

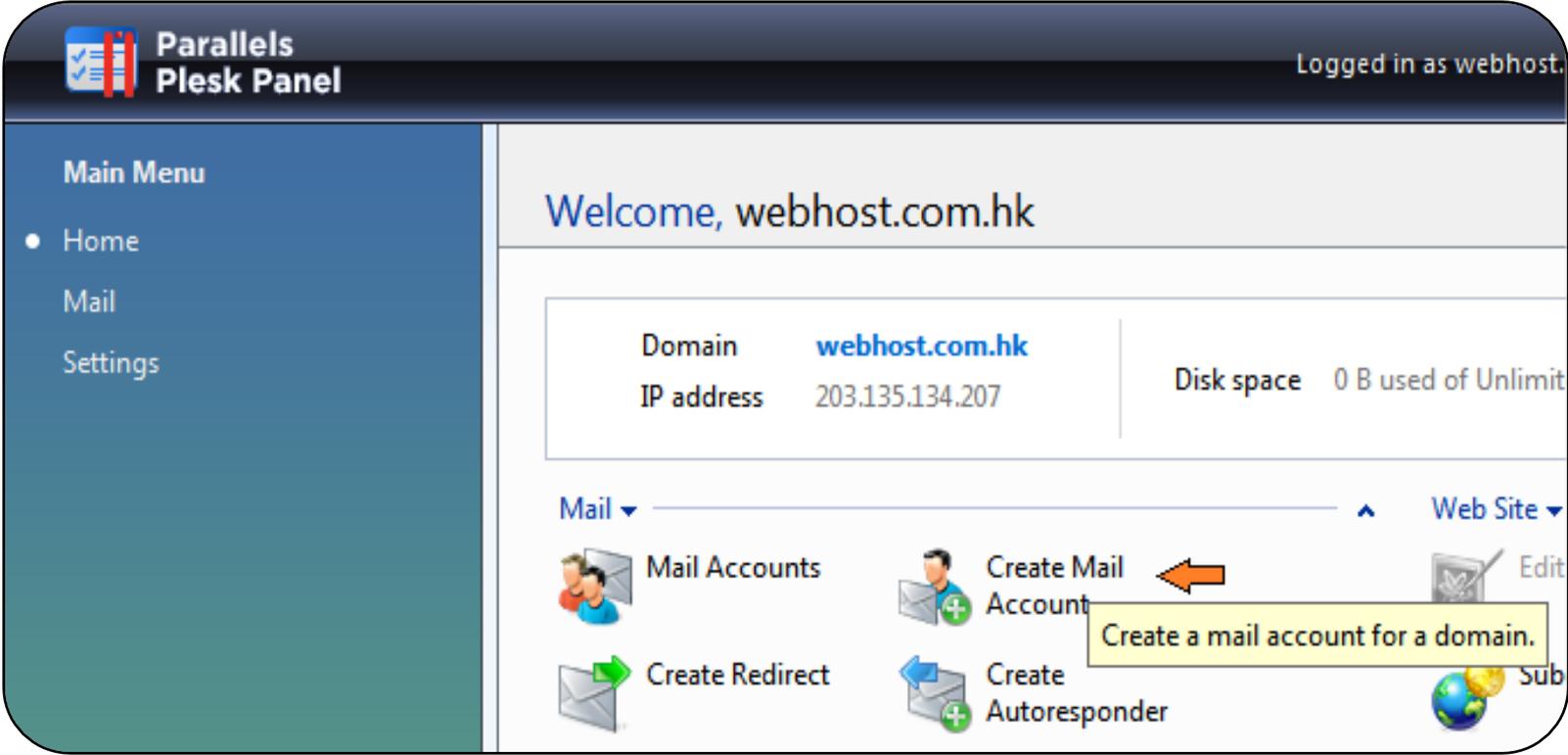


PLESK Control Panel User Guide (9.5)



Create Email Account

- 1. Login to "Home" of main menu, simply move to "Create Mail Account"



2. Type the name and password

Logged in as webhost.com.hk 

Click Finish to create the mail account and exit the wizard.

Mail account properties

Mail account * @ webhost.com.hk

Old password None

New password

Confirm password

Control panel access



3. Select the mailbox quota as “Default” (shares entire capacity) or setting the limited size then click “Finish” to confirm

Mailbox _____

Mailbox

Mailbox quota

Default for the domain (Unlimited)

