

Admintool

1. Introduction to This Guide

You don't have to carve time out of your busy schedule to call touchnc.net business office to change your password or to check your account information.

Save time and gain control over important account settings with the AdminTool! With this easy to use Web tool, you can make the changes you need to your account, set Spam filtering, and have your changes take effect immediately—no waiting.

Follow the quick and easy instructions in this handy reference to get started.

This manual provides step-by-step instructions to perform these tasks:

- Change password (section 3)
- Download popup-blocking software
- Set Auto-reply (section 6)
- Set FrontPage access (section 7)
- Forward e-mail to other accounts (section 8)
- Delete unopened e-mail from your account (section 9)
- Review account information (section 10)

To set Spam Filtering, please see the guide *Spam Filtering from touchnc.net*.

2. Login to the Admintool

- Type **admintool.touchnc.net** into the address bar of your Web browser and press the **Enter** key on your keyboard. The illustration below uses the address for admintool.trueband.net (Figure 1).

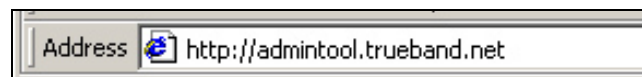


Figure 1.

- Enter your **User Name** and **Password** in the appropriate fields on the login page and click the **Log In** button (Figure 2). Your User Name is the same as your Login Id.

Note: User Name and Password are case-sensitive. Please make sure that you enter the User Name and Password exactly as when the account was created (or last modified).

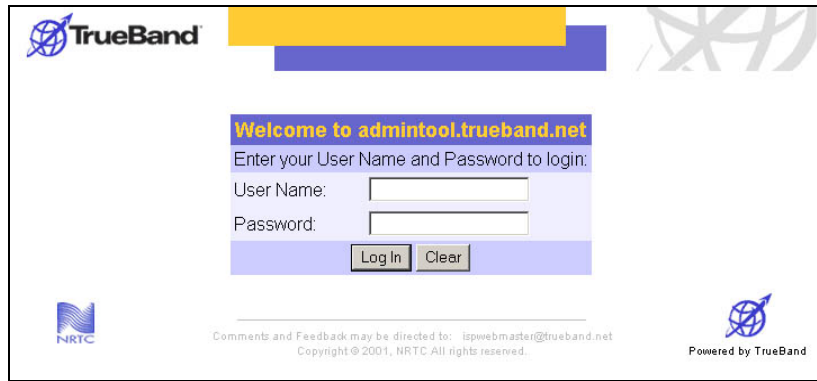


Figure 2.

Note: If you have lost your Password, please call touchnc.net business office during normal business hours.

After successful login, the AdminTool homepage appears (Figure 3).

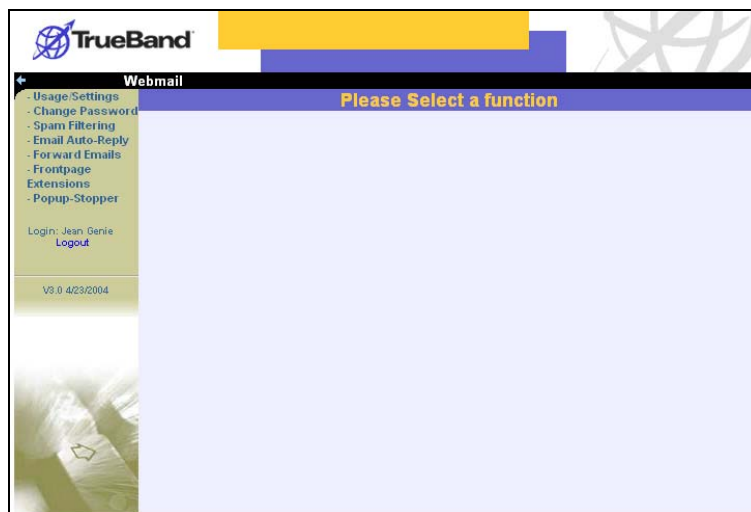


Figure 3

Menu items are listed on the left of the screen (Figure 4):

