

MagicMail Webmail

Amplex's new (as of April 1st 2020) webmail interface is provided by MagicMail. This new webmail features significant upgrades over the previous roundcube e-mail interface including:

[Responsive Searching](#)]

[Spam Settings \(Allow/Whitelist\) \(Deny/Blacklist\)](#)

[General Spam Settings](#)]

[Allow/Whitelist](#)]

[Deny/Blacklist](#)]

[Server Side Delivery Filters](#)]

[Vacation / Auto Responder Messages](#)]

[User Managed E-mail Forwarding](#)]

[Enhanced Security Options](#)

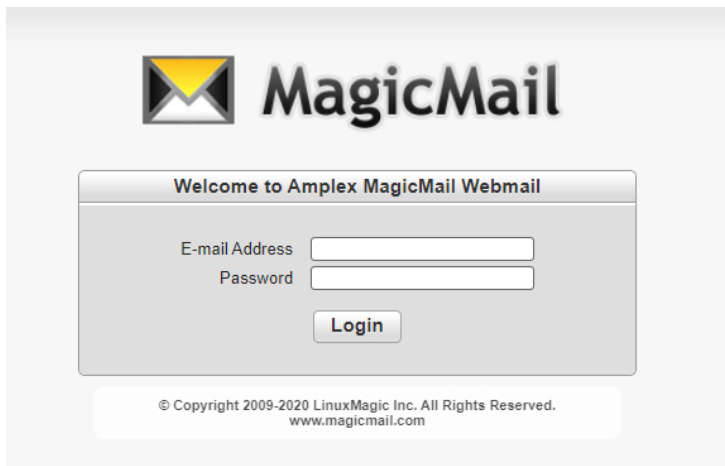
[Change Your Password](#)]

[Set SSL/TLS Security](#)]

[Modify County Access List](#)]

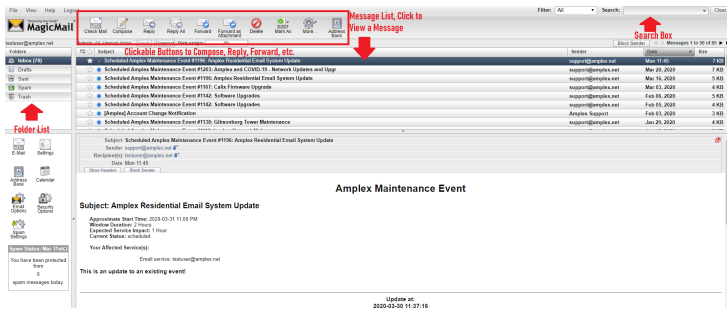
Login]

To login to the new webmail visit <https://webmail.amplex.net>. Your login name is your full e-mail address and your password is your current e-mail password.



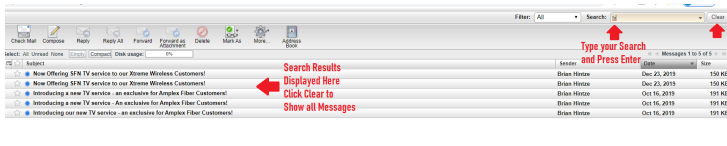
The screenshot shows the MagicMail webmail login page. At the top left is the MagicMail logo, which consists of a yellow envelope icon with a black 'M' inside, followed by the text 'MagicMail' in a bold, sans-serif font. Below the logo is a white rectangular box with a grey border. Inside this box, the text 'Welcome to Amplex MagicMail Webmail' is centered at the top. Below this, there are two input fields: 'E-mail Address' and 'Password', each with a white text box and a grey border. Below the 'Password' field is a 'Login' button with a grey background and white text. At the bottom of the white box, there is a small copyright notice: '© Copyright 2009-2020 LinuxMagic Inc. All Rights Reserved. www.magicmail.com'.

Once you login you will see your folders, messages, and a selection of buttons which enable you to do common tasks such as Compose a new message, Reply, Forward, and Delete. The More options menu allows you to print, download, open in a new window, and other options.



