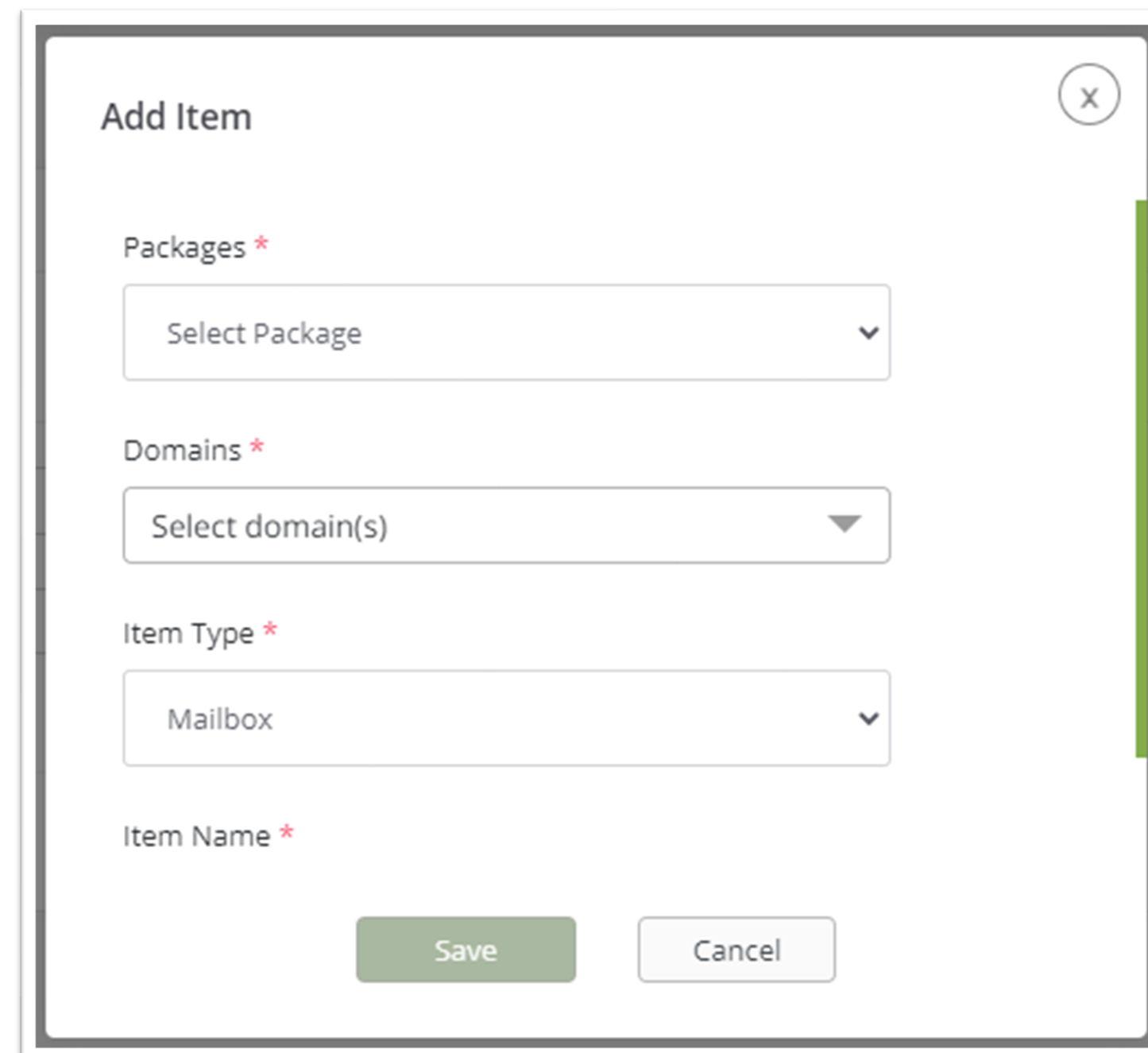
Item Name Choost Status

Choost Type

Domain Name ↓	Item Name ↓	Item Type ↓	Creation Date ↓	Last Modify Date ↓	Status ↓	Reject Note ↓	Remove
View of 20 ↓							

White and Black Lists

- Once you click "**Add**," you should complete the requested data, select the package and domain to which you intend to add this domain or mailbox, specify whether you want to whitelist or blacklist the mailbox or domain, and then click "**Save**."



