



Contact Info:

Sales / Billing: (888) 474-3102

Support: (973) 500-6457

Administrator Options

Webmail URL: <http://webmail01.mycorphosting.com>

Mailbox Quota: 5 Gigabytes of storage

Maximum attachment size: 35 MB Inbound/ Outbound

Maximum number of forwarding addresses: 200 (Contact support if you expect to exceed this number)

Deprecated Features: Catch-all Mailboxes (please contact support if you currently use a catch-all address)

Administrator Options

Where can I access the administrator options?

You can access administrative options through the same webmail link. Please note, if you do not have administrative rights bound to your email account you will need to contact support to get those added. Once you login you will see an admin option on the top menu as seen below.



What options are available inside of Administration?

You have the ability to add / modify / delete / restore users / restore deleted email. You can also add aliases and forwards/ basic mailing lists

How do I add a user / forward?

Once you enter the Admin section click on the add user button. In addition to setting a new user you can also set forwarding and limit send/ receive / webmail capabilities.

Can I rename a user?

Yes. This can be done by selecting the user and then clicking on rename user under tools and statuses.

How do I create a user alias?

For an already existing user, navigate to the Admin section, click users, and click on the user you wish you add an alias for.

basic settings

type	mailbox
user	asia@mycorphs.net
workgroup	staff
password
status	active
created	2014-07-31 19:56:42
disabled	<input type="checkbox"/>
maintenance	<input type="checkbox"/>
aliases	john@mycorphs.net

Enter the alias in the aliases field. If you would like to add more than one alias you can put one on each line.

How can I restore email that has been deleted in error by one of my users?

Click users on the left hand menu and then click the user in which you would like to restore email for. Their email address is now displayed on the left hand menu towards the bottom. Click restore email and then select which folders you would like to search for messages to restore. You have the ability to search by from, to, and subject. Please note, there are 14 days of backups available.

How do I create a mailing list?

Mailing lists are actually a forward in this mail system. When you add a new user select forward as the type. Set the name of the address. Under forwarding set the reply-to address you would like set if someone replies back to the message. You can also set a subject prefix such as [Issue Form]. If you would like to limit replies to those on the recipients field you will need to click the restricted box. Next, add the email addresses of those who are to receive the mailing list in the recipients field.

If you need to exceed 200 recipients or need the ability to restrict who can send to these mailing lists please contact support for an alternate solution. MyCHS can provide you a fully functional mailing list system that provides a better solution.

Frequently Asked Questions

Q: I have moved to your email system from a previous email provider. Can you import my email?

If you can provide us the usernames, passwords, and server settings we should be able to import them as an additional service. Please contact support at 973.500.6457 for further details.

Q: I have deleted a number of messages in error. Is it possible to recover these messages?

Timing is important. If your user keeps messages on the server or are a webmail / IMAP only user then there is a great likelihood we may be able to restore messages for you. If your email program downloads the messages and removes them from the server then we may not be able to assist you. The backup system makes a copy of all messages which reside on the server at the time the backup is run. Nightly backups are maintained for 14 days. Messages prior to the past evenings backup are available for restoral.