

RedPort™

GMN
Global Marine
NETWORKS



Optimizer: RedPort Email Administrator's Guide

RedPort Optimizer Routers

**Optimizer Crew
Optimizer Voice
Optimizer Premiere**

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Optimizer: RedPort Email Administrator Guide Revision History

Date	Revision	Author
December 13, 2015	Initial Release	D. Brickhouse



1.0 About this Guide

This guide is intended for the administrators of the RedPort Email service available as an option on the following RedPort routers:

- Optimizer Crew
- Optimizer Voice
- Optimizer Premiere

It addresses the setup, configuration and use of the RedPort Email service on the Optimizer router. For information about the use and setup of the router itself, please refer to the user guide for that router.

wXa refers to the webXaccelerator by RedPort, a trademark of Global Marine Networks, LLC.

The following chapter references will help you in configuring your RedPort router for onsite email.

Chapter 2.0	Introduction to RedPort Email
Chapter 3.0	Getting Started
Chapter 4.0	Primary Accounts
Chapter 5.0	Crew Accounts

Find information about how to use RedPort Email in the following chapters:

Chapter 6.0	Managing Email
Chapter 7.0	Filters
Chapter 8.0	Managing BigMail

Find important information about management email on the router in:

Chapter 9.0	Administrator Access
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Find detailed information about each section of the RedPort Email Administrator's user interface in the Appendices.



2.0 Introduction to RedPort Email

Global Marine Networks (GMN), the leaders in advancing satellite data speeds and services, helps Fixed and Mobile Satellite Services providers and their customers by offering the industry's fastest, most reliable and easy-to-use email, web, VoIP and other hardware and software services to maritime, oil and gas, first responder and business continuity users. The company's products include XGate high-speed satellite email, WeatherNet weather and oceanographic data software, and vessel tracking systems.

Ship to shore network management solutions are sold by GMN under the RedPort Global brand name at www.redportglobal.com and as white-label solutions for the world's premier satellite data service providers.

Email has been incorporated into RedPort Global wXa routers under the name RedPort Email. It is a full-featured multi-user solution that runs on the router. All RedPort webXaccelerator routers in the wXa-200 series, the wXa-300 series and the wXa-500 series and the Optimizer Crew and Optimizer Voice series are capable of performing as a mail server. They are a POP and SMTP server as well as a webmail server. RedPort Email is designed specifically for use over satellite connections. It uses block compression, mid-file restart, bigmail quarantine and more to maximize data transfers.

2.1 RedPort Email Features

Designed specifically for satellite email, RedPort Email is a full featured Crew/Team solution that runs on the router. Designed specifically for use over satellite connection, it uses block compression, mid-file restart, bigmail quarantine and more to maximize data transfers.

- Eliminates the back and forth of email protocols before using satellite airtime.
- Server-side filtering keeps large files out of the Inbox, safely saved on the main mail server for future access.
- BigMail Client-side filtering lets you preview headers and download just what is needed, saving the rest for later.
- Virus Scanning and Spam Filtering on the main mail server before download.
- User defined white/black list via remote access login.
- Full support of Email attachments.
- Mid-file restart in case of dropped connections.
- Email is created offline and sent in batches.
- Email can be read offline.



- Remote access login to the main mail server from any PC with an Internet connection (email is kept on the main mail server until the next RedPort Email connection).
- Subaccounts available for multi-user access.

At least one Primary Account is set up by the Email Administrator. Primary Accounts have access to email whether on or off the vessel and receive all email system messages.

Subaccounts are a solution for providing email access to transient crew members. They exist only at the router location, are subject to all the filtering rules set by the Primary Account, and cannot be accessed over the Internet. There is no limit to the number of subaccounts allowed. Subaccounts can be added and deleted by the Administrator as needed. Usage is tracked for each subaccount allowing for billing of data transferred, if desired.



3.0 Getting Started

In a typical situation, the router arrives to you with RedPort Email disabled. It must be enabled and configured prior to first use.

3.1 Access the Home Page

To access the router's Home page you must login to the router. This can be accomplished in several ways, however, the most popular method is to:

1. Connect to the WiFi hotspot created by the router using a PC. Connect to the WiFi hotspot just like you would any other WiFi connection:

On a Windows PC, go to: Windows Start > Control Panel > Network Connections

On a MAC, go to: Apple > Systems Preferences > Network

The Network Name will look something like: 'wxa-xxx-yyyy' where 'xxx' represents the RedPort router model number and 'yyyy' may be the last four digits of the router's Mac address.

