



# DataMotion SecureMail On-Premises System Administration Guide

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## REVISION HISTORY

This section summarizes significant changes, corrections, and additions to the document. The history appears in chronological order with the most recent changes listed first.

### ***Version 2***

Included announcement banner settings in the Options section of the Manage system defaults and settings section of the Admin Console.

### ***Version 1***

Initial version of this document.

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## About This Publication

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### ABOUT THIS GUIDE

On-Premises System Administration applies to those customers who have their own installation of DataMotion SecureMail on their own premises rather than using DataMotion SecureMail SaaS.

This guide describes the DataMotion SecureMail system administration features, functionality, and capabilities for users with Administrator and Integrator permissions. It also provides design considerations related to on-premises configuration of DataMotion SecureMail companies, subordinate organizations, and users.

### INTENDED AUDIENCE

The purpose of this information is to describe the DataMotion SecureMail system administration features, functionality, and capabilities. This publication is primarily intended for a technical audience, primarily system architects, administrators, and integrators.

User documentation, as well as additional technical documentation for engineers, developers, programmers, system administrators, and system and application integrators is also available from DataMotion. See [DataMotion Documentation](#).

### ABOUT DATAMOTION SECUREMAIL

DataMotion SecureMail provides easy-to-use encrypted email messaging and data transfer via the Internet for protecting all of the important information flowing between you, your business partners and your clients.

SecureMail protects sensitive messages with military-grade encryption, and it allows users to send secure messages and files using one click, with built-in tracking of all messages and files sent, received, and opened. It works with popular email clients such as Microsoft Outlook, as well as on the iPhone and other mobile devices. Intuitive for senders and recipients, it can be up and running in minutes with no outside IT support. With integrated large file support, DataMotion SecureMail seamlessly delivers documents, images, and other large files, eliminating a significant bottleneck in data exchange.

Providing effortless secure sending from email clients and direct delivery to the recipient's inbox, plus the ability to transfer large files easily from desktop clients or mobile devices, DataMotion SecureMail offers unsurpassed capability, flexibility, and user experience.

## DATAMOTION COMPANY BACKGROUND

Founded in 1999, DataMotion® Corporation provides easy-to-use encrypted email, as well as a broad range of other secure data delivery solutions, to government, commercial enterprises, and non-profit organizations of all sizes. Over a million users worldwide, in industries such as healthcare, financial services, insurance, real estate, legal services, and government, rely on DataMotion to reduce the risk of data loss and regulatory compliance violations while saving money and improving operational efficiencies. By using DataMotion's secure electronic delivery services, organizations safely and easily exchange electronic information with anyone, including employees, partners, customers, and third-parties. All DataMotion solutions apply military grade encryption to emails, attachments, files, electronic forms, and other types of information, including those sent from mobile devices, allowing data to travel across the Internet safely and securely.

The following information provides a summary of relevant Governance Controls for protecting the Security,

## HOW TO USE THIS PUBLICATION

The *DataMotion SecureMail On-Premises System Administration Guide* provides detailed instructions for the product. The content is organized as follows:

### ***About This Publication.***

Provides an overview of the content of this publication and how to use the publication.

### ***Chapter 1) Administrator and Integrator Privileges***

Describes User Types, Companies, Parent Companies, the Default Company, Company Hierarchies, and specifically the privileges associated with the Integrator and Administrator user types.

### ***Chapter 2) Design Considerations for On-Premises Systems***

Describes some design considerations related to configuration of privileges, company hierarchies, and user types, and offers tips on how to protect special groups of users against unwanted administrative access.

### ***Chapter 3) Access to the System Administration Console***

Describes how Administrators and Integrators can access the System Administration Console.

### ***Chapter 4) Integrator Functions***

Provides a comprehensive list of the Integrator functions.

**Chapter 5) Administrator Functions**

Provides a list of the Administrator functions, which is a subset of the Integrator functions.

**RELATED INFORMATION****DATAMOTION DOCUMENTATION**

- *DataMotion SecureMail Software Development Kit Technical Reference Manual* (part # 050002)  
Documents the Application Programming Interfaces (APIs), and system development, maintenance, and administration tools for developers.
- *DataMotion SecureMail User Guide* (part # 050004)  
Provides instructions for using the products.
- *DataMotion SecureMail Administration Guide* (part # 050006)  
Documents the system maintenance and administration tools for administrators.
- *DataMotion SecureMail On-Premises Configuration Guide* (part # 050017)  
Documents common administration tasks for on-premises systems, including customizing message notification templates and configuring automatic recipient account creation.

Additional documentation is available on many other topics. Please contact DataMotion Customer Service for more information.

## 1

## Administrator and Integrator Privileges

### COMPANIES AND COMPANY HIERARCHIES

A DataMotion SecureMail **Company** is a unit of organization and control for managing users and accounts. In actuality, a “company” could be any type of group or organization. It could be an autonomous business entity, or it might represent a division, branch, department, business unit, subsidiary, affiliate, etc., that is associated with a larger organization. User accounts are created in and assigned to a single specific company.

A user who is assigned to the Administrator user type for a company is granted permissions and privileges to manage users and some settings for the company (see [Administrator Privileges](#) on page 14).

The **Default Company** is actually the top-level company on the DataMotion SecureMail server under which all other companies or organizations are created. It cannot be deleted. The Default Company also holds all Recipient-level email accounts.

Integrators can create companies as well as company hierarchies:

- To create a company, the Integrator selects **Administer your corporate accounts** from the Admin Console, and at the bottom of the “Corporate Licenses” page, select **Add**.
- To create a company hierarchy, the Integrator specifies a **Parent Company ID** in the Company Configuration. (This can be done when creating the company or when editing the Company Properties.)

**Company ID:** The system automatically assigns a unique Company ID when a company is created. This includes the Default Company, which is assigned a unique company ID when the system is installed. All other companies created after the Default Company are assigned sequentially higher company IDs on the DataMotion server.

An Integrator can manually **view Company IDs** assigned to existing companies by going to the Admin Console and selecting **Administer your corporate accounts**. On the Corporate Licenses page (where the list of existing companies is displayed), find the desired company’s name and point to its Company Configuration icon (🔧) or its Manage Users icon (👤). The

browser status bar will show the Company ID at the end of the URL, e.g., “co=4493” refers to company ID 4493. Alternatively, you can click on one of these links to see the company ID at the end of the URL in the browser address bar, or you can go to the Company Properties, select Company Properties, and search the page for the Company ID field:

CertifiedMail Director Authorization	
Company ID Internal ID for this Company Account.	4493

## PARENT COMPANY ID AND COMPANY HIERARCHIES

The Company ID can be used by an Integrator to create and manage company hierarchies. An Integrator can create a company hierarchy by specifying in the company properties the Parent Company ID. The Parent Company ID is the master control for creating and managing company hierarchies.

The **Parent Company ID** can be specified in the Company Configuration, either when creating the company or when editing the Company Properties. The field appears as follows in Company Properties:

Parent Company ID The ID of the parent company.	<input type="text"/>
--	----------------------

When you specify a Parent Company ID, it creates a hierarchical relationship between the parent company and the “child” company for which the Parent Company ID is specified. The parent company inherits the permissions and privileges belonging to the child company. That is, administrators of the parent company are given administration privileges in the child company as well. The parent company is also granted privileges for any companies that may be below the child company, if such a hierarchy exists.

A company can only have one parent company, while the parent company can have multiple child companies. A parent company is sometimes referred to as a “landlord” company and its subordinate or child companies are referred to as “tenants.”

When a company has a company hierarchy below it, a company administrator can move users between companies in the hierarchy and can change the user type for users.

**NOTE: The Parent Company ID is blank by default for all companies on the system. This means that no company hierarchy exists unless you specifically configure it. This also means that by default, the Default Company is not specified as a parent company, and therefore Default Company Admins do not inherit privileges for tenant companies on the system.**

## USER TYPES AND PRIVILEGES

The **User Type** is how privileges, permissions, capabilities, and configurations are assigned. Based on the set of services your organization has purchased, DataMotion will provision several user types into your company account. Each user type is identified by a descriptive name.

The default set of user types includes the following:

- **Integrator:** System Integrator account with complete “super admin” privileges.
- **SecureMail 500 Admin:** Standard Administrator account.
- **SecureMail 500:** Standard user account (does not have administrator capabilities).
- **Secure Contact Us:** (Optional, Requires Licensing) Adds one click secure messaging to your website.
- **Recipient:** Email recipients who do not have a licensed account automatically receive a recipient-level account when a message is sent to them. Recipient-level accounts are restricted to a limited set of capabilities, such as viewing and replying to messages.

When you assign users to a specific user type, they will receive the privileges and configurations established by DataMotion for that user type. A user can only be assigned to a single user type, but DataMotion can work with you to make adjustments to your user types if your users need different capabilities than what has been provided.

For an on-premises system, the Integrator user type has the capability to create new user types as well as change existing user types for any companies on the system.

**NOTE: For all accounts, the Member Center page displays the user type and account address at the top of the screen. Administrators and Integrators can also determine and manage user types through the Administration Console.**

## ADMIN CONSOLE

Integrators and Administrators are provided with the administration tools through the Admin Console. These tools provide access to company administration, user management, cobrand creation, and report generation.

The Admin Console is available from the Member Center page.

## MAIN DIFFERENCES BETWEEN INTEGRATORS AND ADMINISTRATORS

The main differences between Integrators and Administrators are the following:

- Integrators can configure, manage, and control all settings on the system. This includes the ability to create and manage companies, company hierarchies, and user types, as well as manage users, passwords, and system defaults, customize cobranding, and obtain full reports on the system.
- Administrators can manage users and passwords, customize cobranding, and obtain reports for the company to which they are assigned (as well as any of its sub-companies).

These privileges are described in more detail in the following topics:

- n *Integrator Privileges* below
- n *Administrator Privileges* on page 14

## INTEGRATOR PRIVILEGES

A user who is assigned to the Integrator user type is granted the most comprehensive permissions and privileges on the system, covering all capabilities. These privileges include the following:

- n \*Manage all companies including the Default Company properties and settings.
- n \*Create new companies and manage company configurations, including
  - » \*Company Information
  - » \*Company Properties: Control all properties, including granting administration privileges to a Parent Company and creating company hierarchies.
  - » \*User Types: Create new user types and manage existing user types.
- n Manage Users: Manage users and **passwords** (add, delete, change, and move users anywhere in the **entire company hierarchy\***, including the ability to re-assign users to a different user type).
- n Server Settings
  - » Cobrand Management Console: Customize the DataMotion secure messaging portal brand identity for **all companies\***.
  - » \*Manage System Defaults and Settings
- n Reports
  - » Message tracking report
  - » User logon report
  - » \*\*Domain reports by message size, volume, date and summary
  - » User reports by message size, volume, date and summary
  - » TotalView report
  - » Form Tracking report
  - » \*\*System configuration report
  - » \*\*Event log viewer

\*Available to Integrators (not available to Admins). \*\*Available to Integrators and Default Company Admins.

## ADMINISTRATOR PRIVILEGES

A user who is assigned to the Administrator user type **for a company other than the Default Company** is granted a subset of permissions and privileges on the system, which are less than an Integrator. These privileges include the following:

- n Manage Users: Manage users and **passwords** (add, delete, and change users within their company and their company hierarchy (if one exists). If a **company hierarchy** exists, they can move users among the companies in their hierarchy and re-assign users to a different user type. However, the user type must be at the same level of privileges as the Admin (or below that); that is, an Admin cannot assign a user to be an Integrator.
- n Server Settings
  - » Cobrand Management Console: Customize the DataMotion secure messaging portal brand identity for their company and the companies in their company hierarchy (if one exists).
- n Reports
  - » Message tracking report
  - » User logon report
  - » User reports by message size, volume, date and summary
  - » TotalView report
  - » Form Tracking report

## SUMMARY OF ADMINISTRATOR LIMITATIONS

All Administrators have the following limitations:

- n They cannot access or control the Integrator user type.
- n They cannot create new companies.
- n They cannot control company properties and user types.
- n They cannot manage the users in any company that is not in their company hierarchy.
- n They cannot move Recipient-level users. Recipient-level users are automatically assigned to the Default Company and can only be moved to another company or another user type by an Integrator.

## ADDITIONAL PRIVILEGES FOR DEFAULT COMPANY ADMINISTRATOR

A user who is assigned to the Administrator user type for the **Default Company** has the full set of Administrator privileges plus a few more privileges than administrators of other companies, because the Default Company is the top-level company. These **additional** privileges include the following:

- n \*View all companies including the company properties and settings, including

- » Company Information
- » Company Properties
- » User Types
- n View All Users and properties in the entire company hierarchy (except passwords).
- n Server Settings
  - » Cobrand Management Console: Customize the DataMotion secure messaging portal brand identity **for all companies**.
- n Reports
  - » Domain reports by message size, volume, date and summary
  - » System configuration report
  - » Event log viewer

## 2

## Design Considerations for On-Premises Systems

### INTRODUCTION

When exploring design alternatives for an On-Premises DataMotion SecureMail System Configuration, one of the most important things to remember is that the system is highly customizable with great flexibility. If you do not see a way to achieve your design goals, contact DataMotion Support to find out the alternatives available.

### PROTECTING USERS AGAINST UNWANTED ADMINISTRATIVE ACCESS

If you have a user or group of users (“protected users”) and you want to protect their accounts from access even by administrators, your system design should take the following into consideration:

- n **User Type Assignment**
  - » **Standard Users:** The typical way to limit privileges for users is to assign them to a standard user type, such as the SecureMail 500 user type. If desired, an Integrator could also create a new user type with more limitations than the standard user type.
  - » **Limit Integrators:** Limit the number of Integrators, because Integrators can manage any user account, including changing the password on any account. Because the Integrator user type has full “super user” permissions on the system, you may want to pay particular attention to limiting how many people are assigned to this role. However, you must have at least one Integrator.
  - » **Limit Administrators:** Limit the number of Administrators for that company, because they also have user account management rights, including changing account passwords. You do not have to assign an Administrator to every company. However, if a company does not have an Administrator assigned, the Integrator is the only one who can perform administration for that company.
- n **Company Structure**
  - » **Assign Protected Users to a Protected Company:** You can assign protected users to a company that does not have an administrator, so that only an Integrator can manage their accounts.

- » **Avoid Granting Permissions to a Parent Company Above the Protected User Company:** If you want to limit administrator access to the protected user company, do not assign a Parent Company in the Company Properties. (See [Parent Company ID and Company Hierarchies](#) on page 11.)

## EXAMPLE

A company wants to protect the accounts of its executive staff from unwanted administrative access. To do this, it can use a number of different approaches, including the following ones:

- **Approach #1 — Place Executive Staff in Default Company:** Place the executive staff user accounts in the Default Company with no Admin or standard user accounts assigned to the Default Company. That way, the only administrative access allowed to these accounts is by an Integrator.
- **Approach #2 — Place Executive Staff in Protected Company:** Place the executive staff user accounts in a “protected” company (e.g., “ExecStaff”) that has no Admin or any other standard user accounts assigned to it. That way, the only administrative access allowed to the ExecStaff company and its accounts is by an Integrator. Do not assign a Parent Company to the ExecStaff company to avoid granting permissions to the administrators of a parent company.

Other types of protected configurations are possible, given the capabilities described in [Chapter 1: Administrator and Integrator Privileges](#).

## OTHER SECURITY CONTROLS

There are a number of customizable security controls in the system, and a quick way to review them is to examine the Integrator functions for [Company Properties](#) on page 25 and [User Types](#) on page 31.

As an example, in the properties for User Types, you can restrict access for users of that type through a whitelist of IP addresses:

Allowed IP Addresses
If a list of IP Addresses and/or Ranges is specified, user's will only be successfully authenticated if they are coming from an IP Address in this list (blank = Allow All). Syntax: IPAddress[Subnet Mask],IPAddress2[Subnet Mask],....
<input type="text"/>

A separate IP whitelist can be applied to the user types for Integrator, Admin, SecureMail 500, and any other user type that you create.