Enter size kilobytes

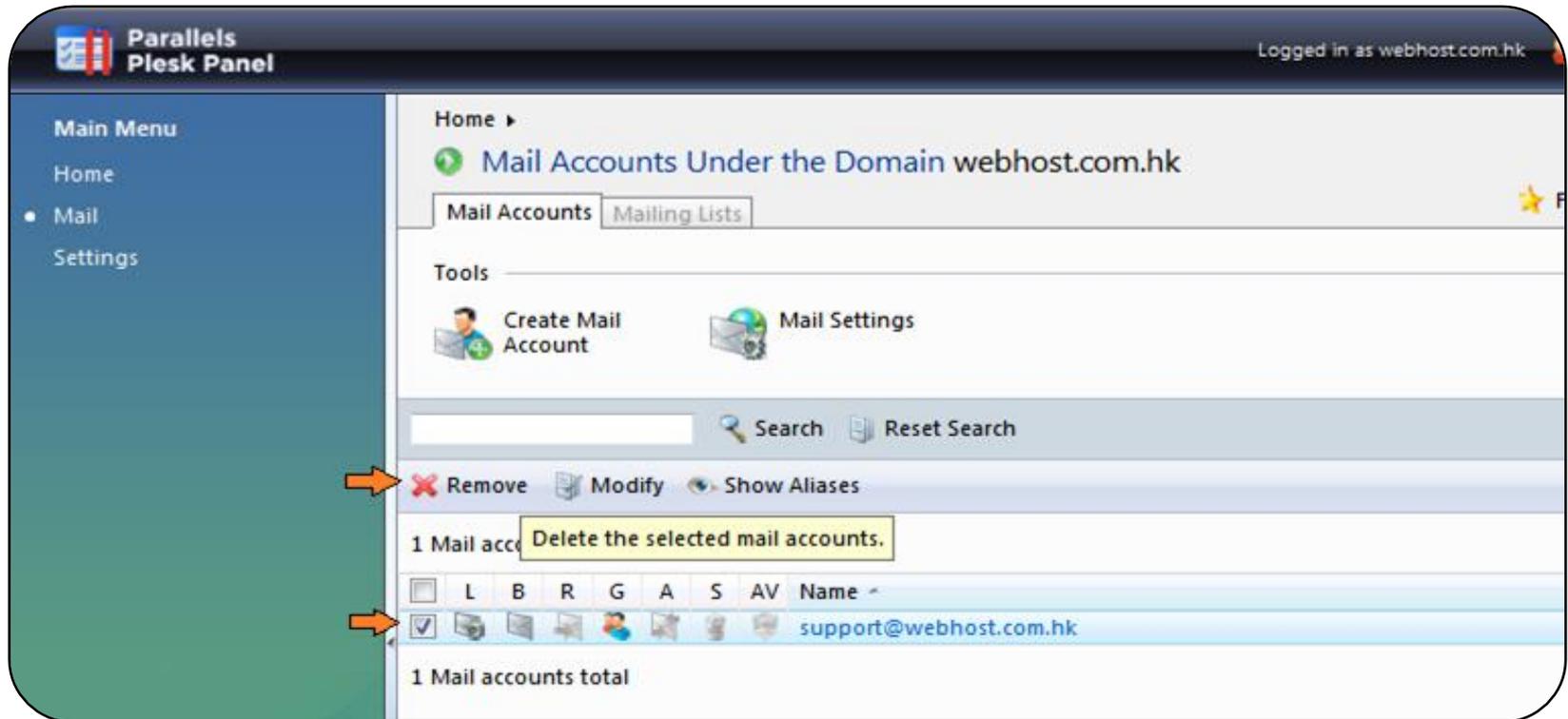
* Required fields

Finish Cancel



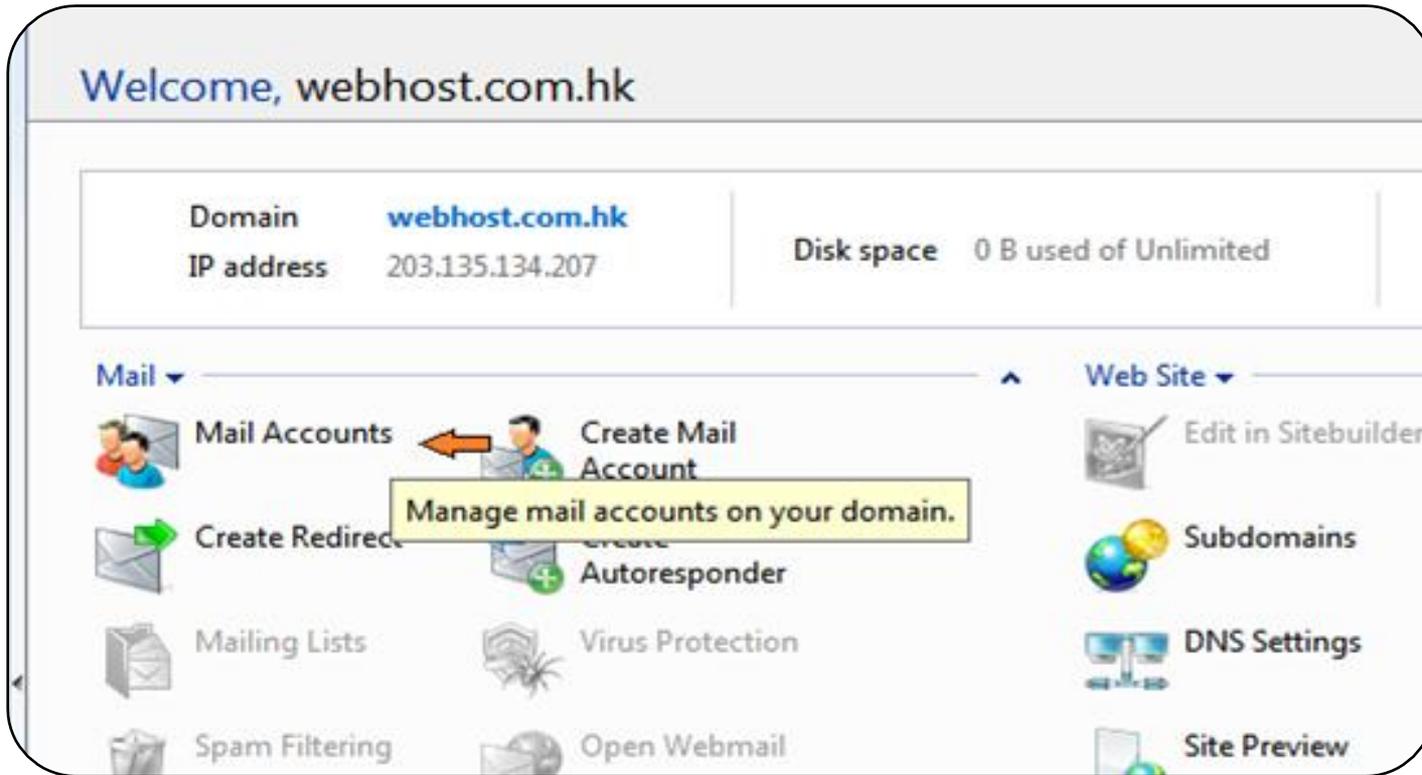
Delete Email Account

1. Login to “Home” of main menu, simply move to “Mail Account”
2. Select the account and click the “Remove” button

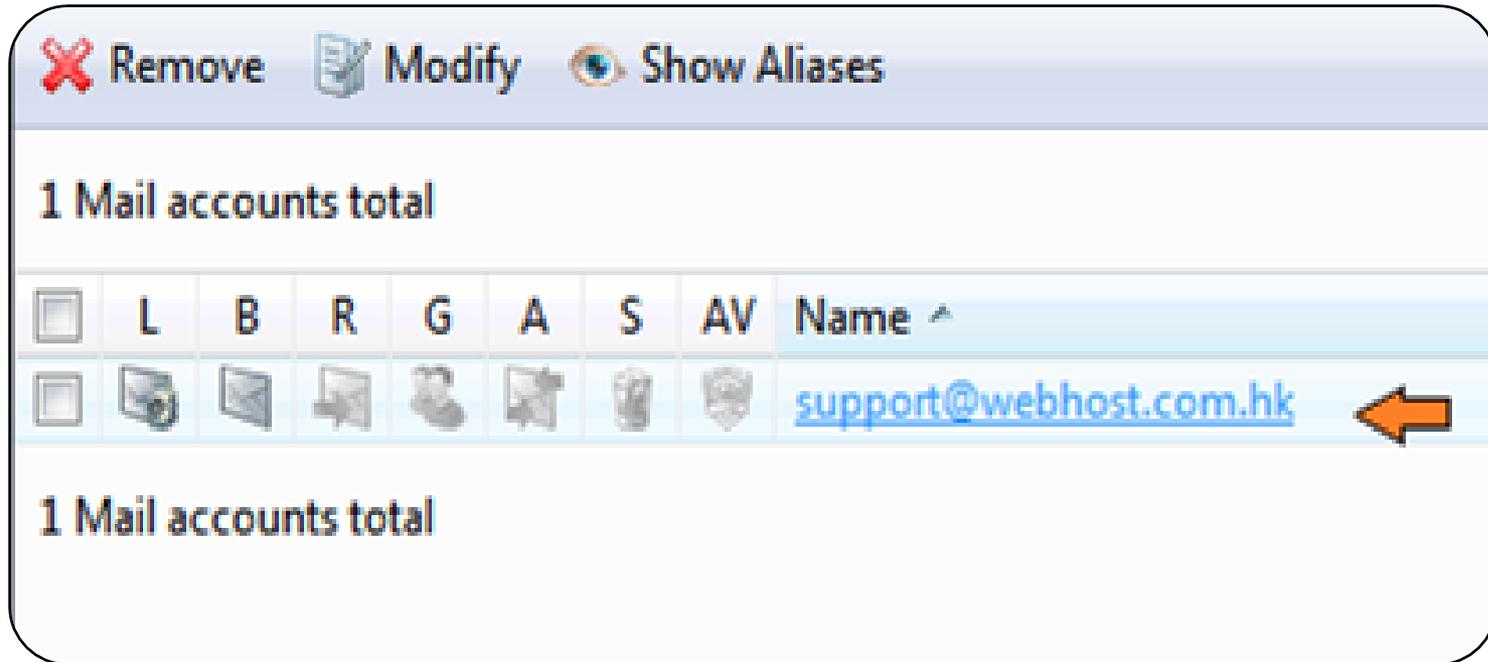


Email Password Reset

1. Login to “Home” of main menu, simply move to “Mail Accounts”



2. Click to your email address



Remove Modify Show Aliases

1 Mail accounts total

<input type="checkbox"/>	L	B	R	G	A	S	AV	Name ^
<input type="checkbox"/>								support@webhost.com.hk

1 Mail accounts total



3. Go to "Preferences"

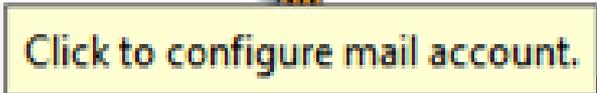
Home ▶ Mail Accounts ▶

support@webhost.com.hk

Tools

 Add New Mail Alias	 Preferences	 Permissions
 Mail Group	 Groups	 WebMail
 Antivirus		

Click to configure mail account.