Responsive Searching

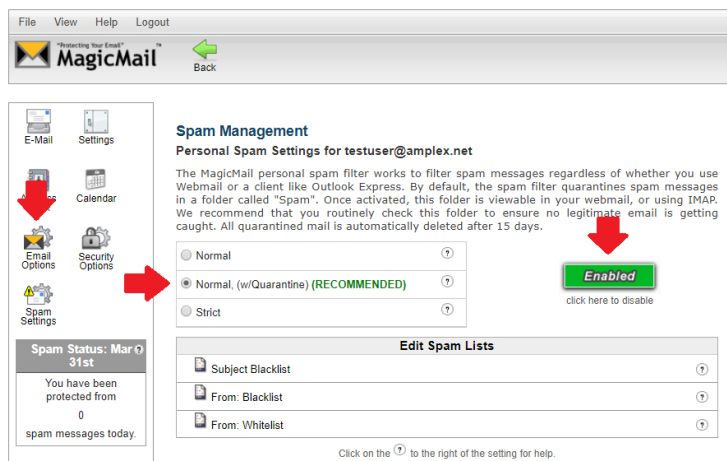
The responsive searching feature can be accessed via the main webmail interface located in the upper right corner labeled Search. Type in the search term you are looking for and press enter. The search results will appear in the main window. To return to seeing all of your messages press the Clear button next to search.



Spam Settings

To access the spam settings from the main screen click Spam Settings. By default spam management is enabled with Quarantine. The spam scan settings have three basic settings, Normal (no quarantine for questions e-mails), Normal (w/Quarantine) which is the default option, and Strict. You can click the ? next to each setting for a more detailed explanation of the settings functions.

You can also disable spam scanning entirely by clicking the Enabled button. You



Whitelist / Allow / Bypassing Spam Control

If you have messages which are being incorrectly flagged as spam an effective way to resolve this is to add the sender to your From: Whitelist. To access the From: Whitelist from the main screen click Spam Settings then click From: Whitelist. A window will open asking you type senders e-mail address (the e-mail of the person sending your messages) and click Add. You can also see your current list of approved Senders and modify them from this interface.

You may also add an entire domain to the whitelist. For example if e-mails from abcdcompany.com are being regularly blocked you could add @abcdcompany.com to the whitelist allowing all e-mail from abcdcompany.com addresses.

From Whitelist

When an incoming email matches your whitelist, the message will always be delivered to your mailbox. A whitelist match always takes precedence over other email rules.

MagicMail can whitelist senders at 2 different levels:

- Server Level
- Mailbox Level

Note: You can filter either a portion of or all of the email address. For example entering @domain.com will filter all mail from that domain (it will filter both joe@domain.com and jane@domain.com). You may also choose to use the full email address which is the preferred option -- it prevents "false positives", which are matches you did not intend.

Add to Whitelist

Enter new value: Server Mailbox

Check All Uncheck All **List From Whitelist** Help

<input checked="" type="checkbox"/>	janedoe@amplex.net (Mailbox, Server)	<input type="button" value="Remove"/>
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Blacklist / Deny / Forcing E-mail to Spã

A blacklist can be used to force a users e-mail to spam control. This can be done via the subject line or more popularly From e-mail address. It is important to note that spammers are very creative and will frequently change e-mail addresses and subject lines to bypass this type of manual spam control. This type of manual spam control is best used for messages you consider spam but might otherwise not be considered so by other users such as mass marketing e-mails or mailing lists.

To access the From: Blacklist from the main screen click Spam Settings then click From: Blacklist. A window will open asking you type senders e-mail address (the e-mail of the person s

You may also add an entire domain to the blacklist. BE VERY CAREFUL as this will block ALL e-mails from that domain. For example if e-mails from xyzproducts.com are all spam you could add @xyzproducts.com to the blacklist blocking all e-mail from xyzproducts.com addresses.

From Blacklist

When an incoming email matches your blacklist, the message will never be delivered to your mailbox. However, remember that a whitelist match always takes precedence over other email rules.

MagicMail can blacklist senders at 2 different levels:

- Server Level
- Mailbox Level

Note: You can filter either a portion of or all of the email address. For example entering @domain.com will filter all mail from that domain (it will filter both joe@domain.com and jane@domain.com). You may also choose to use the full email address which is the preferred option -- it prevents "false positives", which are matches you did not intend.