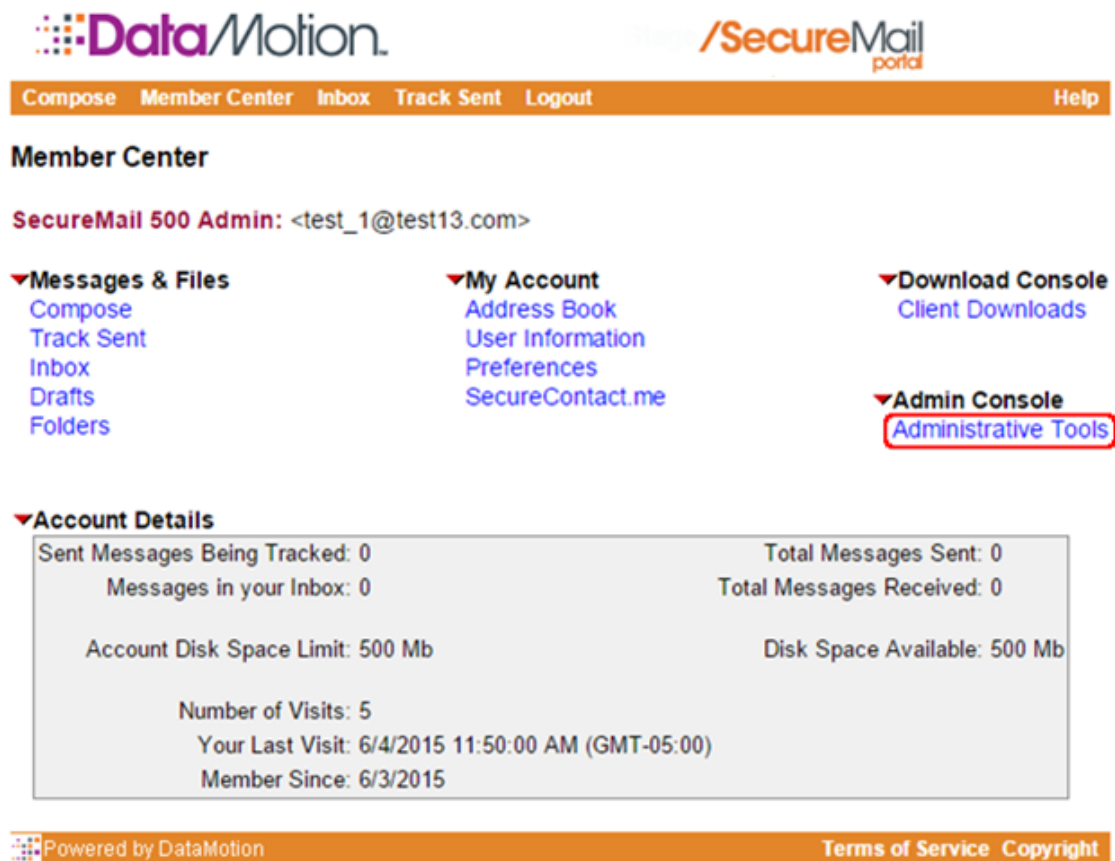
## 3

## Access to the System Administration Console

### ACCESS THE ADMIN CONSOLE

Integrators and Administrators can access the Administration Console from the Member Center. You must be logged into the system with your Integrator or Admin credentials.

On the Member Center page, click the **Administrative Tools** link to access the Administration Console page.



**DataMotion** **/SecureMail portal**

Compose Member Center Inbox Track Sent Logout Help

**Member Center**

**SecureMail 500 Admin:** <test\_1@test13.com>

- ▼ **Messages & Files**
  - Compose
  - Track Sent
  - Inbox
  - Drafts
  - Folders
- ▼ **My Account**
  - Address Book
  - User Information
  - Preferences
  - SecureContact.me
- ▼ **Download Console**
  - Client Downloads
- ▼ **Admin Console**
  - Administrative Tools**

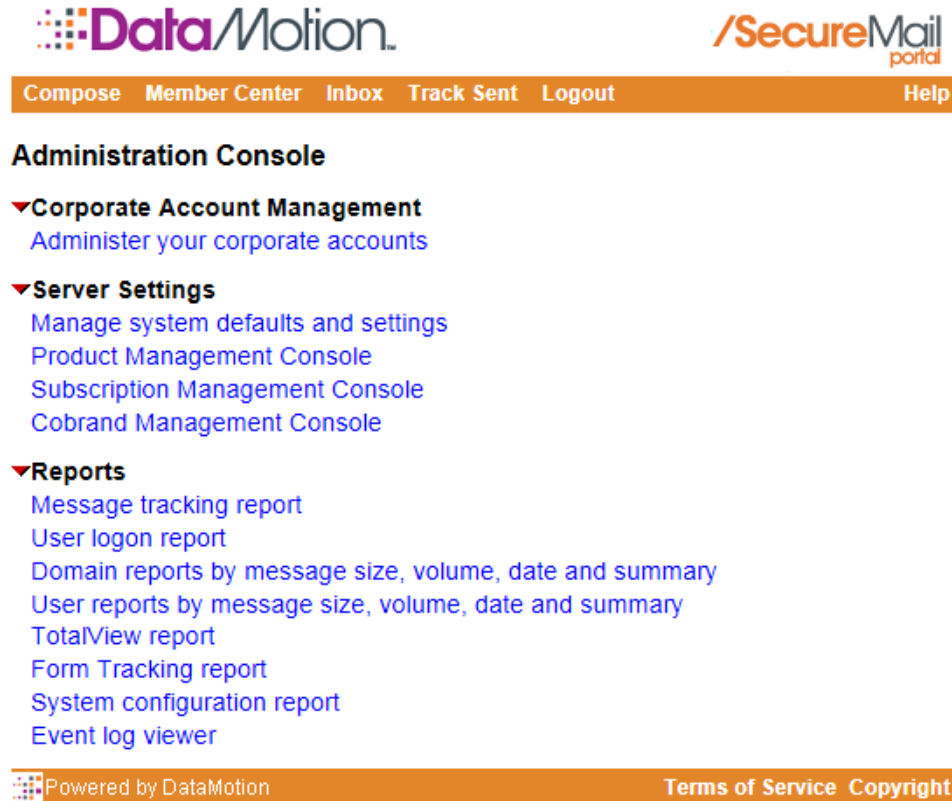
▼ **Account Details**

Sent Messages Being Tracked: 0	Total Messages Sent: 0
Messages in your Inbox: 0	Total Messages Received: 0
Account Disk Space Limit: 500 Mb	Disk Space Available: 500 Mb
Number of Visits: 5	
Your Last Visit: 6/4/2015 11:50:00 AM (GMT-05:00)	
Member Since: 6/3/2015	

Powered by DataMotion Terms of Service Copyright

The Admin Console page is displayed, similar to the following.

**NOTE:** The page will have different functions available on it depending on whether you are an Integrator or Administrator. The Integrator version is shown here.



The screenshot shows the SecureMail Administration Console interface. At the top, there are two logos: DataMotion on the left and /SecureMail portal on the right. Below the logos is a navigation bar with links: Compose, Member Center, Inbox, Track Sent, Logout, and Help. The main content area is titled "Administration Console" and contains three expandable sections: "Corporate Account Management" (with a link to "Administer your corporate accounts"), "Server Settings" (with links to "Manage system defaults and settings", "Product Management Console", "Subscription Management Console", and "Cobrand Management Console"), and "Reports" (with links to "Message tracking report", "User logon report", "Domain reports by message size, volume, date and summary", "User reports by message size, volume, date and summary", "TotalView report", "Form Tracking report", "System configuration report", and "Event log viewer"). At the bottom, there is a footer bar with "Powered by DataMotion" on the left and "Terms of Service Copyright" on the right.

To access the Integrator or Administrator functions, refer to one of the following sections:

---

## 4

# Integrator Functions

---

An Integrator is granted the most comprehensive permissions and privileges on the system, covering all capabilities.

This section contains a comprehensive list of the Integrator functions. Most functions are self-documenting, because they have descriptive text explaining their application. However, some sets of functions were created for very specific purposes and apply only in certain circumstances, such as when customizing a particular type of interoperation, and they may also require special licensing. Not all DataMotion customers will be interested in these functions, and if a function or set of functions sounds obscure to you, in all probability, it would have no usefulness in your case.

**NOTE: Function sets that are only available to Integrators are noted at the beginning of the function set section.**

A small subset of Integrator functions is also available to Administrators. These are listed in [Chapter 4: Integrator Functions](#).

## ADMIN CONSOLE

### Administration Console

#### ▼Corporate Account Management

[Administer your corporate accounts](#)

#### ▼Server Settings

[Manage system defaults and settings](#)

[Product Management Console](#)

[Subscription Management Console](#)

[Cobrand Management Console](#)

#### ▼Reports

[Message tracking report](#)

[User logon report](#)

[Domain reports by message size, volume, date and summary](#)

[User reports by message size, volume, date and summary](#)

[TotalView report](#)

[Form Tracking report](#)

[System configuration report](#)

[Event log viewer](#)

## CORPORATE LICENSES (ADMINISTER CORPORATE ACCOUNTS)

### Corporate Licenses

4659	Account
<input type="checkbox"/>  	Bond Solutions LLC
<input type="checkbox"/>  	(DataMotion)

[Close](#)

The Company Configuration icon () and the Manage Users icon () are used to navigate to the Company Configuration and Manage Users pages respectively.

## COMPANY CONFIGURATION

**NOTE: Only an Integrator or Default Company Administrator can manage Company Configuration.**

To access the Company Configuration page, click the  icon on the Corporate Licenses page.

### Corporate Licenses

4659	Account
	Bond Solutions LLC (DataMotion)
<a href="#">Close</a>	

The Company Configuration page is displayed, with a navigation panel on the left that allows you to select the various configuration settings, similar to the following:



## COMPANY INFORMATION

**NOTE:** Only an Integrator or Default Company Administrator can manage Company Information.

**NOTE:** As an Integrator, the checkboxes that are seen throughout the Company Information page, can be checked to enable editing permissions of the selected settings to Administrators of subtenant companies. For information regarding what settings the admins of subtenant companies will be able to edit in the company configuration screen

### Company Configuration - Company Information

SaveClose

Editable ?	General	
<input type="checkbox"/>	Company Name	* (DataMotion)
<input type="checkbox"/>	Cobrand Default company cobrand to use for the web interface look and feel.	<default> ▼
	Date Created Date company account was created.	* 1/1/1999

Editable ?	Licenses	
<input type="checkbox"/>	User Licenses Number of licenses allowed for this company account.	* 2000000
<input type="checkbox"/>	Start Date	* 1/1/1999
<input type="checkbox"/>	End Date	* 1/1/2079

Editable ?	Administrator Contact Information	
<input type="checkbox"/>	First Name	
<input type="checkbox"/>	Last Name	
<input type="checkbox"/>	Email Address	
<input type="checkbox"/>	Phone Number	

Editable ?	Technical Contact Information	
<input type="checkbox"/>	First Name	<input type="text"/>
<input type="checkbox"/>	Last Name	<input type="text"/>
<input type="checkbox"/>	Email Address	<input type="text"/>
<input type="checkbox"/>	Phone Number	<input type="text"/>

Editable ?	Company Information	
<input type="checkbox"/>	Address	<input type="text"/>
<input type="checkbox"/>	Address 2	<input type="text"/>
<input type="checkbox"/>	City	<input type="text"/>
<input type="checkbox"/>	State	<input type="text"/>
<input type="checkbox"/>	Zip	<input type="text"/>
<input type="checkbox"/>	Country	<input type="text"/>
<input type="checkbox"/>	Url	<input type="text"/>

Editable ?	Additional Information	
<input type="checkbox"/>	Comments	<input type="text" value="Integrator IP Restriction: 66.246.118.3[2]"/>
<input type="checkbox"/>	Sales Representative	<input type="text"/>

## COMPANY PROPERTIES

**NOTE:** Only an Integrator can manage Company Properties.

### Company Configuration - Company Properties

Editable	General	
<input type="checkbox"/>	<b>Parent Company ID</b> The ID of the parent company.	<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	<b>Company Domain List</b> Comma delimited list of domains used by company for sending via SecureMail.	<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	<b>Automatically Create Sender Accounts</b> Automatically create senders account when receiving their first secure email.	* <input checked="" type="radio"/> Off <input checked="" type="radio"/> On <input type="radio"/> Off Send Plain Text
	<b>Contact Us Registration - Description</b> Used for Contact Us registration process.	<input style="width: 100%;" type="text"/>
	<b>Third Party Auto Create GUID</b> Used for integration with third party partners (i.e. Salesforce.com) for providing company level auto registration.	<input style="width: 100%;" type="text"/>
	<b>Free Trial Template Company</b> This Corporate License's properties will be cloned for multi-user free trial accounts. Only one Corporate License can have this enabled.	* <input checked="" type="radio"/> Off <input type="radio"/> On
	<b>Free Trial</b> This Corporate License is a Free Trial. Used only when Open Registration is Enabled.	* <input checked="" type="radio"/> Off <input type="radio"/> On
	<b>Provisioned by Jamcracker</b> This Corporate License was provisioned by Jamcracker.	* <input checked="" type="radio"/> Off <input type="radio"/> On
	<b>Reseller</b> Allow Administrators to manage reseller specific tracking information via the Reseller Tracking Console. Used only when Open Registration is on.	* <input checked="" type="radio"/> Off <input type="radio"/> On
	<b>Jamcracker Template Company</b> This Corporate License's properties will be cloned for Jamcracker-provisioned accounts. Only one Corporate License can have this enabled.	* <input checked="" type="radio"/> Off <input type="radio"/> On
	<b>Manage DataBridge Server Credentials Remotely</b> When enabled, DataBridge Server administrators may enter credentials using the DataBridge Console	* <input checked="" type="radio"/> Off <input type="radio"/> On
	<b>Add Message To Salesforce Activity Log</b> The contents of the message will be copied into the comments section of the Salesforce activity log.	* <input checked="" type="radio"/> Off <input type="radio"/> On

<input type="checkbox"/>	<b>Trial End Date</b>	<input type="text" value="3/4/2009"/>
<input type="checkbox"/>	<b>Trial Start Date</b>	<input type="text" value="3/4/2009"/>
<input type="checkbox"/>	<b>Time Zone</b> The Time Zone to display times in the web and notification messages.	<input type="text" value="(GMT-05:00) Eastern Time (US &amp; Canada)"/>
<input type="checkbox"/>	<b>Global Address Book</b> The web address book will show registered users from the companies selected that the user has permission to send to. If no companies are selected, the personal address book will be shown, allowing users to add their own contacts.	<a href="#">Edit Company List</a>
<input type="checkbox"/>	<b>Company Title</b> The name of the company field displayed in the Admin Console and Global Address Book.	<input type="text" value="Company"/>
<input type="checkbox"/>	<b>Date Time Format</b> The date and time format to use in the web and notification messages.	<input type="text" value="M/d/yyyy 12:00:00 AM/PM"/>
	<b>Jamcracker Company Acronym</b> This is the unique name used by Jamcracker for provisioning and updating data for this company.	<input type="text"/>
	<b>Member Center Title</b> The title displayed on the Member Center page.	<input type="text" value="Member Center"/>
	<b>Reseller Code</b> This Company license was registered using the following Reseller Code.	<input type="text"/>
	<b>SecureContact.me Cobrand</b>	* <input type="radio"/> Off <input checked="" type="radio"/> On
<input type="checkbox"/>	<b>XDR Service URL</b> The URL for an XDR SOAP service to which messages delivered with the XDR push option should be sent.	<input type="text"/>
	<b>Session Timeout</b> The company/tenant-specific session timeout value (minutes) -- overrides server default session timeout. 0 means use the server session timeout default.	* <input type="text" value="0"/>
	<b>Message Expiration</b> The Direct server message expiration value	* <input type="text" value="1 Month"/>

Editable ?	CertifiedMail Director Authorization	
	<b>Company ID</b> Internal ID for this Company Account.	108
	<b>Company UserID</b> Used for integration with the CertifiedMail Director.	certadmin
	<b>Company Password</b> Used for integration with the CertifiedMail Director.	123456
	<b>Ip Whitelist</b> Specify a list of IP Addresses and/or Ranges. This company will only be permitted a connection to the SMTP server from the addresses specified. Syntax: IPAddress[Subnet Mask],IPaddress2[Subnet Mask],....	