4. Re-type the new password then press "OK" button for password update

Preferences ★ Favorites ▾ 📄 Visited Pages ▾

Mail account properties

Mail account * @ webhost.com.hk

Old password

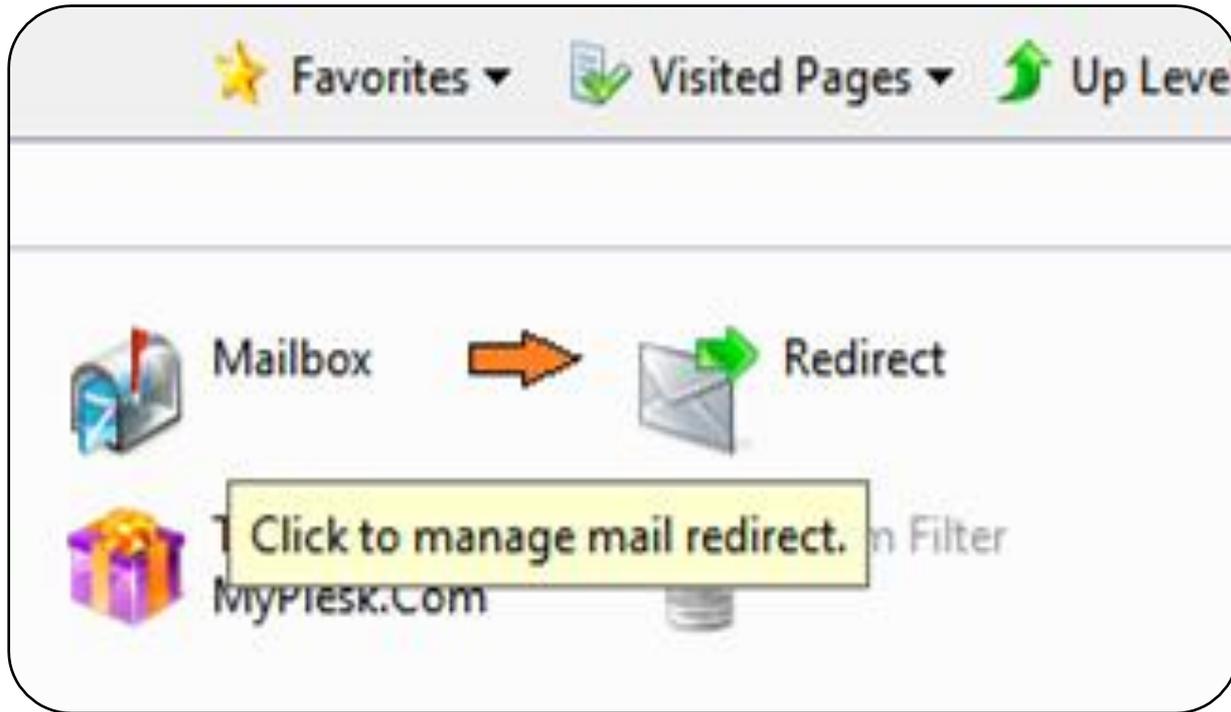
New password

Confirm password



Set Redirect

1. Login to "Mail Account" , then choose "Redirect" this option



2. Click the “Redirect” and type the destination email address

Home ▶ Mail Accounts ▶ support@webhost.com.hk ▶

Mail redirects ★ Favorites ▼ 📄 Visited Pages ▼ ↶ Up Level

Redirect _____

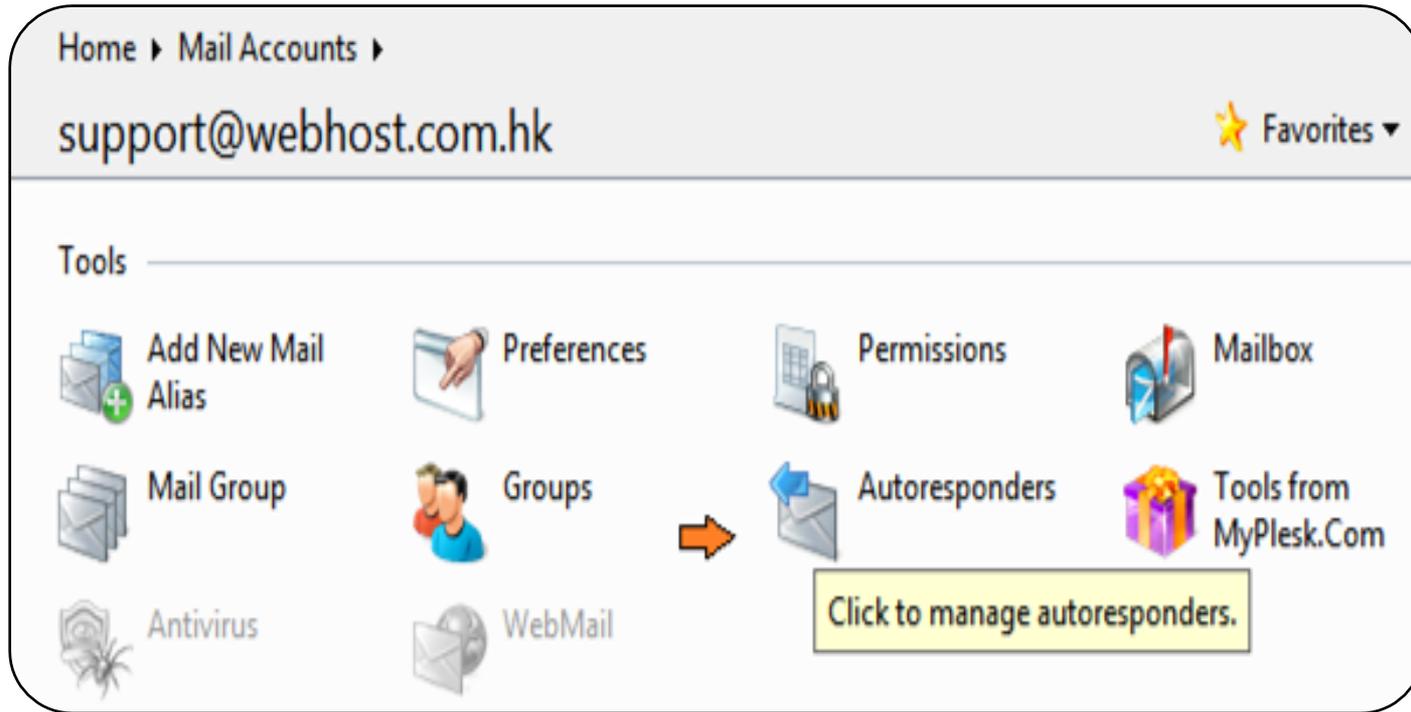
Redirect address *

* Required fields

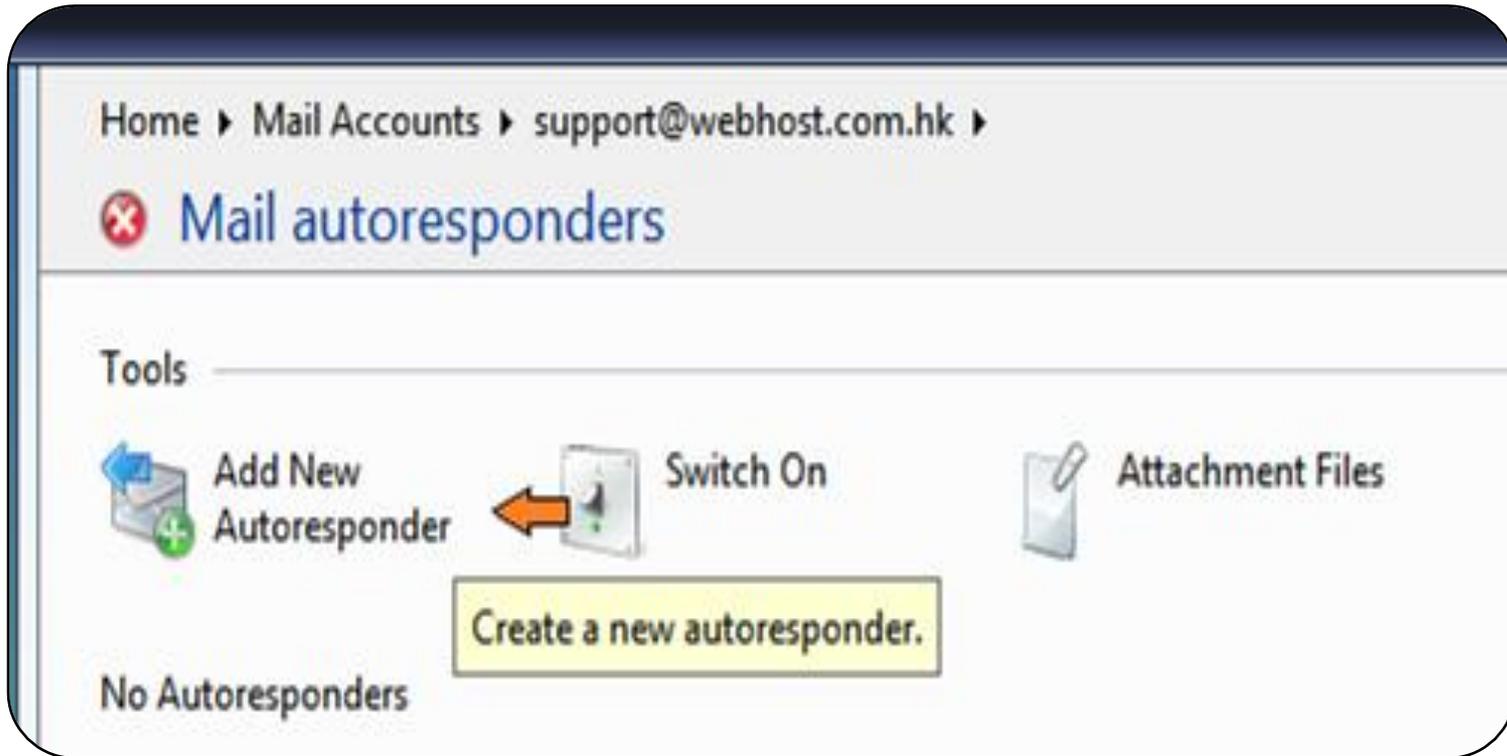


Set Auto Reply

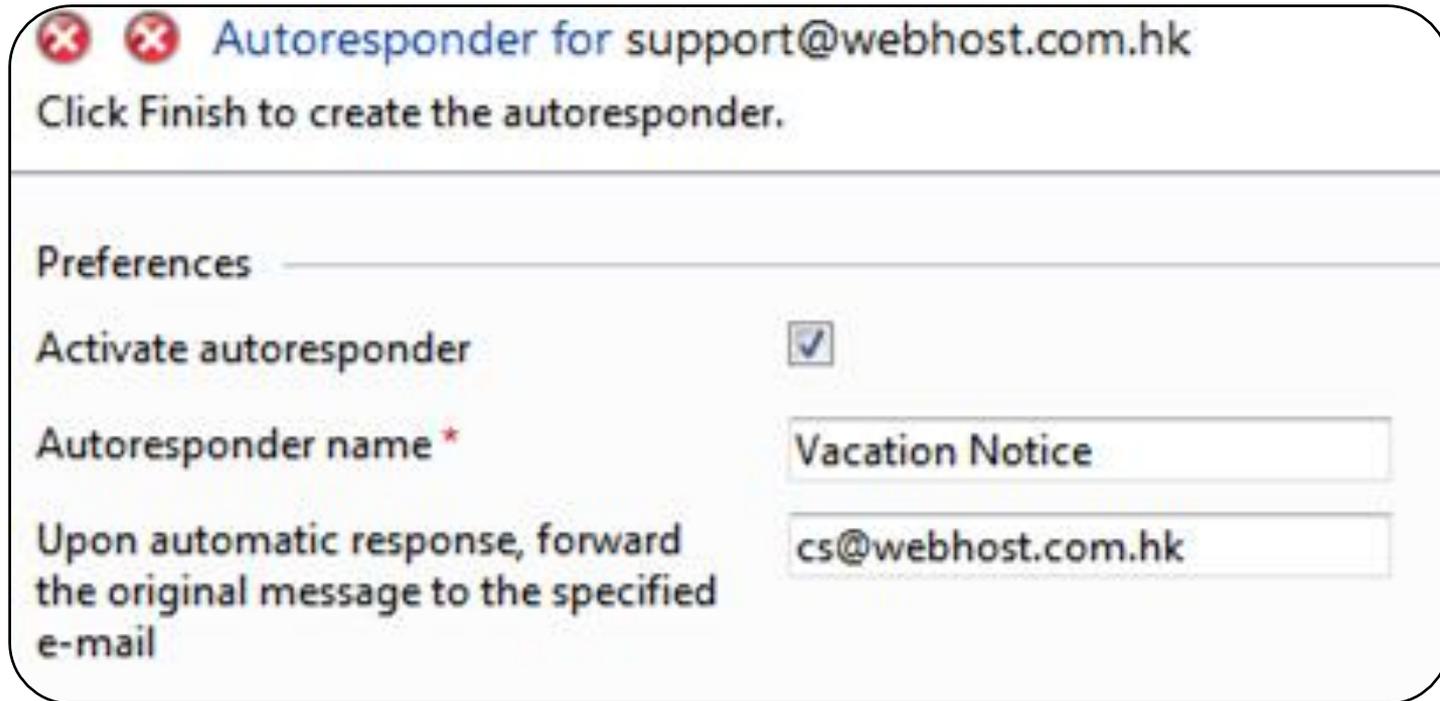
1. Login to “ Home” of mail menu, simply move to “Create Autoresponder”



2. Click the “Add New Autoresponder”



3. Set a name for the automatic reply (For example : Vacation Notice)



The screenshot shows a configuration window for an autoresponder. At the top, there are two red 'X' icons and the text 'Autoresponder for support@webhost.com.hk'. Below this is the instruction 'Click Finish to create the autoresponder.' A horizontal line separates the header from the 'Preferences' section. Under 'Preferences', there is a checkbox for 'Activate autoresponder' which is checked. Below that is a text input field for 'Autoresponder name' containing the text 'Vacation Notice'. At the bottom, there is a text input field for 'Upon automatic response, forward the original message to the specified e-mail' containing the text 'cs@webhost.com.hk'.