Select the Network Name for your router to connect to that wireless network.

Note: Some router models may display two WiFi network names in the list. For these models there are two transmitters in the router; one at frequency 2.54 Ghz and one at 5.2 Ghz. Select only one.

For alternate Home Page access methods, see the router's Installation Guide.

2. Open any web browser on the computer and enter: 192.168.10.1

3. The router ships with two existing accounts:

Admin - for normal day-to-day operation

Superadmin - for configuration and maintenance



3.1.1 Onsite Administrator (admin)

Onsite Administrator: username=admin, password=webxaccess

This login give the onsite email administrator access to portions of the user interface and the ability to perform common tasks such as:

- send/receive email
- manage crew emails accounts
- monitor system status
- reboot the router, if necessary
- change the router password for the admin access, if necessary
- generate PIN-Codes (if captive portal is enabled)

Once logged in, you will see the router's modified Home page.

See the router User Guide for information in administering the most-used features from the Home page.

3.1.2 Installer/Technician/Network Administrator Login (superadmin)

Technician: username=superadmin, password=webxaccess

This login provides full access to the user interface for configuration and maintenance of the router.

Once logged in, you will see the router's full Home page. The Services Tab contains the information required to enable and configure RedPort Email.



3.2 Enable RedPort Email

Superadmin access is required to enable RedPort Email service. See *Section 3.1.2* for details.

Click on the <Services> tab and select <RedPort Email>.

The screenshot displays the RedPort web interface. At the top, the 'Services' tab is selected in the main navigation bar, and 'RedPort Email' is highlighted in the sub-navigation bar. Below this, the 'General Settings' section is active, showing options for Webmail login, POP Server Address:Port, SMTP Server Address:Port, and General Settings. The 'Enable email server' checkbox is unchecked.

Webmail login

Redirect to webmail ☒ Redirect
Users can access webmail by using <http://192.168.0.76/webmail>

POP Server Address:Port 192.168.0.76:110

SMTP Server Address:Port, Connection Security:None, Authentication:None 192.168.0.76:25

General Settings Webmail Settings Network Settings Log Settings Mail Filtering

Enable email server ☐

Domain redportglobal.com
Default email domain.

Update interval(min) 60
Send/Receive email to/from server at this interval in minutes.

Send and Receive mail concurrently ☐ A duplex channel allowing email to be sent and received at the same time will be created if this option is selected.

Reset Save Save & Apply



In the RedPort Email General Settings:

1. **Enable Email Server:** click the checkbox to enable email.
2. **Main Identity userid:** Enter the username assigned to the Main Identity Primary Account for email, as given to you by your service provider. Typically, this is the Email Administration. It is possible to have more than one Primary Account, however, in this section use the Main Identity information.
3. **Main Identity Password:** Enter the password assigned to the Main Identity Primary Account, as given to you by your service provider. It is possible to have more than one Primary Accounts, however, in this section use the Main Identity information.
4. **Update Interval:** This is how often (expressed in minutes) the mail program will automatically login to the satellite device to send any pending email and to receive any email pending. The default is set to 60 minutes but can be modified to fit business needs. (See Appendix A of the this Email Guide for information on email block compression and its impact on Update Intervals.)
5. Click <Save>.

Note: Typically the Main Identity is the onsite email administrator. The Main Identity MUST be a Primary Account. There must be at least one primary account present on the



system before crew accounts can be created. See Section 4.0 for more information regarding primary accounts.

6. Go to the Connection tab

The screenshot shows the RedPort web interface. The top navigation bar includes 'Home', 'Services', 'Status', 'System', 'Network', 'Statistics', and 'Logout'. Below this, a secondary bar lists various services: 'Crew Internet Access', 'Web Compression and Filtering', 'RedPort Email', 'SMS', 'WiFi Extender', 'GPS Tracking', 'GPS/NMEA Repeater', and 'Voice PBX'. The 'Connection' sub-tab is selected under the 'RedPort Email' section. The 'Connection Settings' form contains several fields: 'Gateway TCP/IP Port #' (443), 'Primary XGate Server' (xgate.gmn-usa.com), 'Network Connection' (Network Connection), 'Dial Override' (Leave blank to use interface default), 'IP Device Password' (IP dialer device password), 'IP Dial Override' (IPAddress:Port), 'Leave Open' (Leave network connection active when done), 'Use if Open' (Use another connection if already open), 'Override network timeouts' (Override default connection timeouts), and 'Persistent Connections' (Persist with connections until transfer completes or num times). A 'Reset' button is at the bottom left, and 'Save' and 'Save & Apply' buttons are at the bottom right.