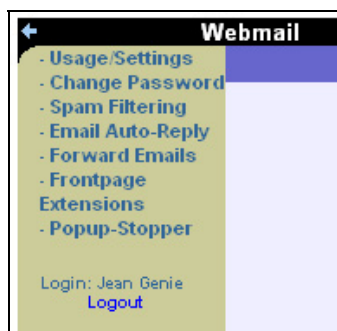
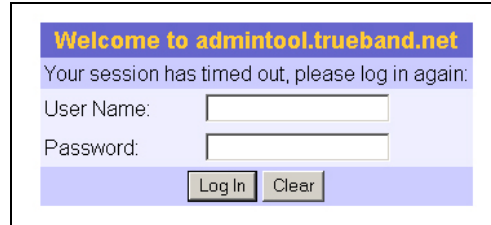


Figure 4.

Return to login screen if inactive for two (2) hours.

To provide added security, the AdminTool returns to the login page if you have not worked in the tool for two hours. When you try to work in the AdminTool after having left it for two hours, you will receive the message that the session “has timed out” (Figure 3). To work in the application further, the user must login again.



The screenshot shows a login form with a blue header that reads "Welcome to admintool.trueband.net". Below the header, a message states "Your session has timed out, please log in again:". There are two input fields: "User Name:" and "Password:". At the bottom of the form, there are two buttons: "Log In" and "Clear".

Figure 5

Logout of the AdminTool

The AdminTool provides two ways to logoff: leave the system or return to the Login prompt.

To leave the AdminTool, select the “X” in the upper-right of your Web browser.

To return to the Login prompt (Figure 2), select **Logout** from the menu on the left of the screen (Figure 5).

3. Change Your Password

Select **Change Password** from the menu to access the **Change Password** screen (Figure 6).



The screenshot shows the "Change Password" screen. At the top left is the TrueBand logo. Below it is a navigation menu with options: Usage/Settings, Change Password, Spam Filtering, Email Auto-Reply, Forward Emails, Frontpage, Extensions, and Popup-Stopper. The "Change Password" option is selected. The main content area has a blue header with "Change Password" and a message: "You can change your password here. Your password change will affect all of your services including, Dial, E-mail, and Web." There are two input fields: "Change my password to:" and "Password Verify:". Both fields contain the text "hunkydory". A "Next >>>" button is located at the bottom right.

Figure 6

Your current password appears in the field. To change your password:

- Enter a new password into the **Change my password to** field
- Enter the same new password in the **Password Verify** field
- Click the **Next** button

At the **Change Settings – Verify** screen (Figure 6), make sure the password is correct.

Note: After changing your password, you will be prompted to login using the new password before you can perform other tasks in the AdminTool.

Change Settings - Verify	
Verify that the settings below are correct, then click on "Make Changes".	
If the settings are incorrect, click on your browsers "back" button to make changes.	
<i>If you are changing your password, you will be prompted to re-login with your new user name and password as soon as you try doing any other functions in the admintool.</i>	
Password:	hunkydory
FrontPage Access:	On
Site Creator Template Access:	Off
Spam Filtering Type:	Spam Defense with Friends Circle
-Detection:	Medium - 90% Spam Detected
-Blocking:	Block most Spam
-When spam is detected:	Set your Subject Flag to: **Possible_Spam**
Forward all e-mails to:	
Auto-Reply:	On
<input type="button" value="Make Changes"/>	

Figure 7

If you need to edit your changes, select **Change Password** from the menu on the left. To accept your new password, click the **Make Changes** button. The **Change Settings – Create** screen will appear (Figure 7).

