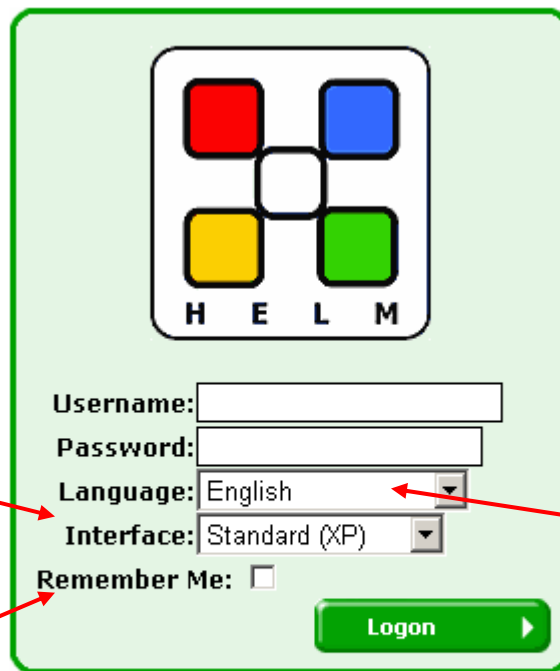


# Logging Into Helm

When you first get to the Helm Control Panel login screen, you will be prompted to enter your username and password. These will have been given to you by your web host. If you haven't been provided with these, please refer to your web host. Below is the default login page you will see, but some web hosts may use different login pages:



Choose the interface you want to use with Helm - there are several icon schemes available.

Here you can specify the language you wish to view Helm in.

Check this box if you don't want to have to login every time you launch Helm.

**Please Enter Your Logon Details Above**  
[Click Here if you have lost your logon details](#)

Welcome To Helm. The Web Hosting Control System  
© WebHost Automation Ltd 2004

Enter your username and password (provided by your web host) and click the "Logon" button to log into Helm.

## User Main Menu

Welcome. This is the main menu to access any area of your control panel. To access areas of your account click on the relevant buttons below. Quick help can be found at the bottom of this page.



Packages



Domains



Billing



Password



Personal Details



Online Help

[? Show QuickHelp](#)

Click on the "Domains"



## Domains

The following are domains available for you to control. Click on a domain name to access the control panel for that domain.

Domain Name	Package	Status
knwin.net	Carat Test Package	Active

**Total Domains Found: 1**

[← Back](#)    Domain Search:     [Search →](#)  
Domain Status:     [Add New +](#)

[? Show QuickHelp](#)

Now click on the domain

# Your Domain(s) – Domain Menu

Upon selecting your domain from the domains list, you will be taken to the Domain Menu for that domain.

## Domain Menu

The domain menu is the main control panel for individual domains. This area will give you access to all features for a particular domain.

**robrob.com**

User: RB1

Hosting Package: Test Package

URL: http://www.robrob.com/

Domain Status: Active

Name Server Records: ns1.webhost.net - 192.168.1.3  
ns2.webhost.net - 192.168.1.3

← Back Delete ✖ Save →

 Email Accounts (POP3)	 Email Forwarding	 Multi-Recipient Addresses	 FTP Accounts	 File Manager
 Virtual Directories	 Secure Folders	 Domain Aliases	 Sub Domains	 DNS Zone Editor
 ODBC DSNs	 Database Manager	 MIME Types	 Custom Error Pages	 FrontPage Extensions
 SSL	 Web Site Settings	 Statistics		

You can see links at the top to take you back to the domain's package and open the domain's URL. It also displays the name server(s) that the domain is recorded on. Clicking the "Delete" button will prompt you to delete the domain, which you can confirm if you want to remove the domain.

**Note:-** Not all of the above menu items may be available to you. They depend on whether your web host offers them, or whether you have purchased them (where applicable).

## Email Accounts (POP3)

You can set up POP3 accounts to collect mail for your domain. By default, when a domain is created a "mail.domain.com" POP3 account is created. You can add/delete/alter this and other POP3 accounts for your domain. Choose "Email Accounts (POP3)" from the Domain Menu. Click "Add New" to create a new POP3 account:

### Add Email Account

Use the form below to create a new POP3 email account for your domain name. Once you have entered the relevant details click the 'Save' button to create the account.

**sampledomain.com**

Email Address: @sampledomain.com

Email Server: mail.sampledomain.com

Email Server IP: 192.168.1.70

Password:

Confirm Password:

Set as the catch all account

Auto Responder:  Enable Responder:

Store & Forward To:

Enter the email address you want people to mail this account at, and a password. The password will be used in programs such as Outlook to pull the mail from that domain.

You can also choose if it is a "catch all" account. Setting the email account to be a "catch all" account will mean that not only will it collect email for the email address specified above, but for any other mail sent to the domain that does not have an appropriate email account or email forward set up for. For example if a mail was sent to anything@mydomain.com and this address

was not setup for a specific account, then the 'Catch All' email account will collect this mail instead.

You can set up an Auto-responder for the POP3 account as well. In the auto responder text box enter the message you would like to be sent to the sender of mails you receive.

Finally, you can store and forward emails sent to this POP3 account. You can specify an email address where email sent to this account will get forwarded to, after it has been stored in the POP mailbox. This is much like a standard email forwarding account; except the email is first stored in the POP mailbox and you have several other options such as a vacation message being sent before the email is forwarded to another location.

After choosing the options you require for the POP3 account, click "Save" to save it. The number of POP3 accounts you have will be dependent on your web hosting account. To delete a POP3 account, open it and click "Delete", then OK to confirm.

## Email Forwarding

Helm supports Email Forwarding from your domain. To add a mail forwarder, click "Email Forwarding", then "Add New". Similar to the forwarding available when setting up a POP3 account, you can set up forwarders for mail sent to a specific domain to get forwarded to a mailbox of your choice. Catch-all options can be specified as above.



### Add Email Forward

Use the form below to add a new mail forwarder to this domain. Once completed the form click the 'Save' button to create the new email forwarder.

**sampledomain.com**

**Email Address:** @sampledomain.com

**Email Server:** mail.sampledomain.com

**Email Server IP:** 192.168.1.70

**Forward To:**

Set as the catch all account

To delete a mail forwarder, open it and click "Delete", then "OK" to confirm.

## Multi-Recipient Addresses

Multi-recipient Addresses (MRAs) are groups of addresses that email is forwarded to when it is received in a specific mailbox. They work similar to Mail Forwarders, but you can forward to multiple addresses instead of just one. The top address is where mail will be received, while the recipient addresses are those that the mail will be forwarded to. Choose "Multi-Recipient Addresses" from the Domain Menu, then click "Add New" to add one.

Note – only **one** address can be added per line. Also, your web host may have restricted the number of recipients in an MRA, so check this.



### Add Multi-Recipient Address

Use the form below to add a new MRA to this domain. Once completed the form click the 'Save' button to create the new email MRA.

**sampledomain.com**

Email Address: @sampledomain.com

Email Server: mail.sampledomain.com

Email Server IP: 192.168.1.70

Recipient Addresses:

```
test@test.com
sample@sample.com
domain@domain.com
```

\* Add one email address per line

Set as the catch all account

The catch all option is the same as outlined in POP3 accounts. To delete an MRA, open it and click "Delete", then "OK" to confirm.