7. Select the appropriate setting for your satellite connection method. This tells the router which satellite device you are using and instructs the router to bring up the connection prior to attempting to send email. Otherwise, it will attempt to send email before the connection is up and because it cannot open the socket to the server it will fail due to a timeout error.

The router supports both Managed and Unmanaged connections for Inmarsat FleetBroadband, Inmarsat BGAN, and Iridium OpenPort users. See Appendix B: Connection Tab for more information.

8. Scroll to the bottom of the screen and click on <Save & Apply>.

Email is now enabled and the router will start using the satellite communication device to check email.

The screenshot shows the 'Network Connection' dropdown menu. The options listed are: Optimizer Globalstar, Optimizer Thuraya, Optimizer Iridium Pilot, Optimizer Isatphone, JRC Fleet Broadband, Optimizer HNS BGAN, Explorer BGAN(100/110), Sabre1, Optimizer GSM, Optimizer Iridium Handset, Network Connection (highlighted), Sailor Fleet One, SAT-FI, Aurora, Optimizer MSAT CAN, Optimizer MSAT USA, Skipper FBB and AddValue Fleet One, Iridium OpenPort, Sailor Fleet Broadband, and Explorer BGAN(not 100/110).



4.0 Primary Accounts

The Main Identity must be a Primary Account. There must be at least one primary account present on the system. The username and password are assigned to you by your service provider.

Typically there is only one Primary Account, however RedPort Email allows access to multiple primary accounts if needed. For example, a fleet manager that travels from vessel to vessel would have a primary account and require access to that account from each vessel in the fleet.

Primary accounts have access to email whether on or off the vessel as the account exists on the GMN/RedPort mail servers.

Primary accounts also have access to Filters to customize settings to meet the account needs. These filters include:

- Mail Management including BigMail. *See Chapters 6.0 and 8.0 for details.*
- Inbound Mail Filter. *See Chapter 7.0 for details.*
- Outbound Mail Filter. *See Chapter 7.0 for details.*

The Primary Account receives all Email system messages.

BEST PRACTICE: The Main Identity Primary Account is reserved for the Email Administrator. The Email Administrator does NOT have a sub account. With this arrangement, the Email Administrator will receive the system messages that cannot be viewed via a sub account.

The email address of the primary account will be: username@redportglobal.com. *See Appendix A for information on using a custom domain name for the email address.*

Once the Primary Account is setup, the onsite email administrator can setup and manage the sub/crew accounts.

4.1 Add a Primary Account

To add a Primary Account:

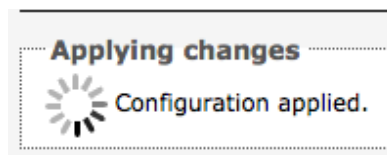
1. Click on the <Primary Accounts> tab:

The screenshot shows the RedPort web interface. The top navigation bar has tabs for Home, Services, Status, System, Network, Statistics, and Logout. The 'Services' tab is selected. Below this, there are sub-tabs for various services: Crew Internet Access, Web Compression and Filtering, RedPort Email, SMS, WiFi Extender, GPS Tracking, GPS/NMEA Repeater, and Voice PBX. The 'RedPort Email' sub-tab is selected. Under 'RedPort Email', there are further sub-tabs: General, Connection, Filters, Primary Accounts, Crew Accounts, Spool, Tools, BigMail, and Logs. The 'Primary Accounts' sub-tab is selected. The main content area is titled 'Primary Accounts'. It contains a table with three columns: Username (Unique username), Password (Account password), and Description (You may enter a description here for your reference.). Below the table, there is a message: 'This section contains no values yet'. A red arrow points to the 'Add' button in the bottom left corner of the table. At the bottom of the page, there are buttons for Reset, Save, and Save & Apply.