Webmail	
<div style="float: right;"> <input type="button" value="Print"/> <input type="button" value="Email"/> </div>	
Your nrtc.net employee account is setup. Please keep this sheet for future reference. For assistance in configuring your computer to access nrtc.net , please contact the Help Desk at ext. 1461.	
User Name: dbowie Account: 1984 Account Profile: Default Name: Jean Genie Business: Address: 12345 Stardust Lane Telephone: Mars TN 90045 Other: 555-555-5555	Password: hunkydory Status: active Customer Type: resident
Creation Date: 07/30/2001 19:40:17 EDT Last Modified: 07/29/2004 11:08:17 EDT	
Internet Access: <ul style="list-style-type: none"> Dial-up Access Only One Login Permitted 	
Email Access: <ul style="list-style-type: none"> Maximum Mailbox Size: 5.00 Mb Maximum Message Size: 5.00 Mb Spam Filtering Type: Spam Defense with Friends Circle Detection: Medium - 90% Spam Detected Blocking: Block most Spam When spam is detected: Set your Subject Flag to: **Possible_Spam** Auto-Reply: On 	
Web Page Access: <ul style="list-style-type: none"> Access to Vanity Page (http://users.trueband.net/dbowie/) With 10.00 MBs of web space. FrontPage Access: On Site Creator Template Access: Off 	
Support Access: <ul style="list-style-type: none"> Full Technical Support 	
Usage: <ul style="list-style-type: none"> Number of E-mails in Mailbox: 4 Mailbox Size: 0.01 MBs out of 5.00 MBs. Vanity Page disk usage: 0.04 MBs out of 10.00 MBs. <div style="text-align: right;"> <input type="button" value="Delete E-mails"/> <input type="button" value="All"/> </div>	
Last Three Months of Access:	
July 2004 <ul style="list-style-type: none"> Logins: 0 Hours: 0 Transfer: 0 Mb 	June 2004 <ul style="list-style-type: none"> Logins: 0 Hours: 0 Transfer: 0 Mb
	May 2004 <ul style="list-style-type: none"> Logins: 0 Hours: 0 Transfer: 0 Mb
DNS Server (Primary): 216.163.120.19 DNS Server (Secondary): 216.163.120.21 Incoming Mail Server: pop.trueband.net Outgoing Mail Server: mail.trueband.net News Server: news.trueband.net Web Server: www.trueband.net E-mail address format: dbowie@trueband.net Webmail URL: webmail.trueband.net Admintool URL: admintool.trueband.net Local Access 1: 703-767-0879 Local Access 2: 877-767-4364	

Figure 8

4. Set Auto-Reply

Respond to e-mail automatically, even when you're not online! The Auto-reply feature is especially useful when you are on vacation or unable to access e-mail for a long period of time.

When E-mail Auto-Reply is on, your auto-reply message will be sent automatically to anyone who e-mails you.

To insert an Auto-reply message,

- Log on to the AdminTool
- Select **E-mail Auto-Reply** from the menu on the left side of the screen
- Default text is provided in the field (Figure 17). If you want to change it, enter your message in the field.

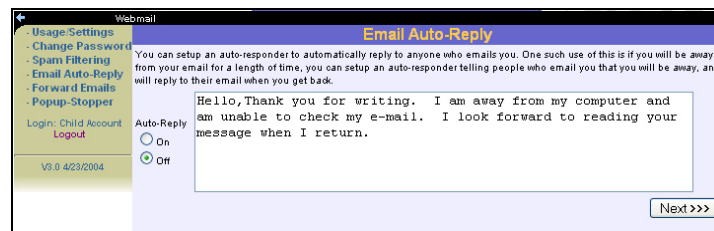


Figure 9

- To turn Auto-reply on, select the “On” radial button
- Click the **Next** button
- Verify that Auto-reply is on by reviewing the settings on the **Change Settings - Verify** screen (Figure 18)
 - If settings are correct, click the **Make Changes** button
 - If settings are incorrect, click **E-mail Auto-Reply** on the menu to make the desired changes.