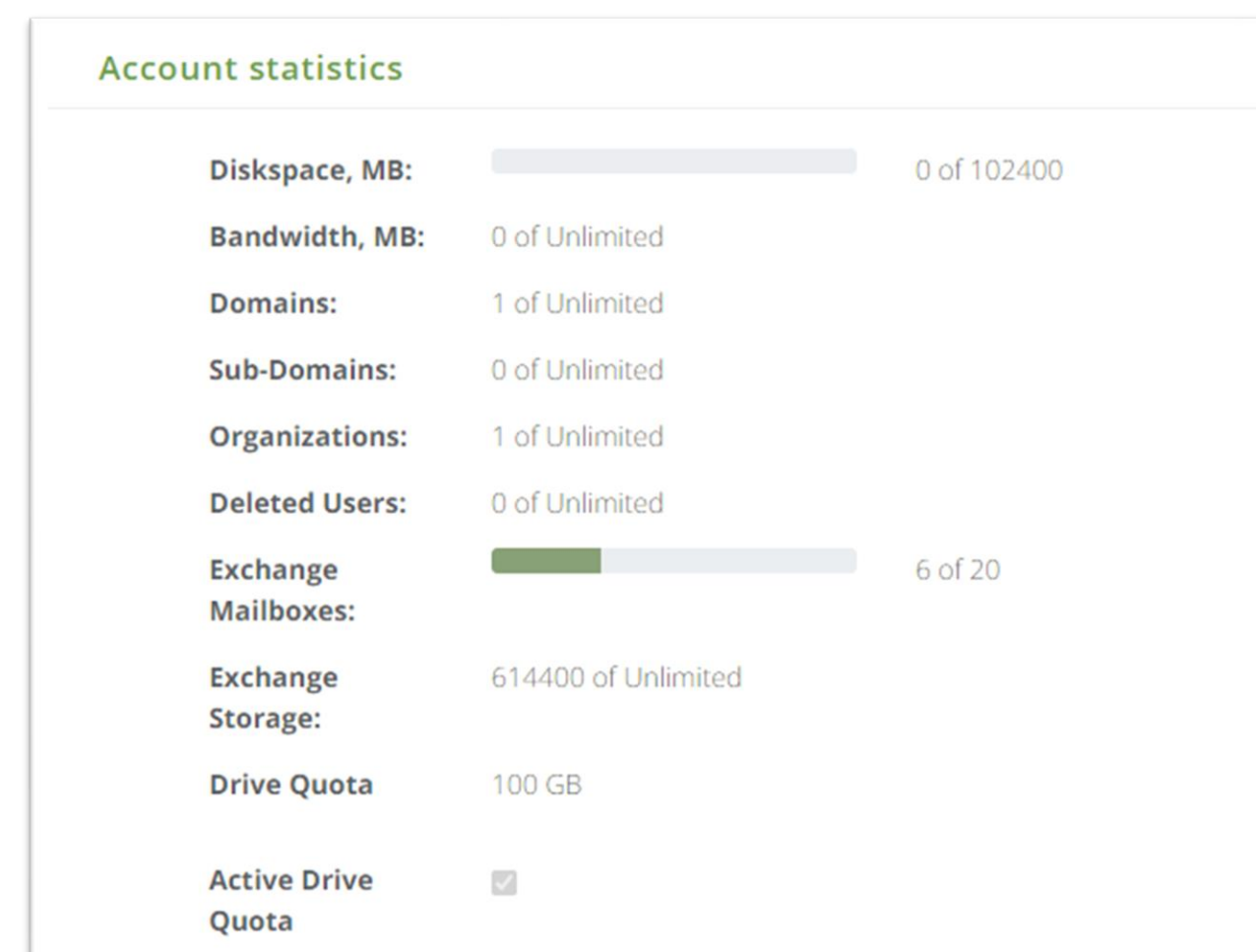
The screenshot shows a modal dialog box titled "Add Item" with a close button (X) in the top right corner. The dialog contains four required fields, each marked with a red asterisk:

- Packages ***: A dropdown menu with the placeholder text "Select Package".
- Domains ***: A dropdown menu with the placeholder text "Select domain(s)".
- Item Type ***: A dropdown menu with the selected option "Mailbox".
- Item Name ***: A text input field.

At the bottom of the dialog, there are two buttons: a green "Save" button and a light gray "Cancel" button.

Account statistics

- You can view all the details of your plans and your add-ons history.

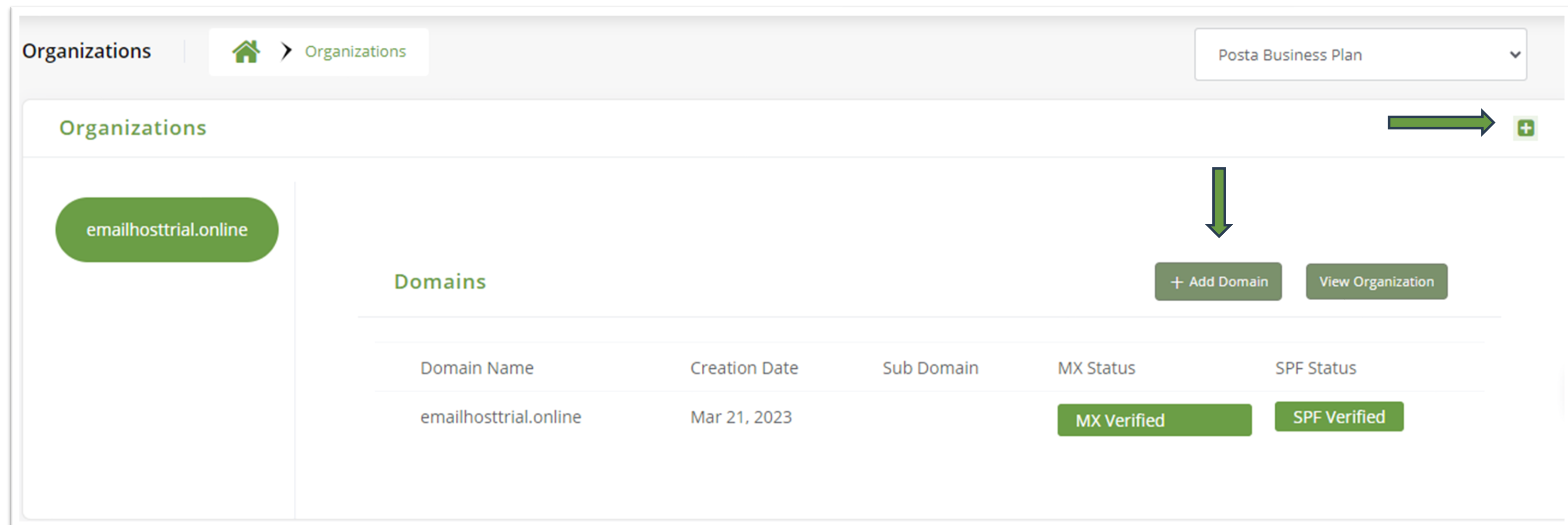


Space Add-Ons

Type	Qty	Creation Date	Status
Extra Mailboxes	15	Oct 12, 2023	Active

Organizations and Domains

- You can efficiently manage numerous domains through your control panel. When you introduce an organization, it's essential to note that **domains added under the same organization will share an integrated address book**, enabling seamless communication between them.
- Conversely, domains added under different organizations will maintain separation within the address book, ensuring distinct address book visibility for each domain.