2. Click <Add>

The screenshot shows the RedPort web interface with the 'Primary Accounts' sub-tab selected. The main content area shows a table with three columns: Username (Unique username), Password (Account password), and Description (You may enter a description here for your reference.). The table now contains one row with the following values: Username: dbtest, Password: something, and Description: optional description. A red arrow points to the 'Add' button in the bottom left corner of the table. Another red arrow points to the 'Save & Apply' button in the bottom right corner of the page. At the bottom of the page, there are buttons for Reset, Save, and Save & Apply.

3. Enter the Username of the Primary Account to be added. Typically the first Primary Account to be added is for the onsite Email Administration (Main Identity).
4. Enter the Password of the Primary Account to be added.
5. Optional: Enter a description of the Primary Account.
6. Click <Save & Apply> to add the Primary Account.
7. Wait for confirmation that the changes have been applied.





4.2 Edit a Primary Account

To edit a Primary Account:

On the <Primary Accounts> Tab:

The screenshot shows the RedPort web interface. The top navigation bar includes tabs for Home, Services, Status, System, Network, Statistics, and Logout. Below this, a secondary bar lists various services: Crew Internet Access, Web Compression and Filtering, RedPort Email (selected), SMS, WiFi Extender, GPS Tracking, GPS/NMEA Repeater, and Voice PBX. Under the RedPort Email tab, there are sub-tabs: General, Connection, Filters, Primary Accounts (selected), Crew Accounts, Spool, Tools, BigMail, and Logs. The Primary Accounts section displays a table with three columns: Username, Password, and Description. The table contains three entries: dbtest, johnd, and marys. Each entry has a corresponding Delete button. Below the table is an Add button. At the bottom of the interface, there are buttons for Reset, Save, and Save & Apply.

Username	Password	Description	
dbtest	something	optional description	Delete
johnd	anything		Delete
marys	whatever		Delete

Buttons: Add, Reset, Save, Save & Apply

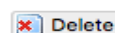
Make the desired changes to the Primary Account. Click <Save & Apply> to accept the change.

4.3 Delete a Primary Account

To delete a Primary Account:

On the <Primary Accounts> Tab:

Click the delete button next to the username of the account you want to delete. **CAUTION: This Action CANNOT be Undone!**





4.4 Email Access by Primary Account

Primary Account holders have access to email whether on or off the vessel.

4.4.1 On the Local Network (on the vessel)

When the Primary Account holder is on the vessel, i.e. has access to the local network, email can be accessed using any computer that is ON that local network via a web browser or via an email client.

4.4.1.1 Using a Web Browser

The router has an internal webmail program that can be accessed from any browser using any computer with local network access.

1. Open any web browser and enter the URL for the router:
<http://192.168.10.1:8888>

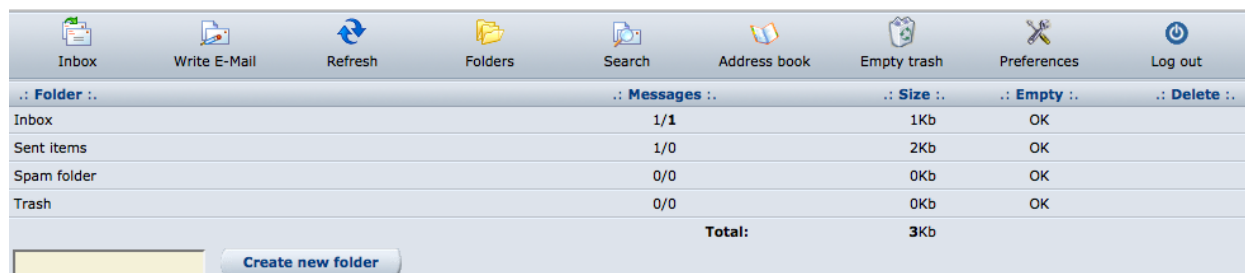
2. Enter the Username of the Primary Account.

3. Enter the Password of the Primary Account.



The image shows the RedPort Webmail login page. It has a blue header with the title "RedPort Webmail". Below the header, it says "Welcome, please login into your account :.". There are three input fields: "Username:" with a placeholder "@redportglobal.com", "Password:", and "Language:" with a dropdown menu set to "English". A "Login >>" button is below the fields. At the bottom, it says "Powered by RedPort XGate".