Editable ?	Interface - Create Message	
	<b>Force To: Field Recipients</b> Pre-populate To with email address list (ex. Description Email;Description Email...) on SecureContact page	
	<b>Form Recipient</b> Optionally specify an Email Address or just a Domain for addressing Open-Ended Form Messages. If just a domain is specified, the to querystring value will be concatenated with the domain to determine the recipient. Note: The txtTo form field will override	noahg@datamotion.com
	<b>Form Sender</b> Optionally specify an Email Address that form message under the company will be sent from. If no sender address is specified the default of forms@datamotion.com will be used. Note: The email address specified must have an account on the DataMotion server	
	<b>Form Attachments</b> Indicate the form attachments to be included in each XDF PDF Form post.	<input checked="" type="checkbox"/> XDF <input checked="" type="checkbox"/> CSV <input checked="" type="checkbox"/> XML
	<b>Form Gating</b> Regulates the amount of forms that are allowed through the system.	* <input checked="" type="radio"/> None <input type="radio"/> Total <input type="radio"/> Monthly <input type="radio"/> Daily
	<b>Use Rich Text Box</b> Allows to turn the Rich Text Editor OFF or ON on Create Message to allow user to compose messages with advanced formatting abilities.	* <input type="radio"/> Off <input checked="" type="radio"/> On
	<b>Form Gating Value</b> Number of forms that are allowed through the system according to the Form Gating Interval.	* 0
<input type="checkbox"/>	<b>Allow Sender Initiated PDF Push</b> Allows Sender initiated PDF Push for the users of this company. The actual configuration is by UserType.	* <input type="radio"/> Off <input checked="" type="radio"/> On
	<b>Show Rich Text Box</b> Displays the Rich Text Editor option in User Preferences.	* <input type="radio"/> Off <input checked="" type="radio"/> On
	<b>Form Response Owner</b> The owner that receives the inbound response submitted by the respondent.	jacksonn@datamotion.com

Editable ? Messages		
<input type="checkbox"/>	<b>Message Disclaimer</b> Displays a message disclaimer under the body when the message is viewed via the web interface. Changing this disclaimer will change the disclaimer for all messages. If blank, uses server configuration as default.	<div></div>
<input type="checkbox"/>	<b>Override Plain Text Message Subject</b> Use %Subject% to include the original message subject. If blank, uses server configuration as default. Used when PlainText Delivery is enabled.	<input type="text" value="%Subject%"/>
<input type="checkbox"/>	<b>Use HTML Formatted Notifications</b> All messages sent from the SecureMail server will be formatted using HTML tags as opposed to plain text. Enabling this feature may reduce compatibility with recipients mail clients.	<input type="radio"/> HTML <input type="radio"/> Text <input checked="" type="radio"/> Use Default
<input type="checkbox"/>	<b>Notice Company Name</b> The Company Name that should appear in notification messages sent from users of this company.	<input type="text" value="DataMotion"/>
<input type="checkbox"/>	<b>Notice Support Email</b> The Support Email Address that should appear in plain text notification messages sent from users of this company.	<input type="text" value="support@datamotioncorp.com"/>

Editable ? Attachments		
<input type="checkbox"/>	<b>Attachment Disclaimer</b> Displays a disclaimer above the attachment list when the message contains file attachments and is viewed via the web interface. Changing this disclaimer will change the disclaimer for all messages. If blank, uses server configuration as default.	<div></div>
	<b>Max MFT File Size (in MB)</b> Maximum Size for Managed File Transfer Attachment (in MB).	<input type="text" value="2048"/>
	<b>Max MFT Upload MB/Hour</b> Maximum Managed File Transfer Attachment Upload Total Per Hour (in MB).	<input type="text" value="4000"/>
	<b>Max MFT Upload MB/Day</b> Maximum Managed File Transfer Attachment Upload Total Per Day (in MB).	<input type="text" value="40000"/>
	<b>Upsell MFT</b> Whether or not to upsell MFT service if maximum attachment size is exceeded.	* <input checked="" type="radio"/> Off <input type="radio"/> On

Editable ? Users		
<input type="checkbox"/>	<b>Notify sender on Account Auto Creation</b> Notify the sender instead of the recipient when auto-provisioning recipient accounts.	<input checked="" type="radio"/> Off <input type="radio"/> On
<input type="checkbox"/>	<b>Verify Recipients</b> Require recipients to retrieve and click on a verification email before they can view a SecureMail message.	<input checked="" type="radio"/> Off <input type="radio"/> On <input type="radio"/> Use Default
<input type="checkbox"/>	<b>Custom User Field</b> Shows in Admin Console and Global Address Book.	<input type="text"/>
<input type="checkbox"/>	<b>Custom User Field 2</b> Shows in Admin console and Global Address Book.	<input type="text"/>
	<b>External Integration</b> Account integration with external services (i.e. Salesforce.com).	<input checked="" type="radio"/> None <input type="radio"/> Salesforce.com
<input type="checkbox"/>	<b>Logout URL</b> The URL to redirect after Logout is selected. Note: Leave option blank to use default.	<input type="text"/>

Editable ?	Directory Services (Search)	
	<p>The Directory Services section allows for single sign-on integration using external user directory stores. The following configurations are only used when the Directory Services Path is configured. Before changing any of these values, IIS must be configured properly. Contact SecureMail for assistance.</p>	
<input type="checkbox"/>	<b>Directory Entry Path</b> To enable single sign-on (SSO), specify the directory service path (i.e. LDAP://, WINNT://, NDS://). Note: IIS Authentication will need to be configured properly to support SSO integration. If blank, uses normal CMS authentication.	<input type="text"/>
<input type="checkbox"/>	<b>Authentication Type</b> Select the Directory Services Authentication Type. Used only when Directory Entry Path is supplied.	* <input type="text" value="Secure"/>
<input type="checkbox"/>	<b>Directory User Name</b> The User Name of a user on the directory that has read access to the properties listed below for all user accounts.	<input type="text"/>
<input type="checkbox"/>	<b>Directory Password</b> The password of a user on the directory that has read access to the properties listed below for all user accounts.	<input type="text"/>
<input type="checkbox"/>	<b>UserID Directory Filter</b> LDAP Filter parameter for narrowing the user lookup based on the User Name passed by the authentication scheme. Used only when Directory Entry Path is supplied.	<input type="text" value="SAMAccountName"/>
<input type="checkbox"/>	<b>Email Directory Filter</b> LDAP Filter parameter for narrowing the user lookup based on the Email Address passed by the authentication scheme. Used only when Directory Entry Path is supplied.	<input type="text" value="mail"/>
<input type="checkbox"/>	<b>Guid Property</b> The property value to query for the users Guid. Used only when Directory Entry Path is supplied.	<input type="text" value="objectGUID"/>
<input type="checkbox"/>	<b>Email Property</b> The property value to query for the user's email address. Used only when Directory Entry Path is supplied.	<input type="text" value="mail"/>
<input type="checkbox"/>	<b>First Name Property</b> The property value to query for the user's first name. Used only when Directory Entry Path is supplied.	<input type="text" value="givenName"/>
<input type="checkbox"/>	<b>Last Name Property</b> The property value to query for the user's last name. Used only when Directory Entry Path is supplied.	<input type="text" value="sn"/>
<input type="checkbox"/>	<b>DN Property</b> The property value to query for the Distinguished Name. Used only when Directory Entry Path is supplied.	<input type="text" value="distinguishedName"/>
<input type="checkbox"/>	<b>UserID Property</b> The property value to query for the UserID. Used only when Directory Entry Path is supplied.	<input type="text" value="SAMAccountName"/>

Editable ?	Directory Services (Bind)	
	<p>The Directory Services section allows for single sign-on integration using external user directory stores. The following configurations are only used when the Directory Services Path is configured. Before changing any of these values, IIS must be configured properly. Contact SecureMail for assistance.</p>	
<input type="checkbox"/>	<b>Directory Entry Path</b> To enable single sign-on (SSO), specify the directory service path (i.e. LDAP://, WINNT://, NDS://). Note: IIS Authentication will need to be configured properly to support SSO integration. If blank, uses normal CMS authentication.	<input type="text"/>
<input type="checkbox"/>	<b>Authentication Type</b> Select the Directory Services Authentication Type. Used only when Directory Entry Path is supplied.	* <input type="text" value="Secure"/>
<input type="checkbox"/>	<b>UserID Directory Filter</b> LDAP Filter parameter for narrowing the user lookup based on the User Name passed by the authentication scheme. Used only when Directory Entry Path is supplied.	<input type="text" value="SAMAccountName"/>
<input type="checkbox"/>	<b>Guid Property</b> The property value to query for the users Guid. Used only when Directory Entry Path is supplied.	<input type="text" value="objectGUID"/>
<input type="checkbox"/>	<b>Email Property</b> The property value to query for the user's email address. Used only when Directory Entry Path is supplied.	<input type="text" value="mail"/>
<input type="checkbox"/>	<b>First Name Property</b> The property value to query for the user's first name. Used only when Directory Entry Path is supplied.	<input type="text" value="givenName"/>
<input type="checkbox"/>	<b>Last Name Property</b> The property value to query for the user's last name. Used only when Directory Entry Path is supplied.	<input type="text" value="sn"/>
<input type="checkbox"/>	<b>UserID Property</b> The property value to query for the UserID. Used only when Directory Entry Path is supplied.	<input type="text" value="SAMAccountName"/>

Editable ? Password Management	
<input type="checkbox"/>	<b>Enable Password Reset</b> This feature will allow Users to select security questions to enable password resetting all within the site <div style="float: right;">* <input checked="" type="radio"/> Off <input type="radio"/> On</div>
<input type="checkbox"/>	<b>Number of Password Questions</b> The value that determines how many password reset questions the Users must choose and answer <div style="float: right;">* <input type="text" value="3"/></div>
<input type="checkbox"/>	<b>Force Users to Select Questions</b> This value will dictate whether or not ALL the Users must select their password reset questions on next login. When disabled, Users will use the system normally until the next time they forget password. <div style="float: right;">* <input type="radio"/> Off <input checked="" type="radio"/> On</div>
<input type="checkbox"/>	<b>Number of Password Answer Fail Attempts</b> This sets how many fail attempts the User may perform when answering their previously chosen and answered password reset questions <div style="float: right;">* <input type="text" value="3"/></div>
	<b>Edit Password Questions</b> Use this link to access the form to add and enable/disable custom password reset questions <div style="float: right;"><a href="#">Edit Security Questions</a></div>

Editable ? Company Links	
<input type="checkbox"/>	<b>Allow company users to change password reset questions</b> Enabling this allows user types that have Enable Password Reset to change their password reset questions and answers when they're logged in <div style="float: right;">* <input type="radio"/> Off <input checked="" type="radio"/> On</div>

## USER TYPES

**NOTE:** Only an Integrator or Default Company Administrator can manage User Types. The exception to this rule, is that the Default Company Administrator cannot view or edit the Integrator User Type.

The following User Types are the default user types provided to all customers.

### SecureMail 500

**User Types - SecureMail 500**
Save
Add
Delete
Close

General	
<b>User Type Display Name</b> Display name for this User Type.	* <input type="text" value="SecureMail 500"/>
<b>Auto-Register Domain List</b> Domains to be auto registered into this User Type.	<input type="text"/>
<b>Integrator Trust Level</b> Allow users to build and configure system.	* <input checked="" type="radio"/> Off <input type="radio"/> On
<b>Administrator Trust Level</b> Allow users to manage users, settings and reports.	* <input checked="" type="radio"/> Off <input type="radio"/> On
<b>DataBridge Server Management Trust Level</b> Allow users to manage DataBridge workflows, endpoints and modules	* <input checked="" type="radio"/> Off <input type="radio"/> On
<b>Send Plain Text Secure Messages</b> Caution: This option will deliver SecureMail messages in plain text to all users in this User Type. This option should only be enabled when the network configuration is trusted and secure. To enable PlainTextDelivery, the PSV PlainTextDeliveryPath must be	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Plain Text Messages Delivery Path</b> Caution: This option will send SecureMail messages in plain text, should be enabled only when the internal network is trusted and User Type contains only internal users. Set to outbound SMTP mail directory to enable or leave blank to disable plain text del	<input type="text"/>
<b>Send Account Activation Notice</b> When a user is automatically registered by receiving or sending a SecureMail message, a registration notice will be issued. This notice will be sent every time the specified action occurs until the user clicks on the link and creates a password.	<input type="text" value="Always"/>
<b>DataBridge Server</b> DataBridge Server users will have all delivery methods disabled.	* <input checked="" type="radio"/> Off <input type="radio"/> On
<b>Open Registration Plan Type</b> When a user registers for the selected plan type, they will be added to this User Type. Only used when Open Registration is on.	* <input type="text" value="None"/>
<b>DataBridge Server Inbox Access</b> DataBridge Server users will have access to the inbox.	* <input checked="" type="radio"/> Off <input type="radio"/> On
<b>Enable RSS Feed</b> Allows user to retrieve notification of new messages and tracking via an RSS feed.	<input checked="" type="radio"/> Off <input type="radio"/> Track Sent Only <input type="radio"/> Inbox Only <input type="radio"/> Both
<b>Translator</b> Allow users to translate the text in the web interface using the translation module. Caution: User will be able to modify all text on the system for the selected language.	<input type="text" value="None"/>
<b>Paid User Type</b> Users in this type must pay for access.	* <input checked="" type="radio"/> Off <input type="radio"/> On

Account Configuration	
<b>Maximum Recipients/Day</b> Limits abuse and DOS attacks by limiting the number of recipients a given user can send to within a 24 hour time frame. (-1 = Use Default, 0 = No Max)	* <input type="text" value="-1"/>
<b>Maximum Track Sent Disk Space</b> Maximum disk space that can be consumed by messages in Track Sent. (Value in MB)	* <input type="text" value="500"/>
<b>Show CAPTCHA on Password Creation</b> Requires user to enter a CAPTCHA verification during the first time Password Creation process.	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Default Message Expiration</b> The default message expiration selected on the New Message screen in the web interface. Used when no user preference is defined.	* <input type="text" value="1 Month"/> ▼
<b>Maximum Message Expiration</b> Maximum time that a user can select before message expires from the system.	* <input type="text" value="2 Years"/> ▼
<b>Allowed IP Addresses</b> If a list of IP Addresses and/or Ranges is specified, user's will only be successfully authenticated if they are coming from an IP Address in this list (blank = Allow All). Syntax: IPAddress[Subnet Mask],IPAddress2[Subnet Mask],....	<input type="text"/>
<b>Archive Messages</b> All messages will be made accessible to Archive Users with access to this corporate license.	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Archive User</b> Allows access to messages that have been archived using the Archive Messages property for the current corporate license and those defined in the Company Access List via POP3 or the CertifiedMail Adapter Service.	<input checked="" type="radio"/> Off <input type="radio"/> Track Sent Only <input type="radio"/> Inbox Only <input type="radio"/> Both
<b>10-pak User</b> Enables 10-pak capabilities. Users will be able to create and manage 10-paks. Requires enabling Open Registration.	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Edit Welcome Message</b> Use this link to access the form to edit an optional welcome message for this usertype.	<a href="#">Edit Welcome Message</a>
<b>SFTP User</b> Allow user to access email via SFTP.	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Originate EForms v2</b> Allow user to distribute EForms v2 forms.	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>SecureContact.me User</b> Enables SecureContact.me for incoming secure messages	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Workflow User</b> Allow user to send files via Workflow delivery	<input checked="" type="radio"/> Off <input type="radio"/> On

Messaging Functionality		
<b>Send Permissions</b> Allow users to Send a new message to any domain (World) or only domains in the Company Domain List (Company).	*	<input checked="" type="radio"/> World <input type="radio"/> Company <input type="radio"/> Global Address Book <input type="radio"/> No
<b>Reply Permissions</b> Allow users to Reply to a message to the message sender (Sender Only), any domain (World) or only domains in the Company Domain List (Company).	*	<input checked="" type="radio"/> World <input type="radio"/> Company <input type="radio"/> Global Address Book <input type="radio"/> Sender Only <input type="radio"/> No
<b>Forward Permissions</b> Allow users to Forward a message to any domain (World) or only domains in the Company Domain List (Company).	*	<input checked="" type="radio"/> World <input type="radio"/> Company <input type="radio"/> Global Address Book <input type="radio"/> No
<b>Download Messages Permissions</b> Allows users to download their messages	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Read Only Permissions</b> Allow users to only read their messages using the web interface.	*	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Enable Secure POP3 Message Retrieval</b> Allow users to retrieve SecureMail messages via secure POP3. Used only when the CertifiedMail POP3 Service is configured on server.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Enable Relay via CertifiedMail Director</b> Allow users to send SecureMail messages via SMTP (for use with CertifiedMail Director).	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Message Default Delivery Type</b> Allows to set a default message delivery type. For options other than web, messages will be automatically pushed to the user's mail client via a password protected attachment.	*	<input checked="" type="radio"/> Web <input type="radio"/> PDF <input type="radio"/> Zip(EML) <input type="radio"/> Zip(Files) <input type="radio"/> XDR
<b>Maximum Size for Push Messages in MB</b> The maximum size message that will be delivered via push delivery, any message larger will be stored on server and notification will be sent.		<input type="text" value="32"/>
<b>Display Message Delivery Options</b> The selected message delivery options will be displayed in User Preferences enabling the user to select.		<input checked="" type="checkbox"/> Web <input checked="" type="checkbox"/> PDF <input type="checkbox"/> Zip(EML) <input type="checkbox"/> Zip(Files) <input type="checkbox"/> XDR
<b>Enable CertifiedMail Web Service API Integration</b> Enables user's to authenticate and utilize third party application that interfaces with the CertifiedMail Web Service API.	*	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Large Button Message Size in MB</b> The size at which Button Messages will be sent via the LFT Service instead of SMTP, if LFT is enabled for user, in MB.		<input type="text" value="25"/>
<b>Use 2-Way Encryption for PDF Push</b> Automatically store password with 2-way encryption for PDF Push (less secure).	*	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Allow any user to send to this user</b> Allow any sender to send to this user regardless of sender's settings.	*	<input type="radio"/> Off <input checked="" type="radio"/> On

## Send Certified Downloads

<b>Send Certified for Outlook Express 6.0</b> Enable users to download the Send Certified button for Outlook Express 6.	*	<input type="radio"/> Off <input type="radio"/> On <input checked="" type="radio"/> Use Default
<b>Send Certified for Outlook 9x/200x</b> Enable users to download the Send Certified button for Outlook. Compatible with Outlook 98, 2003 and 2007.	*	<input type="radio"/> Off <input type="radio"/> On <input checked="" type="radio"/> Use Default