Specific an email for forwarding if you want your incoming message to be forwarded(optional)



4. Write your reply message inside the “Reply with text” then click “Finish”

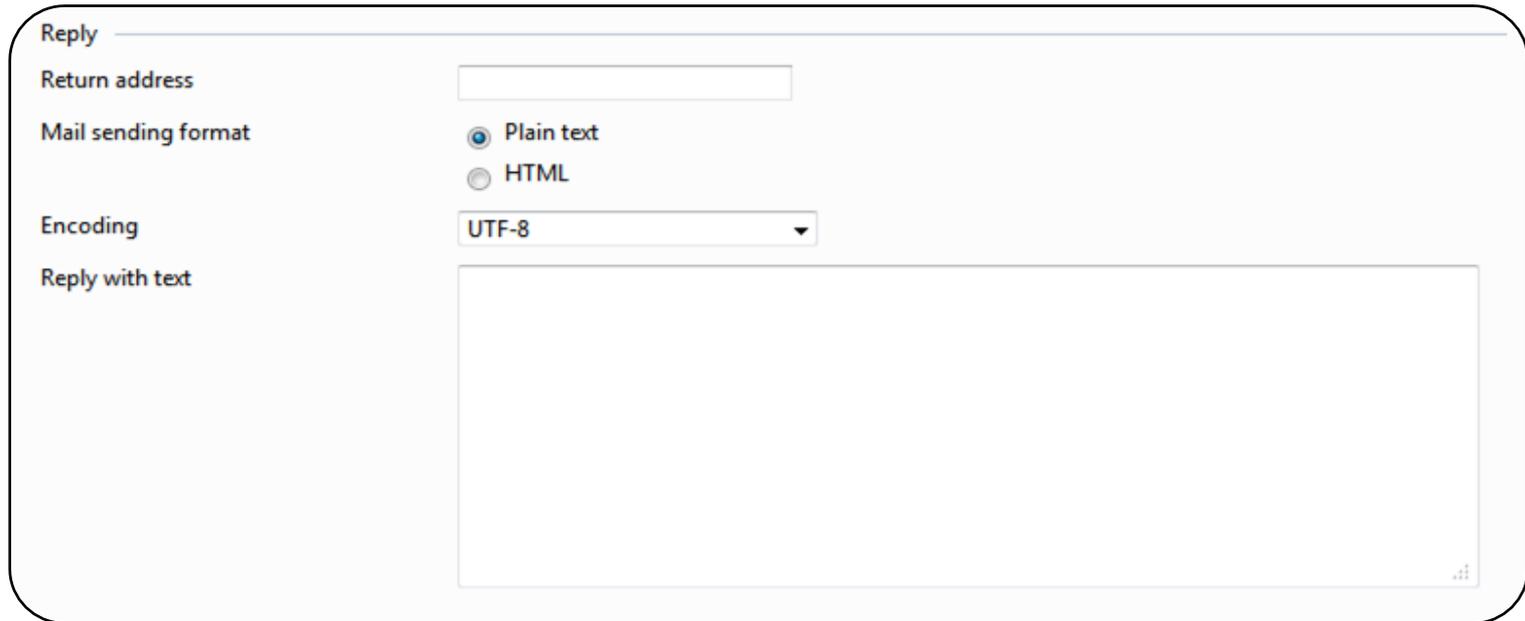
Reply

Return address

Mail sending format
 Plain text
 HTML

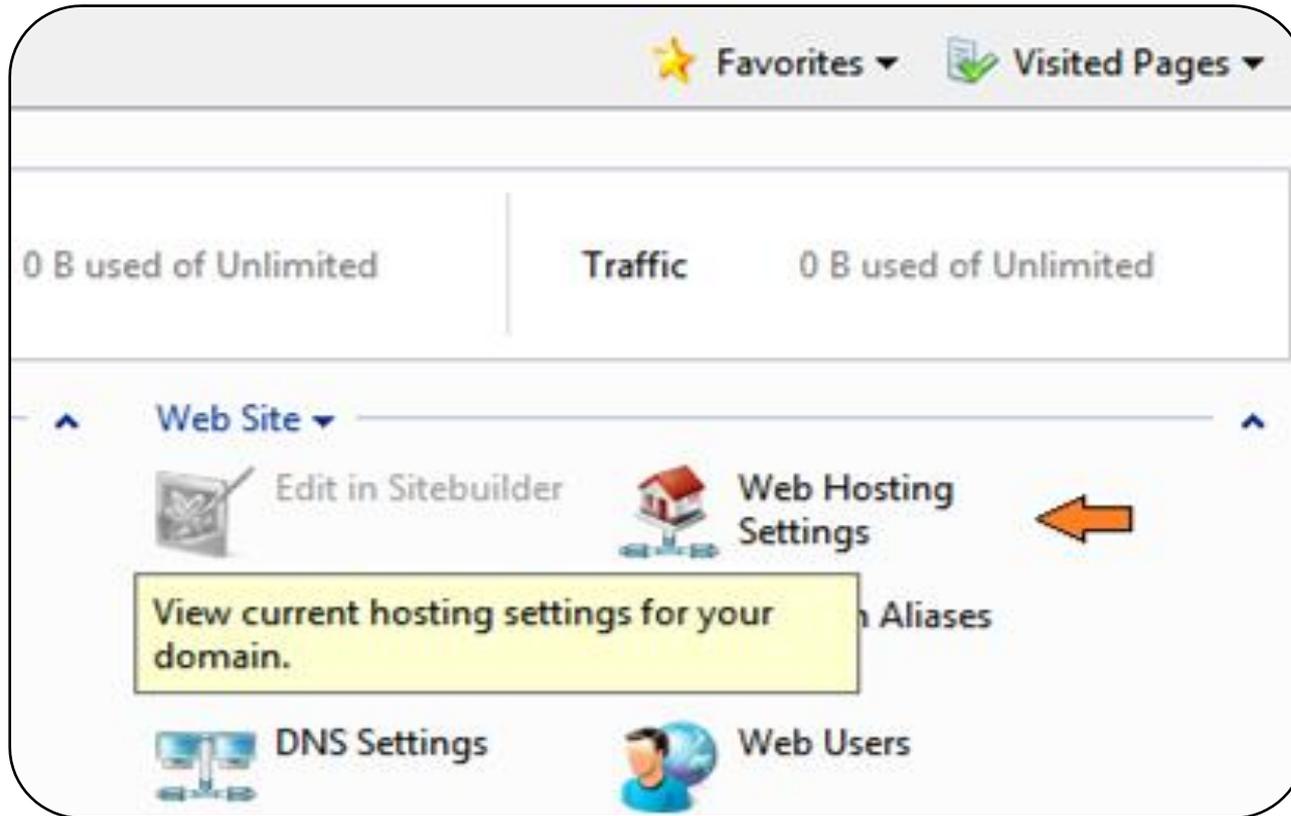
Encoding

Reply with text