Add to Blacklist

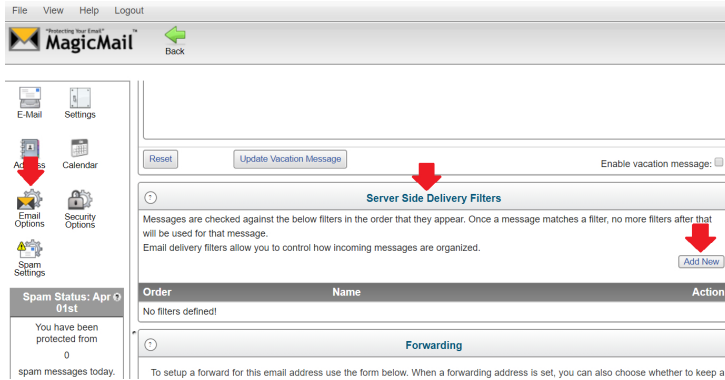
Enter new value: Server Mailbox

Check All Uncheck All **List From Blacklist** Help

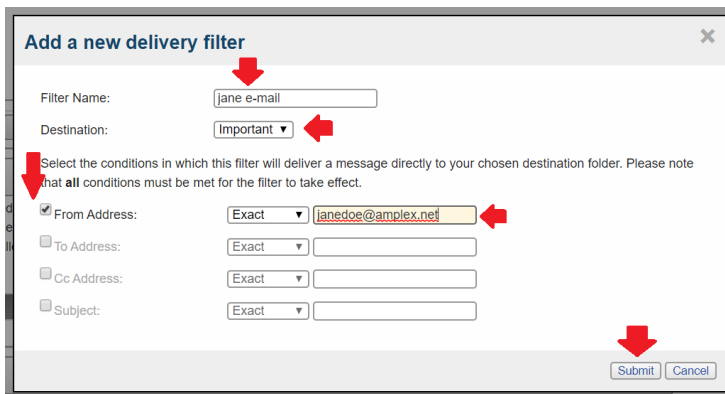
<input checked="" type="checkbox"/>	@xyzproducts.com (Mailbox, Server)	<input type="button" value="Remove"/>
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Server Side Delivery Filters

Server side delivery filters allow you to filter messages automatically into specific folders in your mail system. From the main screen click Email Options then scroll down to Server Side Delivery Filters and click Add New



In the window that opens type a name for your filter in Filter name box. In destination choose where you want the messages moved to. From the below options (From Address / To Address / CC Address / Subject) choose the option which best fits your unique way of matching those messages then type in the pattern. A popular method might be to filter e-mails from a specific person to a folder named important (as shown below). Click Submit when done.



You can manage your existing filters (Edit/Delete) by visiting the main screen, clicking Email Options, then scrolling down to Server Side Delivery Filters and your current filters will be shown.

Vacation / Auto Responder Messages

To setup a vacation away message or auto responder from the main screen click Email Options. You will now see Vacation Message / Auto Responder. Click in the boxes for Vacation message starts and ends to see a calendar to choose start and end dates. Next type the subject for the auto-responder message in the Subject as it will appear on reply e-mail box. Click in the Vacation Message Text box and type the text you wish to send as an automatic reply during your vacation. Check the Enable Vacation Message and click Update Vacation message to save the new settings.

My Email Options
Use this section to add/delete forwarding email addresses, set a vacation message, and other common tasks.

Email Addresses Using This Mailbox

Email	Spam Check	Virus Check	Delivered To
testuser@amplex.net	Enabled	Enabled	This mailbox

Vacation Message/Auto Responder is disabled

The vacation message feature will automatically reply to emails you receive with the custom subject and message body that you enter below. This is useful if you are going to be away from your email or would like an automatic reply to all emails you receive. You will continue to receive email to your email box as well.

Specify the calendar period that the vacation message should be active for:

Vacation messages start from: 2020-03-31

Vacation messages runs to the end of: 2020-04-15

Subject as it will appear on reply email (Default: Auto-Response from testuser@amplex.net):
(Away - Please call me if anything is urgent) (max 250 characters)

Vacation Message Text:
I will be away for two weeks, if it is urgent please call me as I won't be checking my e-mail while away.

Buttons: Reset, Update Vacation Message, Enable vacation message:

To disable the vacation responder simply revisit the Email Options and uncheck Enable Vacation message and click Update Vacation message.

User Managed E-mail Forwarding

To forward all of your messages to another person from the main screen click Email Options. Scroll to the bottom of the page to Forwarding. You will see a box to type in the e-mail address you wish to forward messages to. You can check Keep a copy of forwarded messages in this mailbox option or leave it unchecked to simply forward the message which removes it from your e-mail box automatically. Click Update Forwards to save.

Forwarding

To setup a forward for this email address use the form below. When a forwarding address is set, you can also choose whether to keep a copy of the forwarded messages on this server. We highly recommend that you do not forward your email as it will reduce the overall spam protection effectiveness. Also, if you are using the spam quarantine, it will not function with a forward in place.