## Large File Transfer

<b>CertifiedMail Large File Transfer Client Download</b> Enable users to download the CertifiedMail Large File Transfer client application. Users that do not have this option enabled will be unable to use the client application.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Large Message Size</b> Defines a "Large Message" for use by Large Message Expiration.	*	<input type="text" value="30000000"/>
<b>Large Message Expiration</b> Expiration time of "Large Messages". A large message is any message over the "Large Message Size" value.	*	<input type="text" value="14D"/>

## Interface - General

<b>Show Message Tracking Open IP Address</b> Shows the IP address messages were opened from.	*	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Member Center</b> Allow users to access the Member Center.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Track Sent</b> Allow users to access Track Sent. This feature allows for detailed tracking of sent messages.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Sender Initiated PDF Push</b> Allow senders specify PDF Push delivery, optional tracking can be enabled.	*	<input checked="" type="radio"/> Off <input type="radio"/> On <input type="radio"/> Tracked
<b>Track PDF Push</b> Allow users to track PDF Push messages. This feature allows for detailed tracking of messages sent by PDF push with an additional hidden key exchange.	*	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Address Book</b> Allow user to access the SecureMail web Address Book.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Search Tracking Details</b> Allow user to access Search Tracking Details page. This feature allows users to search for tracking information on any message on the system using the message Tracking Number.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>External Address Book Name</b> Name of the external address book defined using the CertifiedMail Data Manager (ex. "Address Book via LDAP")		<input type="text"/>
<b>Context-Sensitive Help</b> Allow user to access Help.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Hide Compose Link</b> Hides the compose link from the member center and menu bar.	*	<input checked="" type="radio"/> Off <input type="radio"/> On

Interface - Create Message	
<b>Heading</b> Override Create New Message Heading. (" = Use Default)	<input type="text"/>
<b>Message Directions</b> The following text appears on Create Message above the message subject field.	<input type="text"/>
<b>Save Draft</b> Allow user to save a draft message. Turning this feature off will hide the Save Draft button.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<b>Message Attachments</b> Allow user to attach files to a new message. Turning this feature off will hide the Attachment button.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<b>Cancel</b> Allow user to cancel a message. Turning this feature off will hide the Cancel button.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<b>Force To: Field Recipient</b> Pre-populate To with email address list (ex. Description>Email;Description>Email...)	<input type="text"/>
<b>CC Field</b> Allow user to supply CC addresses on Create Message. Turning this feature off will hide the CC field.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<b>BCC Field</b> Allow user to supply BCC addresses on Create Message. Turning this feature off will hide the BCC field.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<b>Auto BCC</b> Will automatically append the specified email address to the BCC list. This option is often used for archiving purposes in conjunction with Secure POP3 message retrieval. Senders will be prevented from retracting messages from the Auto BCC account.	<input type="text"/>
<b>Advanced Options</b> Show the Advanced Options section on Create Message.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<b>Hint/Password</b> Allow user to supply a message level Hint/Password. Turning this feature off will hide the Hint/Password section.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<b>Show "Detailed Tracking" Option</b> Enables the message sender to force the recipient to view the message via the web interface (overrides plain text delivery option).	* <input checked="" type="radio"/> Off <input type="radio"/> On <input type="radio"/> Use Default
<b>Show Return Receipt</b> Displays the Return Receipt settings option in User Preferences and on Create Message.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<b>Return Receipt Default Setting</b> Allows to turn the Return Receipt off or on. If the Show Return Receipt is Off, this value will be used.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<b>Show Rich Text Editor</b> Displays the Rich Text Editor option in User Preferences enabling the user to select. Use default will use your default company settings.	* <input type="radio"/> Off <input type="radio"/> On <input checked="" type="radio"/> Use Default
<b>Use Rich Text Editor</b> Allows to turn the Rich Text Editor OFF or ON. Use default will use your default company settings.	* <input type="radio"/> Off <input type="radio"/> On <input checked="" type="radio"/> Use Default
<b>Prevent Recipient Forward Default Setting</b> Default setting for the "Prevent recipient from forwarding..." checkbox in the message's Options.	* <input checked="" type="radio"/> Off <input type="radio"/> On
<b>Prevent Recipient Reply Default Setting</b> Default setting for the "Prevent recipient from replying..." checkbox in the message's Options.	* <input checked="" type="radio"/> Off <input type="radio"/> On
<b>Max MFT File Size MB</b> Maximum Size for Managed File Transfer Attachment (in MB).	<input type="text" value="100"/>
<b>Max MFT Upload MB/Day</b> Maximum Managed File Transfer Attachment Upload Total Per Day (in MB).	<input type="text" value="40000"/>
<b>Max MFT Upload MB/Hour</b> Maximum Managed File Transfer Attachment Upload Total Per Hour (in MB).	<input type="text" value="4000"/>
<b>Upsell MFT</b> Whether or not to upsell MFT service if maximum attachment size is exceeded.	* <input checked="" type="radio"/> Off <input type="radio"/> On

Password Management	
<b>Minimum Password Length</b> The minimum number of characters a user can supply when creating or changing their password.	* <input type="text" value="6"/>
<b>Password Expiration</b> The number of days a password can be used before it must be changed. One week before the password expires, the user will be notified in the web interface. If the password expires, the user will be forced to change it before they can access their account.	* <input type="text" value="0"/>
<b>Password History</b> The number of passwords to store in a user's Password History. User's are unable to reuse passwords that are in their password history.	* <input type="text" value="0"/>
<b>Require Number of Password Character Categories</b> Requires characters from the specified number of each of the following four categories: uppercase letters(A-Z), lowercase letters(a-z), numbers(0-9), symbols.	* <input type="text" value="1"/>
<b>Invalid Logon Attempts before Lockout</b> The number of allowed invalid logon attempts before account is locked out. (0 = No Limit)	* <input type="text" value="0"/>
<b>Account Lockout Duration</b> The number of minutes to lock an account after too many invalid logon attempts. (0 = Do Not Lock Account, -1 = Lock Account Indefinitely)	* <input type="text" value="0"/>
<b>Allow Admin to Change Password</b> Allow Administrator to set and modify passwords via the Administration console.	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Enable Password Reset for this User Type</b> This feature will allow Users to select security questions to enable password resetting without using Forgot Password	* <input checked="" type="radio"/> Off <input type="radio"/> On
<b>Enable Password Reset Question Change</b> This feature will allow users to change their password reset questions and answers	* <input checked="" type="radio"/> Off <input type="radio"/> On

## SecureMail 500 Admin

### User Types - SecureMail 500 Admin

Save

Add

Delete

Close

#### General

**User Type Display Name**

Display name for this User Type.

\* SecureMail 500 Admin

**Auto-Register Domain List**

Domains to be auto registered into this User Type.

**Integrator Trust Level**

Allow users to build and configure system.

\* ☒ Off ☐ On

**Administrator Trust Level**

Allow users to manage users, settings and reports.

\* ☐ Off ☒ On

**DataBridge Server Management Trust Level**

Allow users to manage DataBridge workflows, endpoints and modules

\* ☒ Off ☐ On

**Send Plain Text Secure Messages**

Caution: This option will deliver SecureMail messages in plain text to all users in this User Type. This option should only be enabled when the network configuration is trusted and secure. To enable PlainTextDelivery, the PSV PlainTextDeliveryPath must be

☒ Off ☐ On

**Plain Text Messages Delivery Path**

Caution: This option will send SecureMail messages in plain text, should be enabled only when the internal network is trusted and User Type contains only internal users. Set to outbound SMTP mail directory to enable or leave blank to disable plain text del

**Send Account Activation Notice**

When a user is automatically registered by receiving or sending a SecureMail message, a registration notice will be issued. This notice will be sent every time the specified action occurs until the user clicks on the link and creates a password.

Always ▼

**DataBridge Server**

DataBridge Server users will have all delivery methods disabled.

\* ☒ Off ☐ On

**Open Registration Plan Type**

When a user registers for the selected plan type, they will be added to this User Type. Only used when Open Registration is on.

\* None ▼

**DataBridge Server Inbox Access**

DataBridge Server users will have access to the inbox.

\* ☐ Off ☒ On

**Enable RSS Feed**

Allows user to retrieve notification of new messages and tracking via an RSS feed.

☒ Off ☐ Track Sent Only ☐ Inbox Only ☐ Both

**Translator**

Allow users to translate the text in the web interface using the translation module. Caution: User will be able to modify all text on the system for the selected language.

None ▼

**Paid User Type**

Users in this type must pay for access.

\* ☒ Off ☐ On

Account Configuration	
<b>Maximum Recipients/Day</b> Limits abuse and DOS attacks by limiting the number of recipients a given user can send to within a 24 hour time frame. (-1 = Use Default, 0 = No Max)	* <input type="text" value="-1"/>
<b>Maximum Track Sent Disk Space</b> Maximum disk space that can be consumed by messages in Track Sent. (Value in MB)	* <input type="text" value="500"/>
<b>Show CAPTCHA on Password Creation</b> Requires user to enter a CAPTCHA verification during the first time Password Creation process.	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Default Message Expiration</b> The default message expiration selected on the New Message screen in the web interface. Used when no user preference is defined.	* <input type="text" value="1 Month"/> ▼
<b>Maximum Message Expiration</b> Maximum time that a user can select before message expires from the system.	* <input type="text" value="2 Years"/> ▼
<b>Allowed IP Addresses</b> If a list of IP Addresses and/or Ranges is specified, user's will only be successfully authenticated if they are coming from an IP Address in this list (blank = Allow All). Syntax: IPAddress[Subnet Mask],IPAddress2[Subnet Mask],....	<input type="text"/>
<b>Archive Messages</b> All messages will be made accessible to Archive Users with access to this corporate license.	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Archive User</b> Allows access to messages that have been archived using the Archive Messages property for the current corporate license and those defined in the Company Access List via POP3 or the CertifiedMail Adapter Service.	<input checked="" type="radio"/> Off <input type="radio"/> Track Sent Only <input type="radio"/> Inbox Only <input type="radio"/> Both
<b>10-pak User</b> Enables 10-pak capabilities. Users will be able to create and manage 10-paks. Requires enabling Open Registration.	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Edit Welcome Message</b> Use this link to access the form to edit an optional welcome message for this usertype.	<a href="#">Edit Welcome Message</a>
<b>SFTP User</b> Allow user to access email via SFTP.	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Originate EForms v2</b> Allow user to distribute EForms v2 forms.	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>SecureContact.me User</b> Enables SecureContact.me for incoming secure messages	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Workflow User</b> Allow user to send files via Workflow delivery	<input checked="" type="radio"/> Off <input type="radio"/> On

Messaging Functionality		
<b>Send Permissions</b> Allow users to Send a new message to any domain (World) or only domains in the Company Domain List (Company).	*	<input checked="" type="radio"/> World <input type="radio"/> Company <input type="radio"/> Global Address Book <input type="radio"/> No
<b>Reply Permissions</b> Allow users to Reply to a message to the message sender (Sender Only), any domain (World) or only domains in the Company Domain List (Company).	*	<input checked="" type="radio"/> World <input type="radio"/> Company <input type="radio"/> Global Address Book <input type="radio"/> Sender Only <input type="radio"/> No
<b>Forward Permissions</b> Allow users to Forward a message to any domain (World) or only domains in the Company Domain List (Company).	*	<input checked="" type="radio"/> World <input type="radio"/> Company <input type="radio"/> Global Address Book <input type="radio"/> No
<b>Download Messages Permissions</b> Allows users to download their messages	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Read Only Permissions</b> Allow users to only read their messages using the web interface.	*	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Enable Secure POP3 Message Retrieval</b> Allow users to retrieve SecureMail messages via secure POP3. Used only when the CertifiedMail POP3 Service is configured on server.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Enable Relay via CertifiedMail Director</b> Allow users to send SecureMail messages via SMTP (for use with CertifiedMail Director).	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Message Default Delivery Type</b> Allows to set a default message delivery type. For options other than web, messages will be automatically pushed to the user's mail client via a password protected attachment.	*	<input checked="" type="radio"/> Web <input type="radio"/> PDF <input type="radio"/> Zip(EML) <input type="radio"/> Zip(Files) <input type="radio"/> XDR
<b>Maximum Size for Push Messages in MB</b> The maximum size message that will be delivered via push delivery, any message larger will be stored on server and notification will be sent.		<input type="text" value="32"/>
<b>Display Message Delivery Options</b> The selected message delivery options will be displayed in User Preferences enabling the user to select.		<input checked="" type="checkbox"/> Web <input checked="" type="checkbox"/> PDF <input type="checkbox"/> Zip(EML) <input type="checkbox"/> Zip(Files) <input type="checkbox"/> XDR
<b>Enable CertifiedMail Web Service API Integration</b> Enables user's to authenticate and utilize third party application that interfaces with the CertifiedMail Web Service API.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Large Button Message Size in MB</b> The size at which Button Messages will be sent via the LFT Service instead of SMTP, if LFT is enabled for user, in MB.		<input type="text" value="10"/>
<b>Use 2-Way Encryption for PDF Push</b> Automatically store password with 2-way encryption for PDF Push (less secure).	*	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Allow any user to send to this user</b> Allow any sender to send to this user regardless of sender's settings.	*	<input type="radio"/> Off <input checked="" type="radio"/> On

## Send Certified Downloads

<b>Send Certified for Outlook Express 6.0</b> Enable users to download the Send Certified button for Outlook Express 6.	*	<input type="radio"/> Off <input type="radio"/> On <input checked="" type="radio"/> Use Default
<b>Send Certified for Outlook 9x/200x</b> Enable users to download the Send Certified button for Outlook. Compatible with Outlook 98, 2003 and 2007.	*	<input type="radio"/> Off <input type="radio"/> On <input checked="" type="radio"/> Use Default

## Large File Transfer

<b>CertifiedMail Large File Transfer Client Download</b> Enable users to download the CertifiedMail Large File Transfer client application. Users that do not have this option enabled will be unable to use the client application.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Large Message Size</b> Defines a "Large Message" for use by Large Message Expiration.	*	<input type="text" value="30000000"/>
<b>Large Message Expiration</b> Expiration time of "Large Messages". A large message is any message over the "Large Message Size" value.	*	<input type="text" value="14D"/>

## Interface - General

<b>Show Message Tracking Open IP Address</b> Shows the IP address messages were opened from.	*	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Member Center</b> Allow users to access the Member Center.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Track Sent</b> Allow users to access Track Sent. This feature allows for detailed tracking of sent messages.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Sender Initiated PDF Push</b> Allow senders specify PDF Push delivery, optional tracking can be enabled.	*	<input checked="" type="radio"/> Off <input type="radio"/> On <input type="radio"/> Tracked
<b>Track PDF Push</b> Allow users to track PDF Push messages. This feature allows for detailed tracking of messages sent by PDF push with an additional hidden key exchange.	*	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Address Book</b> Allow user to access the SecureMail web Address Book.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Search Tracking Details</b> Allow user to access Search Tracking Details page. This feature allows users to search for tracking information on any message on the system using the message Tracking Number.	*	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>External Address Book Name</b> Name of the external address book defined using the CertifiedMail Data Manager (ex. "Address Book via LDAP")		<input type="text"/>
<b>Context-Sensitive Help</b> Allow user to access Help.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Hide Compose Link</b> Hides the compose link from the member center and menu bar.	*	<input checked="" type="radio"/> Off <input type="radio"/> On