FTP Reset Password

1. Login to “Home” of main menu then choose web “Hosting Settings”



2. Type the new password then press “OK” button for password update

Account Preferences

FTP Login *

Old FTP password

New FTP password

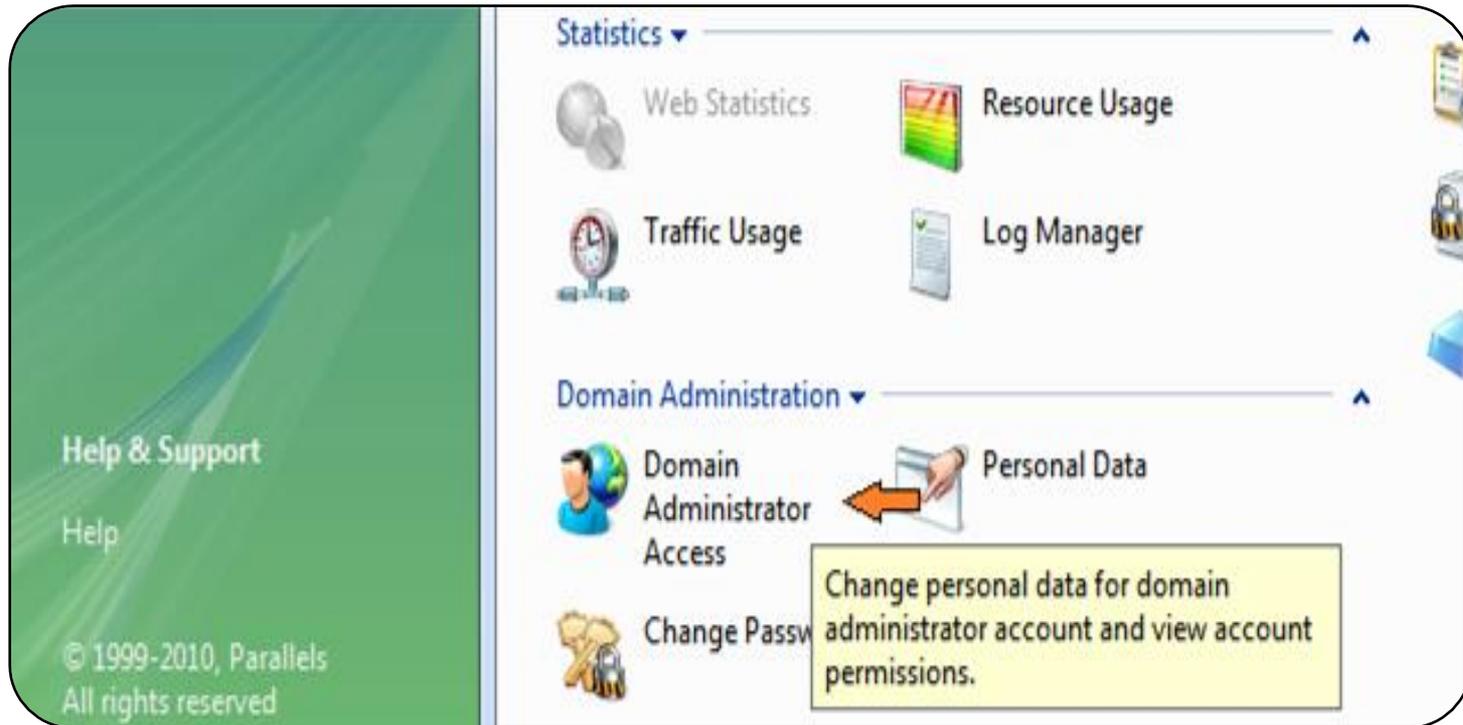
Confirm password

Hard disk quota MB Unlimited (hard disk quota is not su
server file system)



