

Using Postfix Admin

For Domain Administrators-

Logging in:

1. Log into <https://mail.forbinhosting.com/postfixadmin>
2. In the "Login (email)" box, type in your administrator account. For most users, this will be postmaster@yourdomain.com
3. Type in your password, and click the "Login" button.

Managing Forwards and Aliases:

1. Move your mouse cursor over "Virtual List" menu option at the top of the screen
2. Click on "Virtual List" on the drop-down menu that appears
3. In the list of user accounts that appears, click on the "Alias" button next to the user you wish to edit an alias and/or create a forwarding address for
4. On the screen that appears, enter any addresses you want mail for that user to be

copied/forwarded to in the "To" box. Notice that the users address is **already** entered into this box. If you wish to have mail **COPIED** to an additional address, simply type the new address below the existing users e-mail address. If you wish to **FORWARD** this user's mail to another address, **REMOVE** the user's alias from the list in the "To" box. For example:

If you had a user named bob@yourdomain.com, and wanted to have COPIES of all of his e-mails sent to bob@yahoo.com IN ADDITION to the bob@yourdomain.com address, you would enter in the bob@yahoo.com address into the "To" box below the "bob@yourdomain.com" address. You would end up with both bob@yourdomain.com and bob@yahoo.com in the "To" box.

If you wanted all mail to the bob@yourdomain.com address to be FORWARDED to the bob@yahoo.com address, you would REMOVE the bob@yourdomain.com address, and add the bob@yahoo.com address to the list of addresses in the "To" box. You would end up with only bob@yahoo.com in the "To" box

Essentially, mail is delivered ONLY to the addresses listed in the "To" box.

To add a NEW alias:

1. From the "Virtual List" menu at the top of the screen, click on "Add Alias"
2. In the "Alias" box, type the e-mail address that you want to accept mail for at your domain. Aliases are a "pointer" to actual "mailboxes" or outside e-mail addresses. When you create an alias address, it means that people can send mail to that alias, and those e-mails will be delivered to whatever e-mail address you enter into the "To" box. The address in the "To" box can be ANY e-mail address. Keep in mind that when you create a new "Alias", that you ARE NOT creating a new mailbox. No one will be able to "login" to the mail server using the alias address you created. It is not an "account", it is only an alias.
3. Click the "Add Alias" button to add the alias