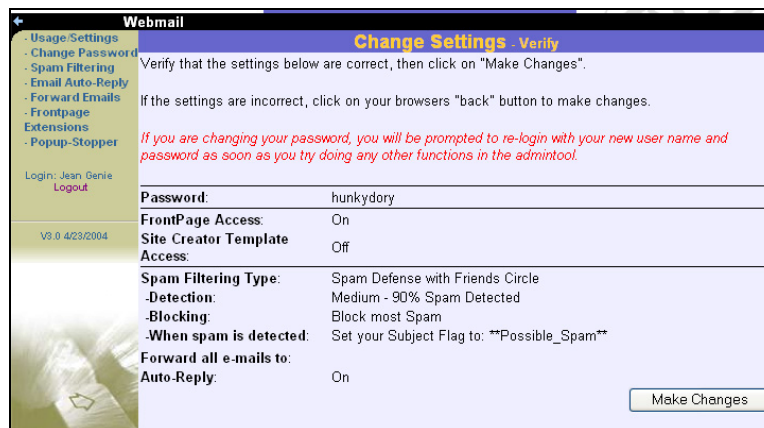


Figure 10

5. Set FrontPage Access

Your ISP supports Microsoft FrontPage (98 and 2000) for making personal Web pages. To set FrontPage Access, select **FrontPage Extensions** from the menu on the left of the screen to access FrontPage Extensions screen (Figure 19).



Figure 11.

Activating FrontPage Access will use approximately 3.5 megabytes (MBs) of your Web page space allotment.

To activate FrontPage access,

- Select “On” from the dropdown menu
- Click the **Next** button
- Verify settings by reviewing the **Change Settings – Create** screen (Figure 7).

7. Forward E-Mail to Other Accounts

You may decide to forward the e-mail you receive from this account to another account so that all of your e-mail comes to one centralized location. To forward e-mail from this account to other e-mail accounts, select **Forward E-mails** from the menu on the left of the screen to access the **Forward E-mails** screen (Figure 19).

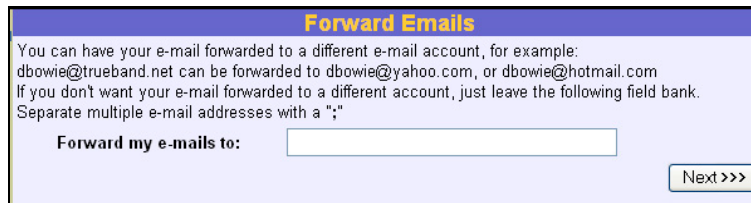


Figure 12

To forward your e-mail to multiple accounts; separate each e-mail addresses with a semicolon (;).

To forward your e-mail to other accounts:

- Enter the e-mail addresses to which you would like your e-mail forwarded in the field.
- Click the **Next** button
- Verify your settings by reviewing the **Change Settings- Create** screen (Figure 18)
 - If settings are correct, click the **Make Changes** button

- If settings are incorrect, click **Forward E-mails** on the menu to make the desired changes.

8. Delete Accumulated E-Mail

From the AdminTool, you can delete e-mail that has accumulated in your e-mail in-box. This powerful feature can save you time—if you know that you don’t want to save any of the e-mail that has piled up in your account.

Be careful—there is no retrieval function.

To delete accumulated e-mail,

- Select the **Usage/Settings** menu item from the left of the screen
- From the **Usage/Settings** screen, scroll to the Usage section and select the amount of e-mail you would like to delete from the dropdown menu (Figure 20).
- Click the **Delete E-mails** button

Note: Once you delete e-mail, you cannot recover it!

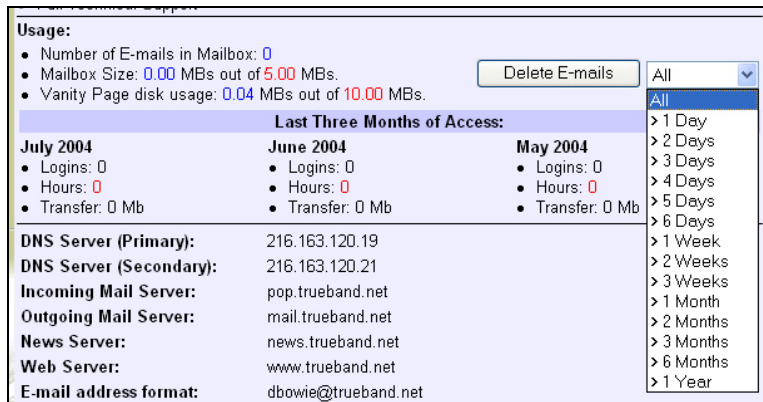


Figure 13

Before accepting the deletion, check on the message prompt whether the amount of e-mail to delete displays in the prompt. In the example below, the amount of accumulated e-mail the user has selected to delete is “All.” To accept and delete the e-mail, click **OK**. To cancel the deletion and keep the e-mail, click **Cancel**.