4. Click <Login> to open RedPort Webmail.



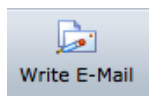
The image shows the RedPort Webmail interface after login. It has a top navigation bar with icons for Inbox, Write E-Mail, Refresh, Folders, Search, Address book, Empty trash, Preferences, and Log out. Below this is a table with columns: Folder, Messages, Size, Empty, and Delete. The table lists folders: Inbox (1/1, 1Kb, OK), Sent items (1/0, 2Kb, OK), Spam folder (0/0, 0Kb, OK), and Trash (0/0, 0Kb, OK). A "Total:" row shows 3Kb. At the bottom, there is a "Create new folder" button.

Folder	Messages	Size	Empty	Delete
Inbox	1/1	1Kb	OK	
Sent items	1/0	2Kb	OK	
Spam folder	0/0	0Kb	OK	
Trash	0/0	0Kb	OK	
Total:		3Kb		

RedPort Webmail works like most email clients. Incoming Email is stored in the Inbox. Outgoing Email is stored in the Sent box.



Click

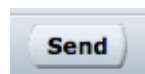


to create new outgoing email.

When new outgoing email is composed, click

email queue. It will now appear in the Sent

yet been sent to the recipient. It will be sent to the recipient during the next scheduled email session as dictated by the “Update Interval (min)” in the RedPort Email General Settings of the Optimizer router.



to add the email to the outbound items folder; however, it has not

See Appendix J for detailed information on Using RedPort Webmail.

4.4.1.2 Using an Email Client

RedPort Email can be accessed from any computer on the local network using most POP email clients (i.e. Outlook, etc). The email client must be configured for POP access as follows:

POP Server: 192.168.10.1

POP Port: 110

POP User: username (this is the username of the primary account)

POP Password: password (this is the password of the primary account)

SMTP Server: 192.168.10.1

SMTP Port: 25

Authentication: none

When new email is composed and sent it will be placed in the outbound email queue to be sent during the next scheduled email session as dictated by the “Update Interval (min)” in the RedPort Email General Settings of the Optimizer router.



4.4.2 Away from the Local Network (off the vessel)

Primary Accounts can view and manage email on the GMN/RedPort mail server from any computer with Internet access.

1. Open any web browser and enter the URL for the GMN mail server: webmail.gmn-usa.com
2. Enter the Primary Account username and password.
3. Click <Login> to access the email account.

SqWebMail Copyright 1999-2009 Double Precision, Inc

Please Log In
(select domain and timezone if needed)

User Id:

Password:

Timezone:

☒ Restrict access to your IP address only (increased security)

☐ Accessing from a public machine (enables short idle timeout)

Folders dbtest@vmmail2.gmn-usa.com

[Folders](#) | [Create Message](#) | [Preferences](#) | [Address Book](#) | [Edit Mail Filters](#) | [Edit Autoreplies](#) | [Log Out](#)

You are using 0% of your quota.

Folder	# messages
<input type="radio"/> INBOX	0
<input type="radio"/> BigMail	0
<input type="radio"/> Drafts	0
<input type="radio"/> Sent	0
<input type="radio"/> Sent	0
<input type="radio"/> Trash	0
<input type="radio"/> Public Folders	0

Rename to:

☐ Delete folder contents

Create new folder:

Create this folder in new directory:

Email on the server can be read and managed via this interface. It will remain on the server until the next RedPort Email session at which time it will be downloaded to the Optimizer router.



5.0 Crew Accounts

Crew Accounts/Sub Accounts are a solution for providing email access to transient crew/team members/passengers. These accounts only exist at the router location (on the vessel or remote location).

Each crew account is bound to a primary account and subject to all the filtering rules set for that primary account.

Crew accounts can only be accessed on the local network. Users with crew accounts cannot view their email over the Internet.

Crew accounts are managed completely by the RedPort Email Administrator. The Email Administrator can create, modify, and delete crew accounts as needed. Crew accounts can be created at any time for any duration. Usage is tracked for each crew account allowing for billing of data transferred, if desired.

Each primary account may have an unlimited number of crew accounts, however, you are billed for the number of crew accounts you use. Contact your provider for details.

The email address of the crew account will be:
PrimaryUsername+CrewUsername@redportglobal.com

See Appendix A for information on using a custom domain name for the email address.

5.1 Add a Crew Account

To create a new Crew Account:

1. Click on the <Crew Accounts> tab

2. Select Add.



3. Select the Primary User to which this Crew Account is bound.
4. Enter the Username for this new Crew Account.
5. Enter the Password for this new Crew Account.
6. Optional: Enter the Full Name and/or description for this new Crew Account.
7. Click <Save & Apply> to add the Crew Account.