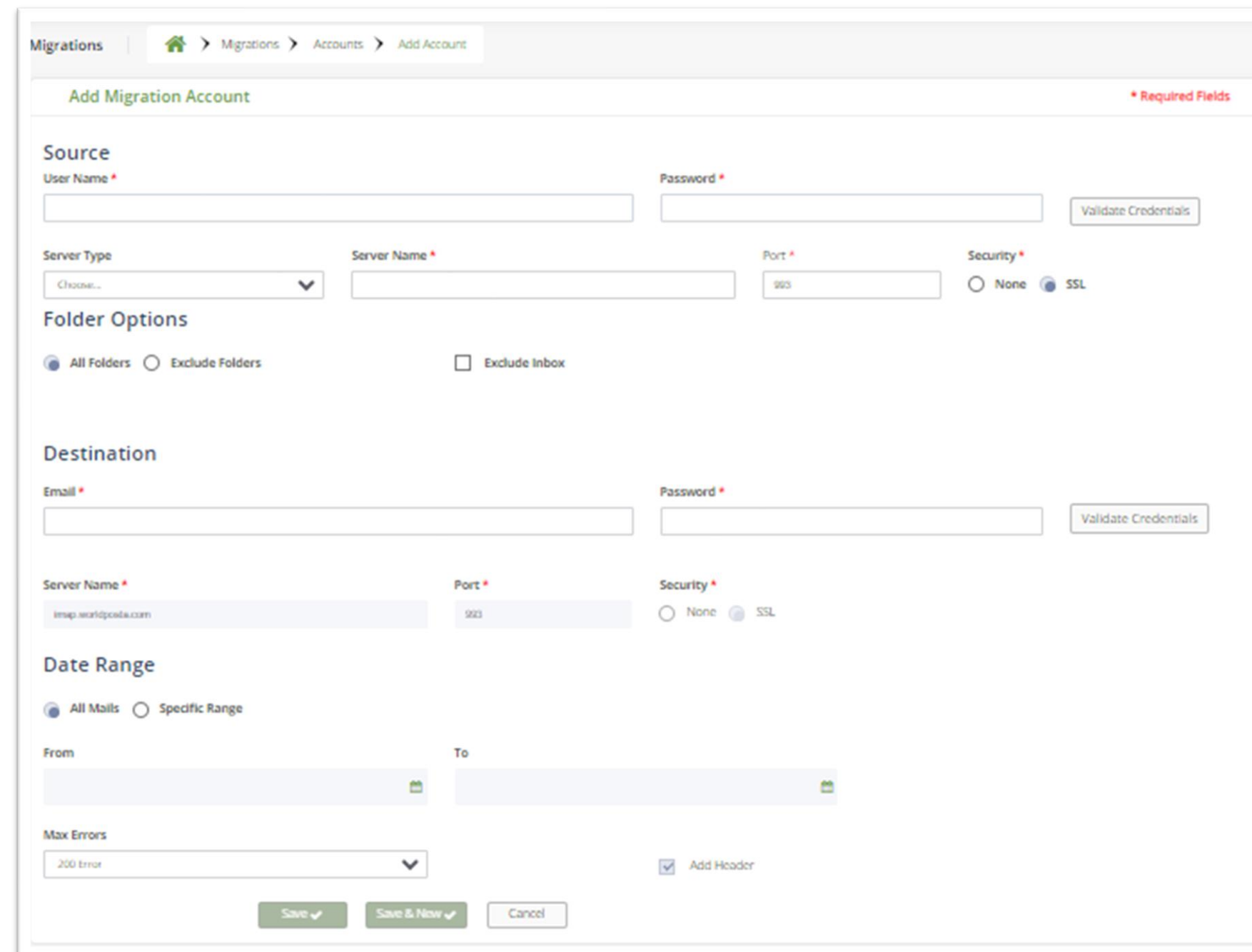


The screenshot displays the 'Organizations' section of the control panel. On the left, a sidebar shows the selected organization 'emailhosttrial.online'. The main content area is titled 'Organizations' and includes a '+ Add Domain' button and a 'View Organization' button. Below these is a table of domains.