PLESK Panel Password Reset

1. Login to “Home” of main menu then choose “Domain Administrator Access”



2. Type the new password then press “OK” button for password update

Preferences

Domain name* WWW webhost.com.hk

Allow domain administrator access

Login webhost.com.hk

Old password *****

New password

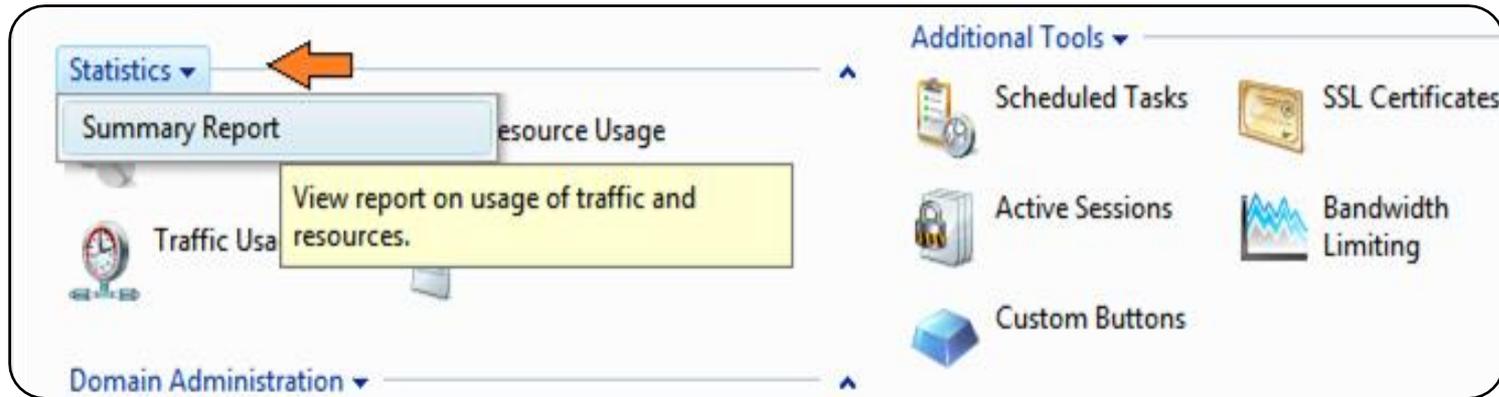
Confirm password

Button label length



Check Usage

1. Login in main menu “home” and select the “Statistic” then press “Summary Report”



2. Choose "Full Report" at the drop down box

The screenshot shows a web management interface titled "Summary report". At the top right, there is a "Favorites" icon and a dropdown arrow. Below the title bar, there is a "Tools" section containing several icons and labels: "View Traffic History", "Traffic Usage", "Web Statistics", "Web Stats SSL", "FTP Statistics", "Anonymous FTP Statistics", and "Report Layouts". Below the "Tools" section is a "Full Report" section. It features a dropdown menu currently set to "Full Report", with a blue highlight on the "Full Report" option and "Summary Report" visible below it. An orange arrow points to the dropdown arrow. To the right of the dropdown are "Properties" and "Delivery Schedule" icons. Further right is an empty text input field. Below these elements is a horizontal navigation bar with links: "Users", "Mail Accounts", "Mailing Lists", "Databases", "Java Applications", and "Web Applications". At the bottom left, there is a "General" section with an upward-pointing triangle icon.



General Usage

Disk space limit : Your purchasing package capacity

Size : Your used Web and FTP usage

Traffic : The traffic of Web browsing for explorer

The screenshot displays a web hosting control panel interface. On the left is a sidebar with 'Settings', 'Help & Support', and 'Help' links. The main content area is titled 'Full Report' and includes navigation links for 'General', 'Hosting', 'Web Users', 'Mail Accounts', 'Mailing Lists', 'Databases', 'Java Applications', and 'Web Applications'. The 'General' section is expanded, showing a list of domain-related settings. Two orange arrows point to the 'Size' and 'Traffic' rows, which correspond to the definitions provided in the text above.

Setting	Value
Domain name	webhost.com.hk
Provider's contact name	Web Host Support (admin)
Domain status	
Creation date	April 23, 2012
Expiration date	Unlimited
Domain administrator	On
Disk space limit	900MB
Size	549MB
Total size of backup files in local repository	0 B
Traffic limit	6.00 GB
Traffic	1.23 GB

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Web Usage

Disk space used by httpdocs : your web content consumption

The screenshot shows a control panel interface with a left-hand navigation menu and a main content area. The navigation menu includes 'Main Menu', 'Home', 'Mail', 'Settings', and 'Help & Support'. The main content area displays various server statistics and settings. A table lists the following items:

Traffic	0 B/Month
▲ Hosting	
Hosting type	Physical hosting
IP Address	203.135.134.207
FTP Login	webhosthk
FTP Password	*****
Shell access to server with FTP user's credentials	/bin/false
Hard disk quota	Unlimited (not supported)
Disk space used by httpdocs	69.4MB ←
Disk space used by Log files and statistical reports	4.12MB
Disk space used by Config files	0 B
Disk space used by Chrooted environment	0 B
Traffic	243MB/Month
SSL support	Off
Common SSL/Non-SSL content	Off

An orange arrow points to the '69.4MB' value for 'Disk space used by httpdocs'.



Mail Accounts Usage

Total Size : Your current email consumption

Mail Accounts Usage Summary:

- Mail service:
- Total: 7
- Control panel access: 5
- Mailboxes: 7
- Redirects: 0
- Mail groups: 0
- Autoresponders: 0
- Total size: 475 MB Total usage for all email accounts
- Traffic: 7.20 GB/Month

Mail Accounts Table:

Name	Control panel access	Mailbox	Redirect	Mail group	Autoresponder	Quota	Size
cannie	On	On	Off	Off	Off	500 MB	0.17 MB
eddie	Off	On	Off	Off	Off	500 MB	9.9 MB
irene	On	On	Off	Off	Off	500 MB	16.0 MB
joshua	On	On	Off	Off	Off	500 MB	24.9 MB
ling	On	On	Off	Off	Off	500 MB	139 MB
mail	Off	On	Off	Off	Off	500 MB	151 MB
michael	On	On	Off	Off	Off	500 MB	180 MB

Mail Accounts

▲ Mailing Lists



END