Interface - Create Message	
<b>Heading</b> Override Create New Message Heading. (" = Use Default)	<input type="text"/>
<b>Message Directions</b> The following text appears on Create Message above the message subject field.	<div></div>
<b>Save Draft</b> Allow user to save a draft message. Turning this feature off will hide the Save Draft button.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<b>Message Attachments</b> Allow user to attach files to a new message. Turning this feature off will hide the Attachment button.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<b>Cancel</b> Allow user to cancel a message. Turning this feature off will hide the Cancel button.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<b>Force To: Field Recipient</b> Pre-populate To with email address list (ex. Description>Email;Description>Email...)	<input type="text"/>
<b>CC Field</b> Allow user to supply CC addresses on Create Message. Turning this feature off will hide the CC field.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<b>BCC Field</b> Allow user to supply BCC addresses on Create Message. Turning this feature off will hide the BCC field.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<b>Auto BCC</b> Will automatically append the specified email address to the BCC list. This option is often used for archiving purposes in conjunction with Secure POP3 message retrieval. Senders will be prevented from retracting messages from the Auto BCC account.	<input type="text"/>
<b>Advanced Options</b> Show the Advanced Options section on Create Message.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<b>Hint/Password</b> Allow user to supply a message level Hint/Password. Turning this feature off will hide the Hint/Password section.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<b>Show "Detailed Tracking" Option</b> Enables the message sender to force the recipient to view the message via the web interface (overrides plain text delivery option).	* <input checked="" type="radio"/> Off <input type="radio"/> On <input type="radio"/> Use Default
<b>Show Return Receipt</b> Displays the Return Receipt settings option in User Preferences and on Create Message.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<b>Return Receipt Default Setting</b> Allows to turn the Return Receipt off or on. If the Show Return Receipt is Off, this value will be used.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<b>Show Rich Text Editor</b> Displays the Rich Text Editor option in User Preferences enabling the user to select. Use default will use your default company settings.	* <input type="radio"/> Off <input type="radio"/> On <input checked="" type="radio"/> Use Default
<b>Use Rich Text Editor</b> Allows to turn the Rich Text Editor OFF or ON. Use default will use your default company settings.	* <input type="radio"/> Off <input type="radio"/> On <input checked="" type="radio"/> Use Default
<b>Prevent Recipient Forward Default Setting</b> Default setting for the "Prevent recipient from forwarding..." checkbox in the message's Options.	* <input checked="" type="radio"/> Off <input type="radio"/> On
<b>Prevent Recipient Reply Default Setting</b> Default setting for the "Prevent recipient from replying..." checkbox in the message's Options.	* <input checked="" type="radio"/> Off <input type="radio"/> On
<b>Max MFT File Size MB</b> Maximum Size for Managed File Transfer Attachment (in MB).	<input type="text" value="100"/>
<b>Max MFT Upload MB/Day</b> Maximum Managed File Transfer Attachment Upload Total Per Day (in MB).	<input type="text" value="40000"/>
<b>Max MFT Upload MB/Hour</b> Maximum Managed File Transfer Attachment Upload Total Per Hour (in MB).	<input type="text" value="4000"/>
<b>Upsell MFT</b> Whether or not to upsell MFT service if maximum attachment size is exceeded.	* <input checked="" type="radio"/> Off <input type="radio"/> On


Password Management	
<b>Minimum Password Length</b> The minimum number of characters a user can supply when creating or changing their password.	* <input type="text" value="6"/>
<b>Password Expiration</b> The number of days a password can be used before it must be changed. One week before the password expires, the user will be notified in the web interface. If the password expires, the user will be forced to change it before they can access their account.	* <input type="text" value="0"/>
<b>Password History</b> The number of passwords to store in a user's Password History. User's are unable to reuse passwords that are in their password history.	* <input type="text" value="0"/>
<b>Require Number of Password Character Categories</b> Requires characters from the specified number of each of the following four categories: uppercase letters(A-Z), lowercase letters(a-z), numbers(0-9), symbols.	* <input type="text" value="1"/>
<b>Invalid Logon Attempts before Lockout</b> The number of allowed invalid logon attempts before account is locked out. (0 = No Limit)	* <input type="text" value="0"/>
<b>Account Lockout Duration</b> The number of minutes to lock an account after too many invalid logon attempts. (0 = Do Not Lock Account, -1 = Lock Account Indefinitely)	* <input type="text" value="0"/>
<b>Allow Admin to Change Password</b> Allow Administrator to set and modify passwords via the Administration console.	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Enable Password Reset for this User Type</b> This feature will allow Users to select security questions to enable password resetting without using Forgot Password	* <input checked="" type="radio"/> Off <input type="radio"/> On
<b>Enable Password Reset Question Change</b> This feature will allow users to change their password reset questions and answers	* <input checked="" type="radio"/> Off <input type="radio"/> On

## Integrator

### User Types - Integrator

Save Add Close

Editable ?	General
<input type="checkbox"/>	<b>User Type Display Name</b> Display name for this User Type. * <input type="text" value="Integrator"/>
<input type="checkbox"/>	<b>Auto-Register Domain List</b> Domains to be auto registered into this User Type. <input type="text"/>
	<b>Integrator Trust Level</b> Allow users to build and configure system. * On
<input type="checkbox"/>	<b>Administrator Trust Level</b> Allow users to manage users, settings and reports. * <input type="radio"/> Off <input checked="" type="radio"/> On
	<b>DataBridge Server Management Trust Level</b> Allow users to manage DataBridge workflows, endpoints and modules. * <input checked="" type="radio"/> Off <input type="radio"/> On
<input type="checkbox"/>	<b>Send Plain Text Secure Messages</b> Caution: This option will deliver SecureMail messages in plain text to all users in this User Type. This option should only be enabled when the network configuration is trusted and secure. To enable PlainTextDelivery, the PSV PlainTextDeliveryPath must be <input type="radio"/> Off <input checked="" type="radio"/> On
<input type="checkbox"/>	<b>Plain Text Messages Delivery Path</b> Caution: This option will send SecureMail messages in plain text, should be enabled only when the internal network is trusted and User Type contains only internal users. Set to outbound SMTP mail directory to enable or leave blank to disable plain text del <input type="text" value="C:\ClusterStorage\Volume3\Drop Path\TL"/>
<input type="checkbox"/>	<b>Send Account Activation Notice</b> When a user is automatically registered by receiving or sending a SecureMail message, a registration notice will be issued. This notice will be sent every time the specified action occurs until the user clicks on the link and creates a password. <input type="text" value="Always"/>
	<b>DataBridge Server</b> DataBridge Server users will have all delivery methods disabled. * <input checked="" type="radio"/> Off <input type="radio"/> On
	<b>Open Registration Plan Type</b> When a user registers for the selected plan type, they will be added to this User Type. Only used when Open Registration is on. * <input type="text" value="None"/>
	<b>DataBridge Server Inbox Access</b> DataBridge Server users will have access to the inbox. * <input checked="" type="radio"/> Off <input type="radio"/> On
	<b>Enable RSS Feed</b> Allows user to retrieve notification of new messages and tracking via an RSS feed. <input type="radio"/> Off <input type="radio"/> Track Sent Only <input type="radio"/> Inbox Only <input checked="" type="radio"/> Both
	<b>Translator</b> Allow users to translate the text in the web interface using the translation module. Caution: User will be able to modify all text on the system for the selected language. <input type="text" value="None"/>
	<b>Copy User Type</b> Create this user type for new companies. * <input checked="" type="radio"/> Off <input type="radio"/> On
	<b>Paid User Type</b> Users in this type must pay for access. * <input checked="" type="radio"/> Off <input type="radio"/> On


Editable 	Account Configuration	
<input type="checkbox"/>	<b>Maximum Recipients/Day</b> Limits abuse and DOS attacks by limiting the number of recipients a given user can send to within a 24 hour time frame. (-1 = Use Default, 0 = No Max)	* <input type="text" value="-1"/>
<input type="checkbox"/>	<b>Maximum Track Sent Disk Space</b> Maximum disk space that can be consumed by messages in Track Sent. (Value in MB)	* <input type="text" value="10000"/>
<input type="checkbox"/>	<b>Show CAPTCHA on Password Creation</b> Requires user to enter a CAPTCHA verification during the first time Password Creation process.	<input checked="" type="radio"/> Off <input type="radio"/> On
<input type="checkbox"/>	<b>Default Message Expiration</b> The default message expiration selected on the New Message screen in the web interface. Used when no user preference is defined.	* <input type="text" value="1 Month"/>
<input type="checkbox"/>	<b>Maximum Message Expiration</b> Maximum time that a user can select before message expires from the system.	* <input type="text" value="1 Year"/>
	<b>Allowed IP Addresses</b> If a list of IP Addresses and/or Ranges is specified, user's will only be successfully authenticated if they are coming from an IP Address in this list (blank = Allow All). Syntax: IPAddress[Subnet Mask],IPAddress2[Subnet Mask],...	<input type="text"/>
<input type="checkbox"/>	<b>Archive Messages</b> All messages will be made accessible to Archive Users with access to this corporate license.	<input checked="" type="radio"/> Off <input type="radio"/> On
<input type="checkbox"/>	<b>Archive User</b> Allows access to messages that have been archived using the Archive Messages property for the current corporate license and those defined in the Company Access List via POP3 or the CertifiedMail Adapter Service.	<input checked="" type="radio"/> Off <input type="radio"/> Track Sent Only <input type="radio"/> Inbox Only <input type="radio"/> Both
	<b>10-pak User</b> Enables 10-pak capabilities. Users will be able to create and manage 10-paks. Requires enabling Open Registration.	<input checked="" type="radio"/> Off <input type="radio"/> On
	<b>Edit Welcome Message</b> Use this link to access the form to edit an optional welcome message for this usertype.	<a href="#">Edit Welcome Message</a>
<input type="checkbox"/>	<b>SFTP User</b> Allow user to access email via SFTP.	<input type="radio"/> Off <input checked="" type="radio"/> On
<input type="checkbox"/>	<b>Originate EForms v2</b> Allow user to distribute EForms v2 forms.	<input type="radio"/> Off <input checked="" type="radio"/> On
<input type="checkbox"/>	<b>SecureContact.me User</b> Enables SecureContact.me for incoming secure messages	<input type="radio"/> Off <input checked="" type="radio"/> On
<input type="checkbox"/>	<b>Workflow User</b> Allow user to send files via Workflow delivery	<input checked="" type="radio"/> Off <input type="radio"/> On


Editable ?	Messaging Functionality		
<input type="checkbox"/>	<b>Send Permissions</b> Allow users to Send a new message to any domain (World) or only domains in the Company Domain List (Company).	*	<input checked="" type="radio"/> World <input type="radio"/> Company <input type="radio"/> Global Address Book <input type="radio"/> No
<input type="checkbox"/>	<b>Reply Permissions</b> Allow users to Reply to a message to the message sender (Sender Only), any domain (World) or only domains in the Company Domain List (Company).	*	<input checked="" type="radio"/> World <input type="radio"/> Company <input type="radio"/> Global Address Book <input type="radio"/> Sender Only <input type="radio"/> No
<input type="checkbox"/>	<b>Forward Permissions</b> Allow users to Forward a message to any domain (World) or only domains in the Company Domain List (Company).	*	<input checked="" type="radio"/> World <input type="radio"/> Company <input type="radio"/> Global Address Book <input type="radio"/> No
<input type="checkbox"/>	<b>Download Messages Permissions</b> Allows users to download their messages	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<input type="checkbox"/>	<b>Read Only Permissions</b> Allow users to only read their messages using the web interface.	*	<input checked="" type="radio"/> Off <input type="radio"/> On
<input type="checkbox"/>	<b>Enable Secure POP3 Message Retrieval</b> Allow users to retrieve SecureMail messages via secure POP3. Used only when the CertifiedMail POP3 Service is configured on server.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<input type="checkbox"/>	<b>Enable Relay via CertifiedMail Director</b> Allow users to send SecureMail messages via SMTP (for use with CertifiedMail Director).	*	<input type="radio"/> Off <input checked="" type="radio"/> On
	<b>Message Default Delivery Type</b> Allows to set a default message delivery type. For options other than web, messages will be automatically pushed to the user's mail client via a password protected attachment.	*	<input checked="" type="radio"/> Web <input type="radio"/> PDF <input type="radio"/> Zip(EML) <input type="radio"/> Zip(Files) <input type="radio"/> XDR
	<b>Maximum Size for Push Messages in MB</b> The maximum size message that will be delivered via push delivery, any message larger will be stored on server and notification will be sent.		<input type="text" value="32"/>
	<b>Display Message Delivery Options</b> The selected message delivery options will be displayed in User Preferences enabling the user to select.		<input checked="" type="checkbox"/> Web <input checked="" type="checkbox"/> PDF <input type="checkbox"/> Zip(EML) <input type="checkbox"/> Zip(Files) <input type="checkbox"/> XDR
	<b>Enable CertifiedMail Web Service API Integration</b> Enables user's to authenticate and utilize third party application that interfaces with the CertifiedMail Web Service API.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
	<b>Large Button Message Size in MB</b> The size at which Button Messages will be sent via the LFT Service instead of SMTP, if LFT is enabled for user, in MB.		<input type="text" value="15"/>
	<b>Use 2-Way Encryption for PDF Push</b> Automatically store password with 2-way encryption for PDF Push (less secure).	*	<input checked="" type="radio"/> Off <input type="radio"/> On
	<b>Allow any user to send to this user</b> Allow any sender to send to this user regardless of sender's settings.	*	<input type="radio"/> Off <input checked="" type="radio"/> On

Editable ?	Send Certified Downloads		
<input type="checkbox"/>	<b>Send Certified for Outlook Express 6.0</b> Enable users to download the Send Certified button for Outlook Express 6.	*	<input type="radio"/> Off <input type="radio"/> On <input checked="" type="radio"/> Use Default
<input type="checkbox"/>	<b>Send Certified for Outlook 9x/200x</b> Enable users to download the Send Certified button for Outlook. Compatible with Outlook 98, 2003 and 2007.	*	<input type="radio"/> Off <input type="radio"/> On <input checked="" type="radio"/> Use Default


Editable ?	Large File Transfer		
	<b>CertifiedMail Large File Transfer Client Download</b> Enable users to download the CertifiedMail Large File Transfer client application. Users that do not have this option enabled will be unable to use the client application.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
	<b>Large Message Size</b> Defines a "Large Message" for use by Large Message Expiration.	*	<input type="text" value="50000000"/>
	<b>Large Message Expiration</b> Expiration time of "Large Messages". A large message is any message over the "Large Message Size" value.	*	<input type="text" value="14D"/>

Editable ?	Interface - General		
<input type="checkbox"/>	<b>Show Message Tracking Open IP Address</b> Shows the IP address messages were opened from.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<input type="checkbox"/>	<b>Member Center</b> Allow users to access the Member Center.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<input type="checkbox"/>	<b>Track Sent</b> Allow users to access Track Sent. This feature allows for detailed tracking of sent messages.	*	<input checked="" type="radio"/> On
<input type="checkbox"/>	<b>Sender Initiated PDF Push</b> Allow senders specify PDF Push delivery, optional tracking can be enabled.	*	<input checked="" type="radio"/> Off <input type="radio"/> On <input type="radio"/> Tracked
<input type="checkbox"/>	<b>Track PDF Push</b> Allow users to track PDF Push messages. This feature allows for detailed tracking of messages sent by PDF push with an additional hidden key exchange.	*	<input checked="" type="radio"/> Off <input type="radio"/> On
<input type="checkbox"/>	<b>Address Book</b> Allow user to access the SecureMail web Address Book.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<input type="checkbox"/>	<b>Search Tracking Details</b> Allow user to access Search Tracking Details page. This feature allows users to search for tracking information on any message on the system using the message Tracking Number.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<input type="checkbox"/>	<b>External Address Book Name</b> Name of the external address book defined using the CertifiedMail Data Manager (ex. "Address Book via LDAP")		<input type="text"/>
<input type="checkbox"/>	<b>Context-Sensitive Help</b> Allow user to access Help.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<input type="checkbox"/>	<b>Hide Compose Link</b> Hides the compose link from the member center and menu bar.	*	<input checked="" type="radio"/> Off <input type="radio"/> On

Editable 	Interface - Create Message	
<input type="checkbox"/>	<b>Heading</b> Override Create New Message Heading. (" = Use Default)	<input type="text"/>
<input type="checkbox"/>	<b>Message Directions</b> The following text appears on Create Message above the message subject field.	<input type="text"/>
<input type="checkbox"/>	<b>Save Draft</b> Allow user to save a draft message. Turning this feature off will hide the Save Draft button.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<input type="checkbox"/>	<b>Message Attachments</b> Allow user to attach files to a new message. Turning this feature off will hide the Attachment button.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<input type="checkbox"/>	<b>Cancel</b> Allow user to cancel a message. Turning this feature off will hide the Cancel button.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<input type="checkbox"/>	<b>Force To: Field Recipient</b> Pre-populate To with email address list (ex. Description Email;Description Email...)	<input type="text"/>
<input type="checkbox"/>	<b>CC Field</b> Allow user to supply CC addresses on Create Message. Turning this feature off will hide the CC field.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<input type="checkbox"/>	<b>BCC Field</b> Allow user to supply BCC addresses on Create Message. Turning this feature off will hide the BCC field.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<input type="checkbox"/>	<b>Auto BCC</b> Will automatically append the specified email address to the BCC list. This option is often used for archiving purposes in conjunction with Secure POP3 message retrieval. Senders will be prevented from retracting messages from the Auto BCC account.	<input type="text"/>
<input type="checkbox"/>	<b>Advanced Options</b> Show the Advanced Options section on Create Message.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<input type="checkbox"/>	<b>Hint/Password</b> Allow user to supply a message level Hint/Password. Turning this feature off will hide the Hint/Password section.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<input type="checkbox"/>	<b>Show "Detailed Tracking" Option</b> Enables the message sender to force the recipient to view the message via the web interface (overrides plain text delivery option).	* <input type="radio"/> Off <input checked="" type="radio"/> On <input type="radio"/> Use Default
<input type="checkbox"/>	<b>Show Return Receipt</b> Displays the Return Receipt settings option in User Preferences and on Create Message.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<input type="checkbox"/>	<b>Return Receipt Default Setting</b> Allows to turn the Return Receipt off or on. If the Show Return Receipt is Off, this value will be used.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<input type="checkbox"/>	<b>Show Rich Text Editor</b> Displays the Rich Text Editor option in User Preferences enabling the user to select. Use default will use your default company settings.	* <input type="radio"/> Off <input checked="" type="radio"/> On <input type="radio"/> Use Default
<input type="checkbox"/>	<b>Use Rich Text Editor</b> Allows to turn the Rich Text Editor OFF or ON. Use default will use your default company settings.	* <input type="radio"/> Off <input checked="" type="radio"/> On <input type="radio"/> Use Default
<input type="checkbox"/>	<b>Prevent Recipient Forward Default Setting</b> Default setting for the "Prevent recipient from forwarding..." checkbox in the message's Options.	* <input checked="" type="radio"/> Off <input type="radio"/> On
<input type="checkbox"/>	<b>Prevent Recipient Reply Default Setting</b> Default setting for the "Prevent recipient from replying..." checkbox in the message's Options.	* <input checked="" type="radio"/> Off <input type="radio"/> On
<input type="checkbox"/>	<b>Max MFT File Size MB</b> Maximum Size for Managed File Transfer Attachment (in MB).	<input type="text" value="2048"/>
<input type="checkbox"/>	<b>Max MFT Upload MB/Day</b> Maximum Managed File Transfer Attachment Upload Total Per Day (in MB).	<input type="text" value="40000"/>
<input type="checkbox"/>	<b>Max MFT Upload MB/Hour</b> Maximum Managed File Transfer Attachment Upload Total Per Hour (in MB).	<input type="text" value="4000"/>
<input type="checkbox"/>	<b>Upsell MFT</b> Whether or not to upsell MFT service if maximum attachment size is exceeded.	* <input checked="" type="radio"/> Off <input type="radio"/> On