Domain Name	Creation Date	Sub Domain	MX Status	SPF Status
emailhosttrial.online	Mar 21, 2023		MX Verified	SPF Verified

Migrations

- You can migrate your old data to your emails on **WorldPosta** using our **migration tool**.
- To **initiate** a new migration, click on "**Add Migration**," name it with your domain name, and you will be redirected to a page that prompts you to **input source** and **destination email addresses**.



The screenshot shows the 'Add Migration Account' form in the WorldPosta interface. The form is divided into several sections: Source, Folder Options, Destination, Date Range, and Max Errors. The Source section includes fields for User Name, Password, Server Type (a dropdown menu), Server Name, Port, and Security (radio buttons for None and SSL). The Folder Options section has radio buttons for All Folders, Exclude Folders, and a checkbox for Exclude Inbox. The Destination section includes fields for Email, Password, Server Name (pre-filled with 'imap.worldposta.com'), Port (pre-filled with '993'), and Security (radio buttons for None and SSL). The Date Range section has radio buttons for All Mails and Specific Range, with From and To date pickers. The Max Errors section has a dropdown menu (pre-filled with '200 Error') and a checkbox for Add Header. At the bottom, there are buttons for Save, Save & New, and Cancel. A red asterisk indicates required fields.

Migrations

- After filling in the requested data, click "**Save**." You will then be redirected to the page below, where you can monitor the **progress** of the **migration**.

Status:

Email:

All Accounts

Upload Bulk Accounts

Download Sample

Export As Excel

Start ▶

<input type="checkbox"/>	Destination ⌵	Source ⌵	Status ⌵	Note ⌵	Progress	Total ⌵	Processed ⌵	Failed ⌵	Removed ⌵	Process	Action	Logs	Edit
<input type="checkbox"/>	admin@emailhosttrial.online	info@worldposta.com	In Process		<div> <div></div> <div>5569</div> </div>	310	0	0			<div> <div></div> <div>✖Abort</div> </div>	Logs	<div> <div></div> <div></div> </div>