Forward testuser@amplex.net to johndoe@amplex.net

Keep a copy of forwarded messages in this mailbox.

Buttons: Update Forwards

To remove forwarding revisit the Email Options Menu and click Delete next to the address you are currently forwarding e-mails to.

Forwarding

To setup a forward for this email address use the form below. When a forwarding address is set, you can also choose whether to keep a copy of the forwarded messages on this server. We highly recommend that you do not forward your email as it will reduce the overall spam protection effectiveness. Also, if you are using the spam quarantine, it will not function with a forward in place.

You are currently using your maximum number of forwarding addresses.

Keep a copy of forwarded messages in this mailbox.

Currently forwarding to:
johndoe@amplex.net (delete)

[Update Forwards](#)

Enhanced Security Options

[Change Your Password](#)

[Set SSL/TLS Security](#)

[Modify County Access List](#)

The enhanced security options include being able to change your own password, blocking access to your e-mail from foreign countries (enabled by default) and enforcing SSL/TLS encryption for all your clients (disabled by default). These security options can be customized per user based on your own balance of easy of use versus security. Some older e-mail clients may require you to disable some of these security features and as such should be upgraded to newer e-mail clients.

To change your own password from the main menu click on Security Options then in the Current password box type your current password. In the new Password and Confirm Password type your new password. Click Update Password to save.

Security and Authentication Settings

Use this section to update your authentication settings

Change Password

This will update your mailbox password and it will affect all of your email addresses.

Current Password: New Password: (min 5 chars) Confirm Password: [Update Password](#)

Manage Security Policies

Enforce Secure Channels (SSL/TLS) For All Services: Enabled Disabled [Update Policies](#)

Legacy Mailbox Access (POP3): [Secure Channels Only](#)

To enforce strict security (e-mail clients must use SSL/TLS) from the main menu click on Security Options. Scroll to Manage Security Policies and click Enable next to Enforce Secure Channels (SSL/TLS) for all services and click Update policies. You can also disable POP3 security here if needed for a legacy client but is not recommended.

Security and Authentication Settings

Use this section to update your authentication settings

Change Password

This will update your mailbox password and it will affect all of your email addresses.

Current Password: New Password: (min 5 chars) Confirm Password: [Update Password](#)

Manage Security Policies

Enforce Secure Channels (SSL/TLS) For All Services: Enabled Disabled [Update Policies](#)

Legacy Mailbox Access (POP3): [Secure Channels Only](#)

Countries I Can Access My Email From

Here you can set restrictions on which countries you will be accessing your email from to read messages, or send messages. You can easily move countries from either permitted, or blocked, using the lists below. Certain countries may be locked by your domain

To modify the list of countries you can access your e-mail from, begin on the main menu then click on Security Options. Scroll down to Countries I can Access My E-mail From. You will see the default Canada, Mexico and United States Enabled. To add countries scroll on the list on the right, choose a country, then press the arrow key to the left. To add all countries (remove all restrictions) click Select all then click the arrow key to the left. Click Save Country Restriction once you're done to save.

The screenshot displays the MagicMail web interface. At the top, there is a navigation bar with 'File', 'View', 'Help', and 'Logout' options. Below this is the MagicMail logo and a 'Back' button. The main content area is titled 'Security and Authentication Settings' and includes three sections: 'Change Password', 'Manage Security Policies', and 'Countries I Can Access My Email From'. The 'Change Password' section has fields for 'Current Password', 'New Password', and 'Confirm Password', along with an 'Update Password' button. The 'Manage Security Policies' section includes a toggle for 'Enforce Secure Channels (SSL/TLS) For All Services' (set to 'Enabled') and a dropdown menu for 'Legacy Mailbox Access (POP3)' set to 'Secure Channels Only'. The 'Countries I Can Access My Email From' section contains two lists: 'Allowed Countries' (with 'Canada', 'Mexico', and 'United States') and 'Blocked Countries' (with a long list of countries including Afghanistan, Aland, Albania, etc.). A 'Select All' button is present for both lists. Between the lists are two arrow buttons (right and left) for moving countries. A 'Save Country Restriction' button is at the bottom right. Red arrows point to the 'Security Options' menu item on the left sidebar, the 'Secure Channels Only' dropdown, the 'Blocked Countries' list, and the 'Save Country Restriction' button.