Editable 	Password Management
<input type="checkbox"/>	<b>Minimum Password Length</b> The minimum number of characters a user can supply when creating or changing their password. * <input type="text" value="6"/>
<input type="checkbox"/>	<b>Password Expiration</b> The number of days a password can be used before it must be changed. One week before the password expires, the user will be notified in the web interface. If the password expires, the user will be forced to change it before they can access their account. * <input type="text" value="0"/>
<input type="checkbox"/>	<b>Password History</b> The number of passwords to store in a user's Password History. User's are unable to reuse passwords that are in their password history. * <input type="text" value="0"/>
<input type="checkbox"/>	<b>Require Number of Password Character Categories</b> Requires characters from the specified number of each of the following four categories: uppercase letters(A-Z), lowercase letters(a-z), numbers(0-9), symbols. * <input type="text" value="1"/>
<input type="checkbox"/>	<b>Invalid Logon Attempts before Lockout</b> The number of allowed invalid logon attempts before account is locked out. (0 = No Limit) * <input type="text" value="6"/>
<input type="checkbox"/>	<b>Account Lockout Duration</b> The number of minutes to lock an account after too many invalid logon attempts. (0 = Do Not Lock Account, -1 = Lock Account Indefinitely) * <input type="text" value="1"/>
<input type="checkbox"/>	<b>Allow Admin to Change Password</b> Allow Administrator to set and modify passwords via the Administration console. <input type="radio"/> Off <input checked="" type="radio"/> On
<input type="checkbox"/>	<b>Enable Password Reset for this User Type</b> This feature will allow Users to select security questions to enable password resetting without using Forgot Password. * <input type="radio"/> Off <input checked="" type="radio"/> On
<input type="checkbox"/>	<b>Enable Password Reset Question Change</b> This feature will allow users to change their password reset questions and answers. * <input checked="" type="radio"/> Off <input type="radio"/> On

## MANAGE USERS

To access the Manage Users page, click the  icon on the Corporate Licenses page.

Note: Integrators have the capability on the Manage Users page to select all users on the system at once from the Select a User Type... drop-down menu.

### Corporate Licenses

4659	Account
	Bond Solutions LLC
	(DataMotion)

[Close](#)

### Manage Users - (Bond Solutions LLC)

Total Licenses: 5 Licenses Used: 2

**Email Address** **Login ID** **First Name** **Last Name** **Created** **Last Notice** **Last Used**

To view users, you must select a user type from the above list. You may also specify an account to narrow the lookup.

- Select a User Type...
Go
- Select a User Type...
  - SecureMail 500
  - SecureMail 500 Admin
  - 
  - All Users
  - All Users on System
  - All CC Users

Bond Solutions LLC
Load User Types
SecureMail 500

Move Users

[Add](#) | [Bulk Import](#) | [Close](#)

## MOVE USERS

If you have subtenant companies whose Parent ID's are the same as the tenant company's ID then the administrator will see an additional set of drop-downs and text fields. These fields are in place for the admins to move users between company's.

**Manage Users - (Bond Solutions LLC)**
Search  in Select a User Type...

Total Licenses: 5 Licenses Used: 3

Email Address	Login ID	First Name	Last Name	Created	Last Notice	Last Login	Sent	Rec.	Used
To view users, you must select a user type from the above list. You may also specify an optional search criteria to narrow the lookup.									
<div> <span>Bond Solutions LLC Child</span> <span>Load User Types</span> <span>SecureMail 500</span> <span>Move Users</span> </div>									

[Add](#) | [Bulk Import](#) | [Close](#)

## ADD USER

### (DataMotion) - Full Account - Add User

User Type: Full User \*

Email Address:  \*

Password:

#### Password Requirements (if entering a password)

- Minimum 6 characters in length.
- Must contain 1 of the following items:
  - Uppercase Letters
  - Lowercase Letters
  - Numbers
  - Symbols

User ID:

Single Sign-On ID:

First Name:

Last Name:

Phone:

Company:

Offers: ☐

Employee ID:

Optional Field:

Account Status: Enabled

Button User? ☐

[Add User](#) [Close](#)

## BULK IMPORT OF USERS

### Bulk User Import

Bulk User Import allows you to easily import many users at one time. The only required field is "Email Address". After a user is successfully added to the system, they will automatically receive a registration email inviting them to the system. If no password was supplied, the user will be prompted to create one. If "Account Status" is not supplied the default is 1 (Enabled).

#### Step 1: Select destination UserType

Full User ▼

#### Step 2: Provide comma-delimited user information below

**Format:** Email Address,UserID,Password,First Name,Last Name,Optional Field 1,Optional Field 2,Account Status,Single-Sign-On

☒ Upload File ☐ Copy/Paste

☐ File Includes Headers

Choose File No file chosen

#### Example:

johndoe@somewhere.com,johnd,123456,John,Doe,11-1111,555-555-5555,1,SOMEWHERE.COM\johnd

janedoe@somewhere.com

jackdoe@somewhere.com,jackd,,Jack,Doe,,,0

#### Step 3: Click the "Import Now" button to add users

Accounts will be created for all users in the list. Registration notifications will be automatically sent to each user individually inviting them to the system.

Import Now Close

## UPDATE USER

### (DataMotion) - Full Account - Update User

User Type:  \*

Email Address:  \*

Password:

#### Password Requirements (if entering a password)

- Minimum 8 characters in length.
- Must contain 4 of the following items:
  - Uppercase Letters
  - Lowercase Letters
  - Numbers
  - Symbols

User ID:

Single Sign-On ID:

First Name:

Last Name:

Phone:

Company:

Offers: ☐

Employee ID:

Optional Field:

Account Status:

Button User? ☐

### Billing Information

#### ▼Account Details

Sent Messages Being Tracked:0	Total Messages Sent:0
Messages in your Inbox:0	Total Messages Received:7
Account Disk Space Limit:1.5 Gb	Disk Space Available:1.5 Gb
Number of Visits:1	
Your Last Visit:6/3/2015 2:38:00 PM (GMT-05:00)	
Member Since:12/6/2004	

[Add Subscription](#)
[User Subscription History](#)
[User Billing History](#)
[Update User](#)
[Close](#)

## DELETE USER

### Manage Users - ((Test 13))

Total Licenses: 5 Licenses Used: 1

Search  in

1	Email Address	Login ID	First Name	Last Name	Created	Last Notice	Last Login	Sent	Rec.	Used
<input type="checkbox"/>	test_1@test13.com	test_1			6/3/2015	6/4/2015 12:05	6/5/2015	0	0	<1 Kb

[Add](#) | 
 [Bulk Import](#) | 
 [Delete](#) | 
 [Close](#)

## SERVER CONFIGURATION

**NOTE:** Only an Integrator can manage Server Configuration.

To access the Server Configuration page, click **Manage system defaults and settings** on the Administration Console page.

### Administration Console

#### ▼Corporate Account Management

Administer your corporate accounts

#### ▼Server Settings

**Manage system defaults and settings**

Product Management Console

Subscription Management Console

Cobrand Management Console

#### ▼Reports

Message tracking report

User logon report

Domain reports by message size, volume, date and summary

User reports by message size, volume, date and summary

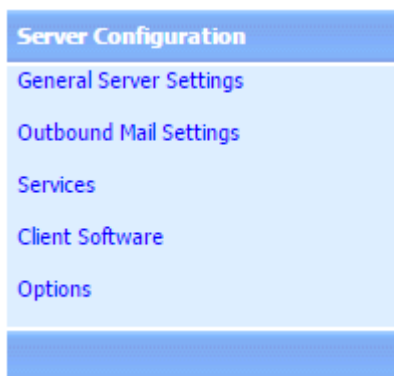
TotalView report

Form Tracking report

System configuration report

Event log viewer

The Server Configuration page is displayed, with a navigation panel on the left that allows you to select the various configuration settings, similar to the following:



## GENERAL SERVER SETTINGS

### Server Configuration - General Server Settings

Save

Close

Web URLs	
<b>Base URL</b> Base corporate website URL (i.e. www.datamotion.com)	* <input type="text"/>
<b>Base SSL URL</b> Base SSL application URL (e.g. ssl.datamotion.com)	* <input type="text"/>
<b>Logout URL</b> The URL to redirect after Logout is selected. Note: Leave this option blank to redirect to the SecureMail Logon page.	<input type="text"/>
<b>Cobrand Image URL Path</b> Relative URL for cobrand images directory.	* <input type="text"/>
<b>Privacy URL</b> Displays a "Privacy" link in the SecureMail web footer (i.e. www.company.com/privacy.html or www.company.com/privacy.html/Custom Name).	<input type="text"/>
<b>Form Handler URL</b> The URL to check for when processing EForms 2.0	<input type="text"/>

File Paths	
<b>Base Mail Path</b> Mail root base directory. (i.e. c:\inetpub\mailroot\l)	* <input type="text"/>
<b>Plain Text Messages Delivery Path</b> This path must be set to the outbound SMTP drop path when enabling Plain Text Delivery at the User Type level.	<input type="text"/>
<b>XDR Delivery Path</b> This path must be set to the outbound SMTP drop path when enabling XDR Delivery at the User Type level.	<input type="text"/>
<b>Maximum Size for Push Messages in MB</b> The maximum size message that will be delivered via push delivery, any message larger will be stored on server and notification will be sent.	<input type="text"/>
<b>Alternate Mail Pickup Path</b> Alternate pickup directory for automated message processing.	<input type="text"/>
<b>Button Files Path</b> Location of Send Certified button files. Used to dynamically build Send Certified installation on download.	<input type="text"/>
<b>Cobrand Image Path</b> Location of cobrand images.	* <input type="text"/>
<b>Multiple Language Support</b> Allow multiple language support. This feature will display the Language drop-downs, the server must be pre-configured with multiple languages before this option is enabled.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<b>Forms Path</b> Directory where Forms templates are stored.	<input type="text"/>
<b>Support Files Path</b> Location of SecureMail support files. (i.e. c:\supportfiles\l)	* <input type="text"/>
<b>Embedded Temporary Directory For Web</b> Temporary directory that is used to store embedded content when converting a message to a PDF with the "Download Message" link.	* <input type="text"/>
<b>DataMotion Direct Agent (DDA) Pickup Path</b> The path where the outgoing email is delivered for Direct processing by the DDA.	<input type="text"/>

Email Addresses	
<b>Send Certified Email</b> Email address button messages will be redirected to for processing.	<input type="text"/>
<b>Delivery Email</b> Email address delivery receipts are sent from.	* <input type="text"/>
<b>Registration Email</b> Email address registration messages are sent to.	<input type="text"/>
<b>Support Email</b> Email address support messages may be sent to.	* <input type="text"/>
<b>Abuse Email</b> Email address abuse inquiries may be sent to.	* <input type="text"/>
<b>Sales Email</b> Email address sales messages may be sent to.	* <input type="text"/>

Event Logging	
<b>CMMesage Log Level</b> Select the detail of message events to log.	* <input type="radio"/> None <input type="radio"/> Errors Only <input checked="" type="radio"/> All Details
<b>CMSystem Log Level</b> Select the detail of system events to log.	* <input type="radio"/> None <input type="radio"/> Errors Only <input checked="" type="radio"/> All Details
<b>CMUser Log Level</b> Select the detail of user events to log.	* <input type="radio"/> None <input type="radio"/> Errors Only <input checked="" type="radio"/> All Details
<b>CMMesage Log Method</b> Log Method for storing message related events.	* <input checked="" type="radio"/> Event Viewer <input type="radio"/> Database <input type="radio"/> File
<b>CMSystem Log Method</b> Log Method for storing system related events.	* <input checked="" type="radio"/> Event Viewer <input type="radio"/> Database <input type="radio"/> File
<b>CMUser Log Method</b> Log Method for storing user related events.	* <input checked="" type="radio"/> Event Viewer <input type="radio"/> Database <input type="radio"/> File
<b>Report User Logons</b> Specify the number of days to retain user logon report data (0 = Disabled).	* <input type="text"/>
<b>Event Viewer Machine Name (Method: Event Viewer)</b> Machine name to write Event Viewer logs. Used when Log Method is Event Viewer. (Blank = localhost)	<input type="text"/>
<b>Data Source (Method: Database)</b> SQL data source connection string. Used when Log Method is Database.	<input type="text"/>
<b>File Cycle (Method: File)</b> Interval for writing events to a new file. Used when Log Method is File.	<input type="radio"/> Unspecified <input type="radio"/> Daily <input type="radio"/> Weekly <input checked="" type="radio"/> Monthly <input type="radio"/> Unlimited
<b>CMMesage File Path (Method: File)</b> Directory to write message log files. Used when Log Method is File.	<input type="text"/>
<b>CMSystem File Path (Method: File)</b> Directory to write system log files. Used when Log Method is File.	<input type="text"/>
<b>CMUser File Path (Method: File)</b> Directory to write user log files. Used when Log Method is File.	<input type="text"/>

Open Registration	
<b>Open Registration</b> Enable the registration process allowing anyone to sign-up for an account on the SecureMail Server.	* <input type="radio"/> Off <input checked="" type="radio"/> On <input type="radio"/> Quick
<b>Verify Registration Email</b> Do chat verification of email address during registration. Used when Open Registration is On.	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Quick Registration - Description</b> Used when Open Registration is Quick.	<input type="text"/>
<b>Quick Registration - Description</b> Require UserID during registration. Used when Open Registration is Quick.	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Real-Time Credit Card Processing</b> Enable real time credit card processing. Used when Open Registration is On. (Requires POS Partners Software)	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Show EULA during Create Password</b> Requires user to accept the EULA during password creation.	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Use DJUploader to handle larger uploads</b> Use DJUploader to handle File Uploads instead of IIS method.	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Payment Gateway API Login</b> Login to be used on payment gateway API calls. Used when Real-Time CC Processing is On. Restart IIS after change.	<input type="text"/>
<b>Payment Gateway Transaction Key</b> Transaction Key to be used on payment gateway API calls. Used when Real-Time CC Processing is On. Restart IIS after change.	<input type="text"/>
<b>Payment Gateway Silent Post Secret</b> Used to hash Silent Post data from Authorize.net. Used when Real-Time CC Processing is On.	<input type="text"/>
<b>Payment Gateway Webservice URL</b> Webservice URL for payment gateway. Used when Real-Time CC Processing is On. Restart IIS after change.	<input type="text"/>
<b>Payment Gateway AIM URL</b> AIM URL for payment gateway. Used when Real-Time CC Processing is On.	<input type="text"/>
<b>Send user receipt using Authorize.net</b> Used when Real-Time CC Processing is On. Only applies when receipts are off by default at Authorize.net.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<b>Allow users with missing payments to log in</b> Used when Real-Time CC Processing is On.	* <input checked="" type="radio"/> Off <input type="radio"/> On
<b>Send Authorize.net requests in test mode</b> Used when Real-Time CC Processing is On.	* <input checked="" type="radio"/> Off <input type="radio"/> On
<b>Verify SecureContact Registrant</b> Use a verification email to validate new SecureContact registrants.	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Jamcracker userid</b> Userid used by Jamcracker to make requests into SecureMail	<input type="text"/>
<b>Jamcracker password</b> Password used by Jamcracker to make requests into SecureMail	<input type="text"/>
<b>Text used when building Jamcracker SSO link</b>	<input type="text"/>

## Licenses

### Total Licenses

The server's maximum number of User Licenses. Total User Licenses include any individuals in any UserType that have an account on the SecureMail server. This value is controlled by your Server License.