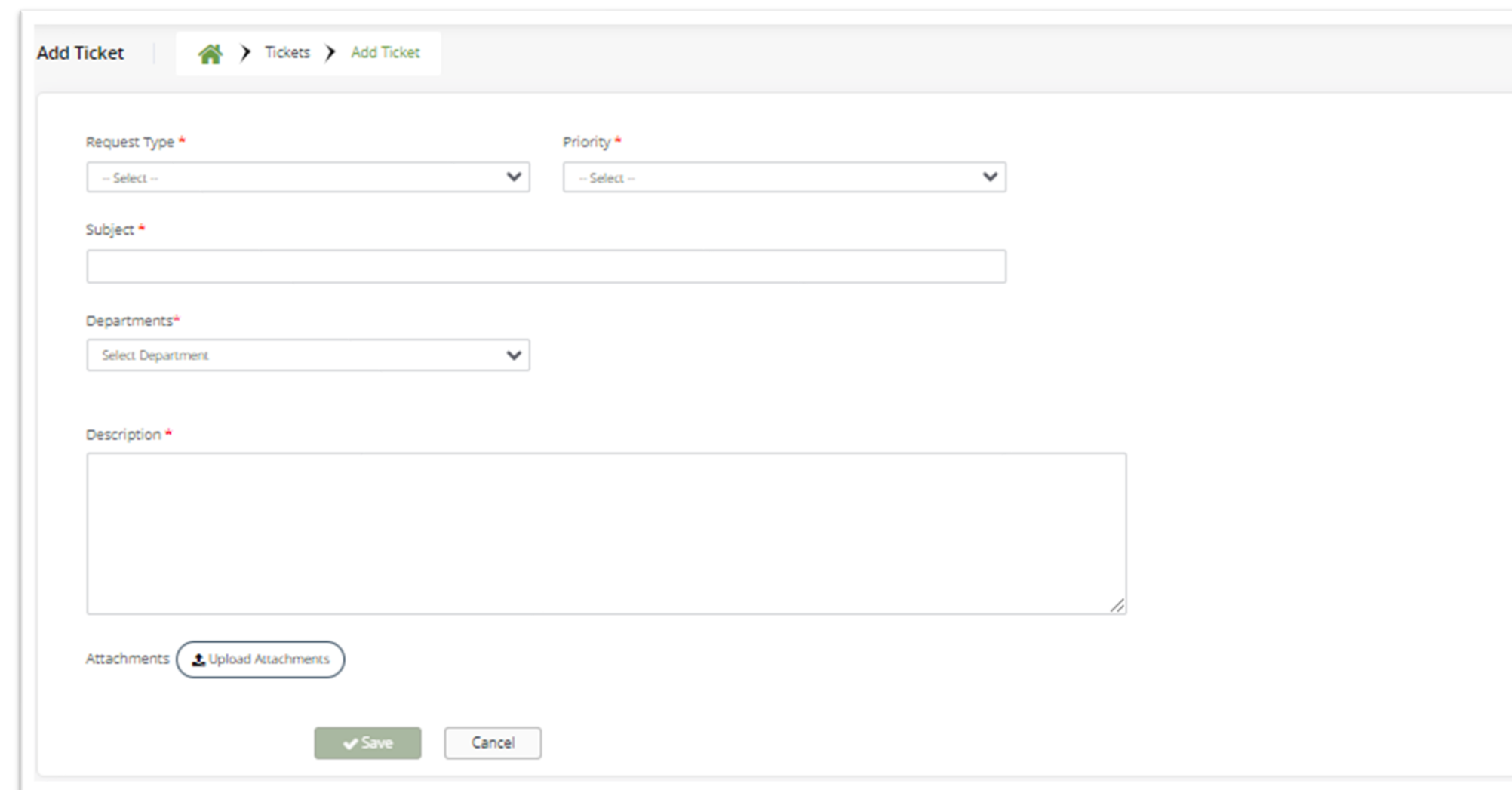
View Of 20 ⌵

- Please note that you can click on "**Download Sample**" to fill out the **Excel sheet** with all the accounts and perform a bulk migration.

Additionally, you can view your complete migration history from the "**Migrations**" section.

Tickets

- You can open a support ticket with our team from the dashboard by clicking '**Add Ticket**' and filling out the requested information as follows



The screenshot shows the 'Add Ticket' form in the WorldPosta dashboard. The form is titled 'Add Ticket' and has a breadcrumb trail: Home > Tickets > Add Ticket. The form fields are as follows:

- Request Type ***: A dropdown menu with the placeholder text '-- Select --'.
- Priority ***: A dropdown menu with the placeholder text '-- Select --'.
- Subject ***: A text input field.
- Departments ***: A dropdown menu with the placeholder text 'Select Department'.
- Description ***: A large text area for the ticket description.
- Attachments**: A button labeled 'Upload Attachments' with a paper plane icon.
- Buttons**: At the bottom, there are two buttons: 'Save' (with a checkmark icon) and 'Cancel'.

*After that, your ticket will be submitted, and you can see your **tickets history** from the tickets tab.



Posta

Thank You

Looking forward to a fruitful cooperation with you soon.

+1 (647) 556-6256

info@worldposta.com

www.worldposta.com