



Introduction to SmarterMail Enterprise ver. 7

Our Webmail system (SmarterMail) is an alternative to using Outlook, Outlook Express, Thunderbird or other mail clients.

This is a browser (Internet Explorer, Firefox etc.) based way to get your e-mail. SmarterMail is a handy way to get your email and when you are out of the office, at home perhaps or if your getting e-mail withdrawals while on vacation you can access SmarterMail where ever you are with access to a Computer and Browser. SmarterMail works similar to how Yahoo, AOL or Hotmail works, you can access this system by typing in the address bar of the Web browser <http://mail.yourdomainname.com>. (Do not type in www)

Caution! When using SmarterMail you are directly accessing your email messages. If you delete a message here it will be permanently deleted.

If you have additional questions about how to use the Webmail (SmarterMail) system from this point, simply click on "Help" in the upper right corner after you have logged in or go to support.bangwsd.com and check out our Knowledge base or if necessary click Submit a Ticket for additional assistance.

First open your browser (Internet Explorer, Firefox etc.) and type in **<http://mail.domainname.ext>**

Note: Do not type in the www

The **SmarterMail login** screen will appear

Login to SmarterMail

Email Address (ex. user@example.com)
myusername

Password
.....

Remember me

Use Browser Language ▼

Login Help

Type in the **User Name**

Note: Full email address is not required

Enter User's **Password**

SmarterMail User 7.0 | Mail Server Software | © 2010 Creative Media Inc.

The very first time you login to your new SmarterMail account, the Account Wizard will assist you.

SmarterMail Account Wizard

Please take a moment to configure a few important settings.

Set your location so that SmarterMail can display items in your local time and provide you with location based services.

Settings

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Country: -- Please choose one --

Postal Code: (optional)

Next

Select your **Time Zone** and **Country**

Note: Time zone can also be changed after login by selecting Settings and then Account Settings

Click **Next** to continue

BANG! will notify you before login if this step is necessary.

Note: This can also be accessed after login by selecting Settings - Advanced Settings - Mail Migration

SmarterMail Account Wizard

SmarterMail includes a mailbox migration tool.

The mailbox migration tool makes switching email providers easy by importing email, contacts, calendars, tasks, and notes to SmarterMail from most third-party mail servers.

Import

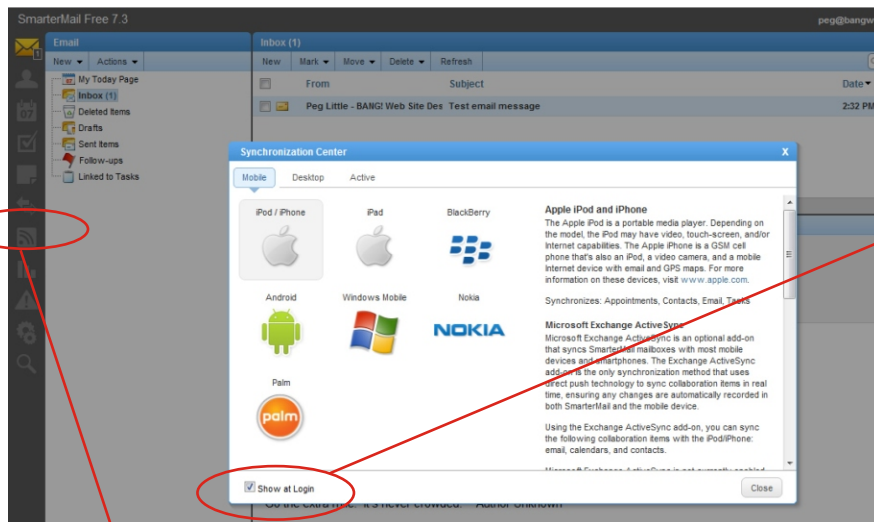
If you previously used another email service and want to transfer your email, contacts, tasks, and/or notes from that account to your new SmarterMail mailbox, click the [Begin Mailbox Migration](#) link.

[Begin Mailbox Migration](#)

Back **Finish**

Next click **Finish**

The Synchronization Center splash screen will appear each time you login to SmarterMail. See below to disable



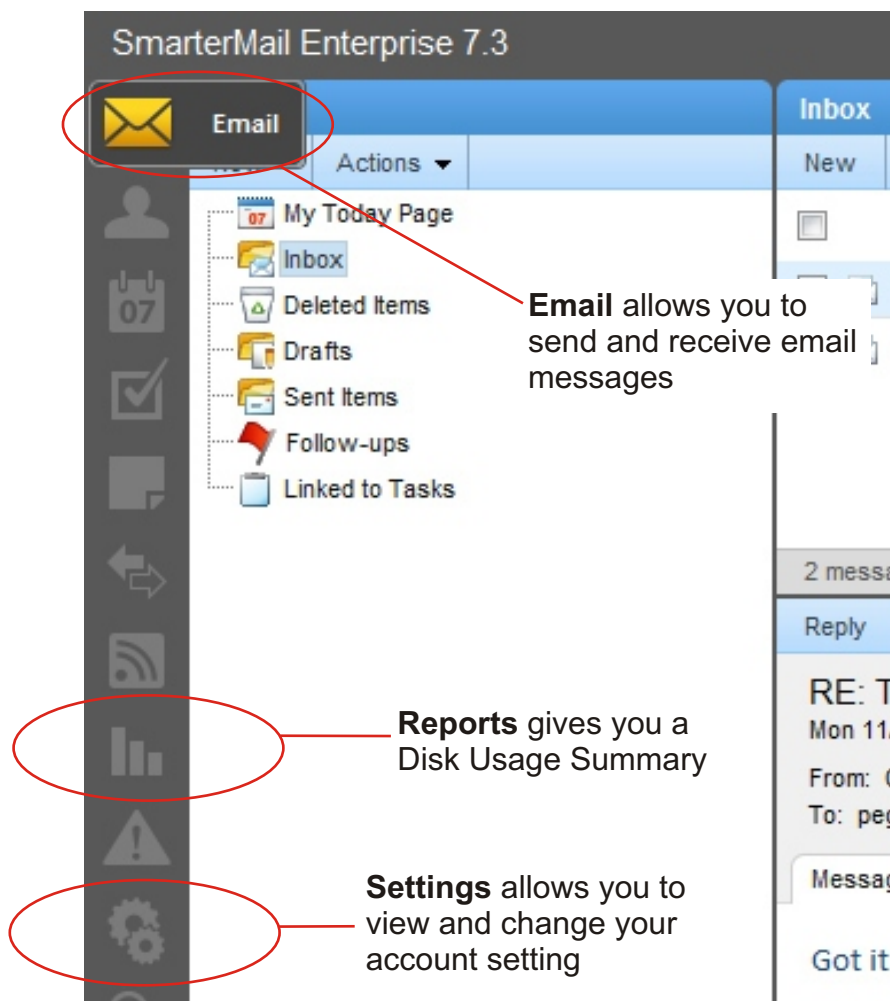
Uncheck **Show at Login** to disable

Click to open the **Synchronization Center**

Overview

Hover over each icon on the left to view it's function. Click on the desired icon to select it. See below for examples.

For additional information, click **Help** in the upper right hand corner, next click on **Help Topics** and expand the **Interface diagrams** folder in the left tree view.



Email allows you to send and receive email messages

Reports gives you a Disk Usage Summary

Settings allows you to view and change your account setting