10000000

### Full Licenses

The server's maximum number of Full User Licenses. Full User Licenses are individuals that are registered in a UserType with permissions to send CertifiedMail to the World. This value is controlled by your Server License.

10000000

### Registration Code

## Front-End Website

This section is only used for the CertifiedMail.com front-end website.

### Content Insertion String

String contained in template.htm where content is to be inserted.

### Fake Directory Name

Directory name replaced by URL Replacer.

### Content Root Path

Physical path to the content web root directory.

### Template File Path

Physical path where Template is stored.

### Template Images URL

URL That is used to link images to the Template (must include domain).

## WebApi

This section is used to configure and access the DataMotion Web APIs

### Provisioning Token

This is the base64 encoded token provided by the provisioning service.

### Acceptable Login Time Variance

This controls the allowed time difference between server time and the time provided as part of GetSessionKey. The value is in seconds and must be between 5 and 3600.

\*

### Gateway API Encryption Key

This value is autogenerated. Do not update unless you are positive of your intent and the repercussions.

## OUTBOUND MAIL SETTINGS

### Server Configuration - Outbound Mail Settings

Save

Close

#### General

<b>Send Method</b> Mechanism to use for sending messages.	*	<input checked="" type="radio"/> File Drop <input type="radio"/> Send Using Port
<b>Server</b> Name (DNS) or IP address of the machine hosting the mail service through which messages are to be sent. Used when Send Method is Send Using Port.		<input type="text" value="localhost"/>
<b>Use HTML Formatted Notifications</b> All messages sent from the DataMotion server will be formatted using HTML tags as opposed to plain text. Enabling this feature may reduce compatibility with recipients mail clients.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Recipient Header Format</b> Specifies the format used to specify recipients when delivering plain-text messages.		<input type="radio"/> Display Fields <input checked="" type="radio"/> X-RCPT (CMPM) <input type="radio"/> X-RECEIVER (MSSMTP)
<b>HTML Notification Template Location</b> Location of HTML template file. Used when Use HTML Formatted Notifications is On.		<input type="text"/>
<b>Notification Tracking</b> SendMail service will resolve the MX record for each recipient and test if message can be sent before sending. Enabling this feature will reduce performance.		<input checked="" type="radio"/> Off <input type="radio"/> On
<b>DNS Server for Notification Tracking</b> DNS Server used to validate recipients email address. Used when Notification Tracking is On.		<input type="text"/>
<b>Direct Mode</b> Indicates whether or not the system is working with an installed DataMotion Direct Agent.	*	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>DataMotion Direct Agent (DDA) API URI</b> The URI for the DDA API.		<input type="text"/>

#### Send Using Port Settings

Use these options when "Send Using Port" is the selected Send Method.

<b>Port Number</b> Port used for sending messages.	<input type="text" value="25"/>
<b>Use SSL</b> Use Secure Sockets Layer (SSL) when sending messages to an SMTP port.	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Connection Timeout</b> Number of seconds to wait to established communication with an SMTP port.	<input type="text" value="30"/>
<b>Authentication Type</b> Authentication mechanism required to send messages to an SMTP port.	<input checked="" type="radio"/> Anonymous <input type="radio"/> Basic <input type="radio"/> NTLM
<b>User Name (Authentication Type: Basic)</b> Username for authenticating to an SMTP server. Used when Authentication Type is Basic.	<input type="text"/>
<b>Password (Authentication Type: Basic)</b> Password for authenticating to an SMTP server. Used when Authentication Type is Basic.	<input type="text"/>

## SERVICES

### Server Configuration - Services

Save

Close

#### CertifiedMail Collector

Processes inbound messages from Send Certified button, internal mail server and automation systems.

<b>Number of Threads</b> Maximum number of simultaneous Collector threads.	*	<input type="text"/>
<b>Remove Body Section - Begin</b> Tag to begin data strip from message body. Leave blank to disable. (MM: StartOfEnvelope)		<input type="text"/>
<b>Remove Body Section - End</b> Tag to end data strip from message body. If omitted will strip to end of file. (MM: EndOfEnvelope)		<input type="text"/>
<b>Use X-Sender value if no valid From is present.</b> If there is no From address, use X-Sender as From. NOTE: this is not RFC-compliant behavior.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Use X-Sender before From.</b> Use X-Sender if available and fallback on From for account provisioning and badmail notifications.	*	<input checked="" type="radio"/> Off <input type="radio"/> On

#### CertifiedMail Messaging

Processes messages in "Initializing" state, creates recipient user accounts and generates notification and system email messages.

<b>Number of Threads</b> Maximum number of simultaneous Messaging threads.	*	<input type="text"/>
<b>Skip Sleep Timers</b> Skip sleep timers if there are more messages queued.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Skip Message Actions Timers</b> Skip the message actions timer when processing new messages and generate the output directly.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Pass Plain Text Messages to SendMail</b> Recommended when the Messaging service is running in the DMZ.	*	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Embedded Temporary Directory For Messaging Service</b> Temporary directory that is used to store embedded content when converting a message to a PDF with the Messaging Service.	*	<input type="text"/>

## CertifiedMail SendMail

Sends outbound email including notifications, delivery receipts and forgot password messages.

<b>Use Send Mail</b> Use Send Mail to send messages.	*	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Number of Threads</b> Maximum number of simultaneous Send Mail threads.	*	<input type="text"/>

## CertifiedMail POP3

Optional service enables retrieval of CertifiedMail messages via secure POP3.

<b>Port</b> POP3 Port (i.e. 995 Secure, 110 Non-Secure).	<input type="text"/>
<b>Override Subject</b> Subject for POP3 downloaded messages. Use %Subject% to include the original message subject.	<input type="text"/>
<b>Bind a Specific IP Address</b> IP address POP3 server will respond to (leave blank for Any).	<input type="text"/>
<b>Certificate Name</b> Name of the Certificate to use for Secure POP3.	<input type="text"/>
<b>Certificate Store Location</b> Location of Certificate Store for Secure POP3.	Local Machine ▼
<b>Certificate Store Name</b> Name of Certificate Store.	My ▼

## Notification Variables

Common values found in notifications sent to users.

<b>Name of the company notifications are from. (DataMotion)</b> Company name used when sending various notifications.	*	<input type="text"/>
<b>Company name to use for copyright. (DataMotion, Inc.)</b> Copyright name to be used when sending various notifications.	*	<input type="text"/>

## CLIENT SOFTWARE

### Server Configuration - Client Software

Save

Close

#### Microsoft Outlook

##### Show Download

Enable users to download the Send Certified button for Outlook. Compatible with Outlook 2007 and 2003.

☐ Off ☒ On

##### Show Expiration

Show message expiration dialog in SendCertified Button

☐ Off ☒ On

##### URL to SecureMail Logon

##### Button Mode

Corporate: Uses the identity from Outlook for the sender. Registered: Uses embedded registration info to identify the sender. Tag Only: Adds a word to the subject allowing a content filter to securely deliver the message to the SecureMail server.

☒ Corporate ☐ Registered ☐ Tag Only

##### Encryption Mode

Server Side: Requires a secure path because messages travel over internal network in the clear and are encrypted at the SecureMail server. Client Side: Message is encrypted at the client and routed to the SecureMail server.

☐ Server Side Encryption ☒ Client Side Encryption

##### Subject Tag

For use with the "Tag Only" button mode. Defines a tag that will be pre-pended to the message subject when the Send Certified button is clicked.

##### OEM Mode

Sets the OEM mode for the Send Certified button. For full branding, a customized SendCMv4.msi must be deployed to the &lt;ButtonFilePath>\CMv4\ directory on the Web tier.

#### Outlook Express

##### Show Download

Enable users to download the Send Certified button for Outlook Express 6.

☒ Off ☐ On

##### POP3 Server (Receive Certified)

POP3 Server to retrieve SecureMail messages.

##### SMTP Server (Send Certified)

SMTP Server to send SecureMail messages.

## OPTIONS

### Server Configuration - Options

Save

Close

#### Users

##### Verify Recipients

Require recipients to retrieve and click on a verification email before they can view a SecureMail message.

☒ Off ☐ On

##### Custom User Field (Admin Console)

Miscellaneous field for storing additional user information in the Admin Console. (i.e. Employee ID, Account Number, Etc.)

##### Custom User Field 2 (Admin Console)

Miscellaneous field for storing additional user information in the Admin Console. (i.e. Employee ID, Account Number, Etc.)

##### Login Disclaimer

Displays a disclaimer on the login page for all users.

Messages	
<b>Show Require Detailed Tracking Option</b> Enables the message sender to force the recipient to view the message via the web interface (overrides plain text delivery option).	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Show Tracking Number</b> Show message tracking number when viewing a message.	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Tracking Number Offset</b> Offset by which to increment tracking numbers. Changing this option will modify existing tracking numbers.	* <input type="text" value="0"/>
<b>Message Disclaimer</b> Displays a message disclaimer under the body when the message is viewed via the web interface. Changing this disclaimer will change the disclaimer for all messages.	<input type="text"/>
<b>Override Plain Text Message Subject</b> PlainText Message Subject. Used when PlainText Delivery is enabled for a User Type. Use %%Subject%% to include the original message subject.	<input type="text"/>
<b>Trash Expiration Days</b> Number of days to keep a message in trash before moving it to the user's recovery folder. Note: The message expiration date takes precedence over the trash expire date.	<input type="text"/>
<b>Deleted Trash Expiration Days</b> Number of days to keep a message in Recover Deleted Items from Trash before removing it from the user's account. Note: The message expiration date takes precedence over the recover expire date.	<input type="text"/>
<b>XSS Valid Tag RegEx 2</b> Regular Expression executed on output of XSS Valid Tag RegEx. Used to protect against XSS attacks by identifying valid HTML tags. Use %ValidTags% to reference the XSS Valid Tags field in the regex.	<input type="text"/>
<b>XSS Valid Tag RegEx</b> Regular Expression used to protect against XSS attacks by identifying valid HTML tags. Use %ValidTags% to reference the XSS Valid Tags field in the regex.	<input type="text"/>
<b>Use Xss Protection on Message Text Body</b> Use Microsoft XSS Sanitizer to sanitize message text body.	* <input type="radio"/> Off <input checked="" type="radio"/> On
<b>XSS Valid Tag List</b> Used in the XSS Valid Tag RegEx to identify valid HTML tags.	<input type="text"/>
<b>XSS Valid Tag Replace</b> Replace pattern used to allow valid HTML formatting tags in message.	<input type="text"/>
<b>XSS Valid Tag Replace 2</b> Replace pattern used for XSS Valid Tag RegEx 2. Used to allow valid HTML formatting tags in message.	<input type="text"/>
<b>XSS Valid Replacement</b> Does a one-to-one string replacement to allow valid formatting characters. (i.e. OldValue NewValue,OldValue2 NewValue2,...)	<input type="text"/>
<b>Inline Image RegEx</b> Regular Expression used to match inline images and remove them during Forward and Reply actions in the Web Interface.	<input type="text"/>
<b>Inline Image Replacement</b> Leaving this replacement blank, will remove inline image tags during Forward and Reply actions.	<input type="text"/>
<b>Force Advanced Search</b> Number of messages in Inbox or Track Sent before Advanced Search is required to display results. Set to -1 to disable.	<input type="text" value="-1"/>
<b>Show Advanced Search</b> Show Advanced Search option on Inbox and Track Sent. Advanced Search allows users to specify multiple search criteria to narrow their lookup.	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Journal Mask</b> The journal logs message details as subject-%%Subject%%, date it was read or expired-%%Date%%, read or expired without being read-%%ReadOrExp%%, recipient's email-%%RcptEmail%% as a delimited string.	<input type="text"/>
<b>XML Correction</b> Search and replace values in forms XML. Search and replace values must be either ascii code starting with # or text, both separated by   with multiple values separated by commas.	<input type="text"/>
<b>Journal File Path</b> Enable journaling by entering the UNC or Local file path including filename. Leaving this blank will disable journaling.	<input type="text"/>

Attachments		
<b>Compress Attachments</b> Transparently compresses file attachments to decrease database size.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Use IE Friendly Attachment Links</b> Changes querystring link to directory-like syntax, reducing double-download issues in Internet Explorer. When this option is On, externally blocked file types will not be downloadable.		<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Attachment Disclaimer</b> Displays a disclaimer above the attachment list when the message contains file attachments and is viewed via the web interface. Changing this disclaimer will change the disclaimer for all messages.		<div></div>
<b>Attachment Storage Location</b> The location to store file attachments. Normal usage: Select "All Files in Database". When storing very large files: Select "Only Large Files in File System". When using MSDE or when Database size is restricted: Select "All Files in File System".	*	<input type="radio"/> All Files in Database <input checked="" type="radio"/> Only Large Files in File System <input type="radio"/> All Files in File System
<b>Throttle Uploads</b> Throttle attachment uploads and use configured ceilings for company and user.		<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Size of a Large File (in MB)</b> The size (in MB) that is considered a large file for the Only Large Files In FileSystem option.		<div></div>
<b>Attach Directory (For File System Storage)</b> When storing attachments in the File System an Attachment Directory must be supplied. This directory must be a UNC path accessible by both the Web Server and the Server running the CertifiedMail Messaging Service.		<div></div>
<b>Anonymous Downloads Per Day</b> The number of times to serve a normal LFA per day	*	<div></div>

Security		
<b>Force SSL</b> Force SSL redirection to ensure secure session. When using an SSL Accelerator, block port 80 to the DataMotion website.	*	<input type="radio"/> Off <input type="radio"/> On <input checked="" type="radio"/> SSL Accelerator
<b>Encrypt Attachments in Database</b> Transparently encrypts file attachments before writing to database.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Encrypt Message Body in Database</b> Transparently encrypts message body before writing to database.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Web Session Timeout</b> Allowed minutes of inactivity before session is automatically terminated.	*	<div></div>
<b>Maximum Recipients/Day</b> Limits abuse and DOS attacks by limiting the number of recipients a given user can send to within a 24 hour time frame.	*	<div></div>
<b>IP Address of Internal Web Servers</b> Comma-delimited list of IP Addresses. Used with SSO Directory Access to ensure user is authenticating via the inward facing web servers.		<div></div>

Announcement Banner	
<b>Use announcement banner</b> Uses an announcement banner on the logon page	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Announcement banner header</b> The announcement banner header	<div>&lt;b&gt;IMPORTANT MAINTENANCE NOTICE</div>
<b>Announcement banner text</b> The announcement banner text	<div>&lt;b&gt;DataMotion will be performing a system</div>

## COBRAND MANAGEMENT CONSOLE

To access the Cobrand Console, click the Cobrand Management Console link on the Administration Console page.

### Administration Console

#### ▼Corporate Account Management

[Administer your corporate accounts](#)

#### ▼Server Settings

[Manage system defaults and settings](#)

[Product Management Console](#)

[Subscription Management Console](#)

[Cobrand Management Console](#)

#### ▼Reports

[Message tracking report](#)

[User logon report](#)

[Domain reports by message size, volume, date and summary](#)

[User reports by message size, volume, date and summary](#)

[TotalView report](#)

[Form Tracking report](#)

[System configuration report](#)

[Event log viewer](#)

The Cobrand Console is displayed. It is fully documented in the *DataMotion SecureMail Administration Guide*.

**Cobrand Console**

▼1. Cobrand Information

CBName: <Default> DataMotion Inc. (To Edit an existing cobrand, simply select it from this list)

Company Name: DataMotion Inc.

Default URL: http://www.datamotion.com

Cobrand Color: E37222

Top HTML (Optional):

```
<div id="brand_header">
<div id="brand_logo"></div>
</div>
```

Loaded Image (Optional): /img/cobrand/dm2.png Clear Image

Allow users to stay signed in: ☐

Filter Messages: ☐

▼Select Image

Choose File No file chosen

▼2. Save/Apply

Save

▼Quick View

Quick View

▼Safe Delete

Delete Cobrand

## 5

## Administrator Functions

An Administrator is granted a subset of permissions and privileges on the system, which are less than an Integrator. These Administrator functions are shown in this section.

### ADMIN CONSOLE

#### Administration Console

##### ▼Corporate Account Management

[Administer your corporate accounts.](#)

##### ▼Company Settings

[Cobrand Management Console](#)

##### ▼Reports

[Message tracking report](#)

[User logon report](#)

[User reports by message size, volume, date and summary](#)

[TotalView report](#)

[Form Tracking report](#)

## ADMINISTER CORPORATE ACCOUNTS: CORPORATE LICENSES

The Corporate Licenses page contains all of companies that an Administrator is able to see on the system. Depending on their hierarchy level they may be able to see all of the companies or only a few of the companies.