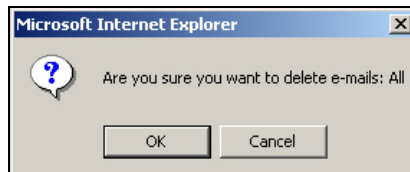


Figure 14.

After processing the deletion request, the AdminTool returns the user to the **Usage/Settings** screen.

9. Review Usage and Settings

On occasion, it is a good idea to review your account information, usage, and settings to make certain that all information is current.

To do so, select the **Usage/Settings** menu option from the left of the screen (Figure 4).

Review the following areas of the Usages/Settings screen and follow the instructions provided if changes are required:

User Name and Password	If you would like to change your password, please refer to the Change Your Password section of this guide.
Address	If the recorded address is different from you current one, please call the ISP business office to update your account.
Telephone	If the recorded telephone number is different from you current one, please call the ISP business office to update your account.
E-mail Access	To increase the size of your e-mail box, please call the ISP business office. Charges may apply. To set Spam filtering, refer to the guide Spam Filtering from Your ISP . To set auto-reply, please refer to Set Auto-Reply in this guide.
Web page Access	To increase your Web space, please call the ISP business office. Charges may apply. To use FrontPage to create your personal Web page, turn FrontPage Access On . To do so, refer to Set FrontPage Access in this guide. To use Site Creator templates to create your Web page, call the ISP business office. Charges may apply.
Usage	Check mailbox size. If you are near capacity for e-mail space, you may need to delete accumulated e-mail. See Delete Accumulated E-mail in this guide. To increase your Web space, please call the ISP business office. Charges may apply. Check usage for the last three months. This report provides a summary of your online activity, including the number of times you have logged on, hours spent online, and amount of material transferred within the month.

10. Print or e-mail account information

Keep a copy of your account information for your records:

- **Print:** Click the Print button in the upper right of the screen. Follow the directions for printing to your printer.
- **E-mail:** Click the E-mail button in the upper right of the screen to access the **View User – User Data Listing** screen (Figure 8). Enter the address to which you want to e-mail your account information. Enter any comments in the Comments field. To send, click the **E-mail Subscriber Data** button.

View User - User Data Listing	
Email to: <input type="text"/> <small>(separate multiple addresses with ";")</small>	<input type="button" value="Email Subscriber Data"/>
Comments: <div style="border: 1px solid gray; height: 100px; width: 100%;"></div>	
<p>Your nrtc.net employee account is setup. Please keep this sheet for future reference. For assistance in configuring your computer to access nrtc.net, please contact the Help Desk at ext. 1461.</p>	
User Name: dbowie Account: 1984 Account Profile: Default Name: Jean Genie Business: Address: 12345 Stardust Lane Mars TN 90045 Telephone: 555-555-5555 Other:	Password: hunkydory Status: active Customer Type: resident
Creation Date: 07/30/2001 19:40:17 EDT Last Modified: 01/12/2004 10:31:55 EST	
Internet Access: <ul style="list-style-type: none"> • Dial-up Access • Only One Login Permitted 	
E-mail Access: <ul style="list-style-type: none"> • Maximum Mailbox Size: 5.00 Mb • Maximum Message Size: 5.00 Mb • Spam Filtering Type: Spam Defense with Friends Circle • Detection: Medium - 90% Spam Detected • Blocking: Block most Spam • When spam is detected: Set your Subject Flag to: **Possible_Spam** • Auto-Reply: On 	
Web Page Access: <ul style="list-style-type: none"> • Access to Vanity Page (http://users.trueband.net/dbowie/) With 10.00 MBs of web space. • FrontPage Access: On • Site Creator Template Access: Off 	

Figure 15