### Corporate Licenses

4659	Account
	Bond Solutions LLC
	(DataMotion)

[Close](#)

## MANAGE USERS

### Manage Users - (Bond Solutions LLC)

Total Licenses: 5 Licenses Used: 2

Search  in Select a User Type... Go

Email Address	Login ID	First Name	Last Name	Created	Last Notice	Last	Used
To view users, you must select a user type from the above list. You may also specify an narrow the lookup.							

Select a User Type...  
 Select a User Type...  
 SecureMail 500  
 SecureMail 500 Admin  
 -----  
 All Users

[Add](#) | [Bulk Import](#) | [Close](#)

## MOVE USERS

If you have subtenant companies whose Parent ID's are the same as the tenant company's ID then the administrator will see an additional set of drop-downs and text fields. These fields are in place for the admins to move users between company's.

**Manage Users - (Bond Solutions LLC)**
Search  in Select a User Type...

Total Licenses: 5 Licenses Used: 3

Email Address	Login ID	First Name	Last Name	Created	Last Notice	Last Login	Sent	Rec.	Used
To view users, you must select a user type from the above list. You may also specify an optional search criteria to narrow the lookup.									
<div> Bond Solutions LLC Child Load User Types SecureMail 500 Move Users </div>									
<a href="#">Add</a>   <a href="#">Bulk Import</a>   <a href="#">Close</a>									

## ADD USER

### (DataMotion) - Full Account - Add User

User Type: Full User \*

Email Address:  \*

Password:

#### Password Requirements (if entering a password)

- Minimum 6 characters in length.
- Must contain 1 of the following items:
  - Uppercase Letters
  - Lowercase Letters
  - Numbers
  - Symbols

User ID:

Single Sign-On ID:

First Name:

Last Name:

Phone:

Company:

Offers: ☐

Employee ID:

Optional Field:

Account Status: Enabled

Button User? ☐

[Add User](#) [Close](#)

## BULK IMPORT OF USERS

### Bulk User Import

Bulk User Import allows you to easily import many users at one time. The only required field is "Email Address". After a user is successfully added to the system, they will automatically receive a registration email inviting them to the system. If no password was supplied, the user will be prompted to create one. If "Account Status" is not supplied the default is 1 (Enabled).

#### Step 1: Select destination UserType

Full User ▼

#### Step 2: Provide comma-delimited user information below

**Format:** Email Address,UserID,Password,First Name,Last Name,Optional Field 1,Optional Field 2,Account Status,Single-Sign-On

☒ Upload File ☐ Copy/Paste

☐ File Includes Headers

Choose File No file chosen

#### Example:

johndoe@somewhere.com,johnd,123456,John,Doe,11-1111,555-555-5555,1,SOMEWHERE.COM\johnd

janedoe@somewhere.com

jackdoe@somewhere.com,jackd,,Jack,Doe,,,0

#### Step 3: Click the "Import Now" button to add users

Accounts will be created for all users in the list. Registration notifications will be automatically sent to each user individually inviting them to the system.

Import Now

Close

## UPDATE USER

### (DataMotion) - Full Account - Update User

User Type:  \*

Email Address:  \*

Password:

#### Password Requirements (if entering a password)

- Minimum 8 characters in length.
- Must contain 4 of the following items:
  - Uppercase Letters
  - Lowercase Letters
  - Numbers
  - Symbols

User ID:

Single Sign-On ID:

First Name:

Last Name:

Phone:

Company:

Offers: ☐

Employee ID:

Optional Field:

Account Status:

Button User? ☐

### Billing Information

#### ▼Account Details

Sent Messages Being Tracked:0	Total Messages Sent:0
Messages in your Inbox:0	Total Messages Received:7
Account Disk Space Limit:1.5 Gb	Disk Space Available:1.5 Gb
Number of Visits:1	
Your Last Visit:6/3/2015 2:38:00 PM (GMT-05:00)	
Member Since:12/6/2004	

[Add Subscription](#)
[User Subscription History](#)
[User Billing History](#)
[Update User](#)
[Close](#)

## DELETE USER

### Manage Users - ((Test 13))

Total Licenses: 5 Licenses Used: 1


Search  in

1	Email Address	Login ID	First Name	Last Name	Created	Last Notice	Last Login	Sent	Rec.	Used
<input type="checkbox"/>	test_1@test13.com	test_1			6/3/2015	6/4/2015 12:05	6/5/2015	0	0	<1 Kb

[Add](#) | 
 [Bulk Import](#) | 
 [Delete](#) | 
 [Close](#)

## COMPANY CONFIGURATION FOR ADMINISTRATORS OF SUBTENANTS

An Admin of any company that has a local installation will be able to view and modify various sections of a company's information within the Administrative Tools if a company Integrator has enabled them for editing. To reach these settings perform the following steps:

1. From the **Member Center** page, click the **Administrative Tools** link.
2. Click the **Administer your corporate accounts** link.
3. Click the  icon.

When the page opens the Company Configuration will be displayed containing the configurable settings.

**NOTE:** These settings must be enabled by an integrator for an admin to view and edit within the company.

### Company Information Settings

The Company Information page will contain all of the information about the company on the system. Most of the information on this screen is simple contact related information, with the exception of the **General** section, and the **Licenses** section.

The **General** section shown in the [Company Information Settings](#) image below, contains information regarding the name of the company in the system as well as the cobrand to be displayed for the web portal. The Licenses section (also shown in the [Company Information Settings](#) image), contains the User License count which determines the number of users the company can have, as well as the Start Date and End Date of the company which is used to determine when the company will expire.

**NOTE:** If it is known that a company is going to continue using the DataMotion SecureMail service, it is recommended that the End Date be updated accordingly.

The Company Information of sub tenant companies below the administrator's company can also be viewed and controlled in the same fashion.

## Company Information Settings

### Your Organization

#### Company Configuration - Company Information

Save Close

General	
Company Name	* <input type="text" value="Your Organization"/>
Cobrand <small>Default company cobrand to use for the web interface look and feel.</small>	<input type="text" value="8224"/>

Licenses	
User Licenses <small>Number of licenses allowed for this company account.</small>	* <input type="text" value="10"/>
Start Date	* <input type="text" value="8/3/2015"/>
End Date	* <input type="text" value="8/3/2020"/>

Administrator Contact Information	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

Technical Contact Information	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

Company Information	
Address	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Country	<input type="text"/>
Uri	<input type="text"/>

Additional Information	
Comments	<input type="text"/>
Sales Representative	<input type="text"/>

## Company Properties

These settings control a large majority of the functions that are available on the SecureMail platform. The settings that are present on this page are broken down into number of fields that control different parts of the platform. All of the screens shown in the following sections have been broken down to show the various settings in correspondence to specific functions for easier viewing.

Please note that any changes made to Company Properties must be saved using the Save button.

### Your Organization

#### Company Configuration - Company Properties



#### General Settings

Settings controlled under this section pertain to high level information for the system. The settings have accurate descriptions present on the page already, but are listed in this section in order to provide extra information for specific settings. Settings that do not require any additional

- n **Parent Company ID:** Only an administrator of the parent company can edit this field. It is grayed out to symbolize this fact.
- n **Company Domain List**
- n **Automatically Create Sender Accounts**
- n **Trial End Date:** This field cannot be edited by anyone other than an integrator
- n **Trial Start Date:** This field cannot be edited by anyone other than an integrator.
- n **Time Zone:** The drop-down contains a list of options that can be selected from the Greenwich Mean Time
- n **Global Address Book**
- n **Company Title**
- n **Date Time Format:** The drop-down contains options for date-time formats used around the world.
- n **XDR Service URL**

## General Settings

General	
<b>Parent Company ID</b> The ID of the parent company.	<input type="text"/>
<b>Company Domain List</b> Comma delimited list of domains used by company for sending via SecureMail.	<input type="text"/>
<b>Automatically Create Sender Accounts</b> Automatically create senders account when receiving their first secure email.	* <input checked="" type="radio"/> Off <input type="radio"/> On <input type="radio"/> Off Send Safe TLS
<b>Trial End Date</b>	<input type="text" value="8/3/2015"/>
<b>Trial Start Date</b>	<input type="text" value="8/3/2015"/>
<b>Time Zone</b> The Time Zone to display times in the web and notification messages.	(GMT-12:00) International Date Line West ▼
<b>Global Address Book</b> The web address book will show registered users from the companies selected that the user has permission to send to. If no companies are selected, the personal address book will be shown, allowing users to add their own contacts.	<a href="#">Edit Company List</a>
<b>Company Title</b> The name of the company field displayed in the Admin Console and Global Address Book.	<input type="text" value="Your Organization"/>
<b>Date Time Format</b> The date and time format to use in the web and notification messages.	M/d/yyyy 12:00:00 AM/PM ▼
<b>XDR Service URL</b> The URL for an XDR SOAP service to which messages delivered with the XDR push option should be sent.	<input type="text"/>

## Create Message – Interface Settings

There is only a single setting under this section, which overall has minimal effect on the system on its own. As stated in the setting description below, configuration of the **Allow Sender Initiated PDF Push** is controlled by User Type, however only system Integrators or Default Company Administrators can access these settings. Whomever holds those positions within the company must be contacted in order to properly configure this setting for users.

## Interface – Create Message Setting

Interface - Create Message	
<b>Allow Sender Initiated PDF Push</b> Allows Sender initiated PDF Push for the users of this company. The actual configuration is by UserType.	* <input checked="" type="radio"/> Off <input type="radio"/> On

## Message Settings

All notification emails sent out by the company can be customized using the settings in this section. The way that the notifications are formatted for either Text or HTML, the company name sent in the title, and the support email within the notification can be changed as desired. Refer to the image below for descriptions of the settings as they appear on the web portal.

## Message Settings

Messages	
<b>Message Disclaimer</b> Displays a message disclaimer under the body when the message is viewed via the web interface. Changing this disclaimer will change the disclaimer for all messages. If blank, uses server configuration as default.	<input type="text"/>
<b>Override Safe TLS Message Subject</b> Use %Subject% to include the original message subject. If blank, uses server configuration as default. Used when Safe TLS Delivery is enabled.	<input type="text"/>
<b>Use HTML Formatted Notifications</b> All messages sent from the SecureMail server will be formatted using HTML tags as opposed to plain text. Enabling this feature may reduce compatibility with recipients mail clients.	<input type="radio"/> HTML <input type="radio"/> Text <input checked="" type="radio"/> Use Default
<b>Notice Company Name</b> The Company Name that should appear in notification messages sent from users of this company.	<input type="text"/>
<b>Notice Support Email</b> The Support Email Address that should appear in notification messages sent from users of this company.	<input type="text"/>

## Attachment Settings

There is only a single attachment setting that can be

Attachments	
<b>Attachment Disclaimer</b> Displays a disclaimer above the attachment list when the message contains file attachments and is viewed via the web interface. Changing this disclaimer will change the disclaimer for all messages. If blank, uses server configuration as default.	<input type="text"/>

## Directory Services (Search)

The Directory Services section allows for single sign-on integration using external user directory stores. The following configurations are only used when the Directory Services Path is configured. Before changing any of these values, IIS must be configured properly. Contact SecureMail for assistance.

### Directory Entry Path

To enable single sign-on (SSO), specify the directory service path (i.e. LDAP://, WINNT://, NDS://). Note: IIS Authentication will need to be configured properly to support SSO integration. If blank, uses normal CMS authentication.

### Authentication Type

Select the Directory Services Authentication Type. Used only when Directory Entry Path is supplied.

\* 

### Directory User Name

The User Name of a user on the directory that has read access to the properties listed below for all user accounts.

### Directory Password

The password of a user on the directory that has read access to the properties listed below for all user accounts.

### UserID Directory Filter

LDAP Filter parameter for narrowing the user lookup based on the User Name passed by the authentication scheme. Used only when Directory Entry Path is supplied.

### Email Directory Filter

LDAP Filter parameter for narrowing the user lookup based on the Email Address passed by the authentication scheme. Used only when Directory Entry Path is supplied.

### Guid Property

The property value to query for the users Guid. Used only when Directory Entry Path is supplied.

### Email Property

The property value to query for the user's email address. Used only when Directory Entry Path is supplied.

### First Name Property

The property value to query for the user's first name. Used only when Directory Entry Path is supplied.

### Last Name Property

The property value to query for the user's last name. Used only when Directory Entry Path is supplied.

### DN Property

The property value to query for the Distinguished Name. Used only when Directory Entry Path is supplied.

### UserID Property

The property value to query for the UserID. Used only when Directory Entry Path is supplied.

### Directory Services (Bind)

The Directory Services section allows for single sign-on integration using external user directory stores. The following configurations are only used when the Directory Services Path is configured. Before changing any of these values, IIS must be configured properly. Contact SecureMail for assistance.

<b>Directory Entry Path</b> To enable single sign-on (SSO), specify the directory service path (i.e. LDAP://, WINNT://, NDS://). Note: IIS Authentication will need to be configured properly to support SSO integration. If blank, uses normal CMS authentication.		<input type="text"/>
<b>Authentication Type</b> Select the Directory Services Authentication Type. Used only when Directory Entry Path is supplied.	*	<input type="text" value="Secure"/>
<b>UserID Directory Filter</b> LDAP Filter parameter for narrowing the user lookup based on the User Name passed by the authentication scheme. Used only when Directory Entry Path is supplied.		<input type="text" value="SAMAccountName"/>
<b>Guid Property</b> The property value to query for the users Guid. Used only when Directory Entry Path is supplied.		<input type="text" value="objectGUID"/>
<b>Email Property</b> The property value to query for the user's email address. Used only when Directory Entry Path is supplied.		<input type="text" value="mail"/>
<b>First Name Property</b> The property value to query for the user's first name. Used only when Directory Entry Path is supplied.		<input type="text" value="givenName"/>
<b>Last Name Property</b> The property value to query for the user's last name. Used only when Directory Entry Path is supplied.		<input type="text" value="sn"/>
<b>UserID Property</b> The property value to query for the UserID. Used only when Directory Entry Path is supplied.		<input type="text" value="SAMAccountName"/>

### Password Management

<b>Enable Password Reset</b> This feature will allow Users to select security questions to enable password resetting all within the site	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Number of Password Questions</b> The value that determines how many password reset questions the Users must choose and answer	*	<input type="text" value="1"/>
<b>Force Users to Select Questions</b> This value will dictate whether or not ALL the Users must select their password reset questions on next login. When disabled, Users will use the system normally until the next time they forget password.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Number of Password Answer Fail Attempts</b> This sets how many fail attempts the User may perform when answering their previously chosen and answered password reset questions	*	<input type="text" value="3"/>

### Company Links

<b>Allow company users to change password reset questions</b> Enabling this allows user types that have Enable Password Reset to change their password reset questions and answers when they're logged in	*	<input type="radio"/> Off <input checked="" type="radio"/> On
--	---	---

### Safe TLS

Before changing these values, the Gateway must be configured properly.

<b>Send Safe TLS</b> Full message contents will be sent instead of notification links, relying on TLS encryption for message security.	*	<input type="radio"/> Off <input checked="" type="radio"/> On
<b>Safe TLS Footer</b> The footer displayed when a message is sent via Safe TLS. Changing this changes the footer for all Safe TLS messages for the company. Use the %%url%% variable in the footer to specify where in the footer you would like the URL to be placed.		<div>This message has been securely sent using encrypted communication. If you reply and are notified that your reply is unable to be securely delivered, refer to this link: %%url%%</div>

## COBRAND MANAGEMENT CONSOLE

To access the Cobrand Console, click the Cobrand Management Console link on the Administration Console page.

### Administration Console

▼ **Corporate Account Management**  
Administer your corporate accounts.

▼ **Company Settings**  
**Cobrand Management Console**

▼ **Reports**  
Message tracking report  
User logon report  
User reports by message size, volume, date and summary  
TotalView report  
Form Tracking report

The Cobrand Console is displayed. It is fully documented in the *DataMotion SecureMail Administration Guide*.

### Cobrand Console

#### ▼ 1. Cobrand Information

CBName:	<input type="text" value="DataMotion Inc."/>		(To Edit an existing cobrand, simply select it from this list.)
Company Name:	<input type="text" value="DataMotion Inc."/>		
Default URL:	<input type="text" value="http://www.datamotion.com"/>		
Cobrand Color:	<input type="text" value="E37222"/>		
Top HTML (Optional):	<input type="text" value="&lt;div id='brand_header'&gt;&lt;div id='brand_logo'&gt;&lt;/div&gt;&lt;/div&gt;"/>		
Loaded Image (Optional):	<input type="text" value="/img/cobrand/dm2.png"/>	<input type="button" value="Clear Image"/>	
Allow users to stay signed in	<input type="checkbox"/>		
Filter Messages	<input type="checkbox"/>		

#### ▼ Select Image

No file chosen

#### ▼ 2. Save/Apply

#### ▼ Quick View

#### ▼ Safe Delete

\* \* \*

This represents the end of the *DataMotion SecureMail On-Premises System Administration Guide*.