In the example above, Mary tells her family and friends to email her at this email address:

dbtest2+marys@redportglobal.com



5.2 Edit a Crew Account

To edit a Crew Account:

On the <Crew Accounts> Tab:

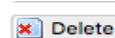
Make the desired changes to the Crew Account. Click <Save & Apply> to accept the changes.

5.3 Delete a Crew Account

To delete a Crew Account:

On the <Crew Accounts> Tab:

Click the delete button next to the username of the account you want to delete. **CAUTION: This Action CANNOT be Undone!**





5.4 Email Access by Crew Account

Crew Accounts only exist locally on the RedPort router; therefore, email access is limited to the local network only.

5.4.1 Using a Web Browser

The router has an internal webmail program that can be accessed from any browser using any computer with local network access.

1. Open any web browser and enter the URL for the router:
`http://192.168.10.1:8888`

RedPort Webmail

.. Welcome, please login into your account ..

Username: @redportglobal.com

Password:

Language:

Powered by RedPort XGate

2. Enter the Username of the Primary Account, then the + sign, then the username of the Sub Account.

RedPort Webmail

.. Welcome, please login into your account ..

Username: @redportglobal.com

Password:

Language:

Powered by RedPort XGate

Example:

Username of Primary Account:
dbtest2

+
Username of Crew Account:
marys

Is entered as: dbtest2+marys

3. Click <Login> to open RedPort Webmail.

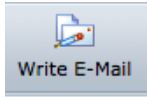
Inbox Write E-Mail Refresh Folders Search Address book Empty trash Preferences Log out

Folder	Messages	Size	Empty	Delete
Inbox	1/1	1Kb	OK	
Sent items	1/0	2Kb	OK	
Spam folder	0/0	0Kb	OK	
Trash	0/0	0Kb	OK	
Total:		3Kb		

RedPort Webmail works like most email clients. Incoming Email is stored in the Inbox. Outgoing Email is stored in the Sent box.



Click

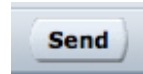


to create new outgoing email.

When new outgoing email is composed, click

email queue. It will now appear in the Sent

yet been sent to the recipient. It will be sent to the recipient during the next scheduled email session as dictated by the “Update Interval (min)” in the RedPort Email General Settings of the Optimizer router.



to add the email to the outbound items folder; however, it has not

See Appendix J for detailed information on Using RedPort Webmail.

5.4.2 Using an Email Client

RedPort Email can be accessed from any computer on the local network using most POP email clients (i.e. Outlook, etc). The email client must be configured for POP access as follows:

POP Server: 192.168.10.1

POP Port: 110

POP User: username (this is the full username of the crew account)

POP Password: password (this is the password of the crew account)

SMTP Server: 192.168.10.1

SMTP Port: 25

Authentication: none

When new email is composed and sent it will be placed in the outbound email queue to be sent during the next scheduled email session as dictated by the “Update Interval (min)” in the Email General Settings of the Optimizer router.



6.0 Managing Email

6.1 Sending Email

Users compose and “send” email to the router at will. Periodically, at a pre-determined interval, the router will use the satellite terminal to connect to the GMN/RedPort mail servers to send and receive pending email that meets the Filters Cutoff Size and then disconnect the call. For information on sending email that exceeds the Filters Cutoff Size see *Chapter 8.0 Managing BigMail*.

How frequently email is sent is determined by the entry that appears in the RedPort Email General Settings under “Update interval(min)”. Update Interval is how often (expressed in minutes) the mail program will automatically login to the satellite device to send any pending email and to receive email. The default is set to 60 minutes. You can change the Update Interval to fit your specific business needs. See *Appendix A* for information on email block compression and its impact on Update Intervals.

6.2 Receiving Email

Incoming email is collected on the GMN/RedPort mail servers and email that meets the Filters Cutoff size will be downloaded to you during the next email session. For information on receiving email that exceeds the Filters Cutoff Size see *Chapter 8.0 Managing BigMail*.

The frequency of email sessions is determined by the entry that appears in the RedPort Email General Settings under “Update Interval(min)”. The default is set to 60 minutes. You can change the Update Interval to fit your specific business needs. See *Appendix A* for information on email block compression and its impact on Update Intervals.

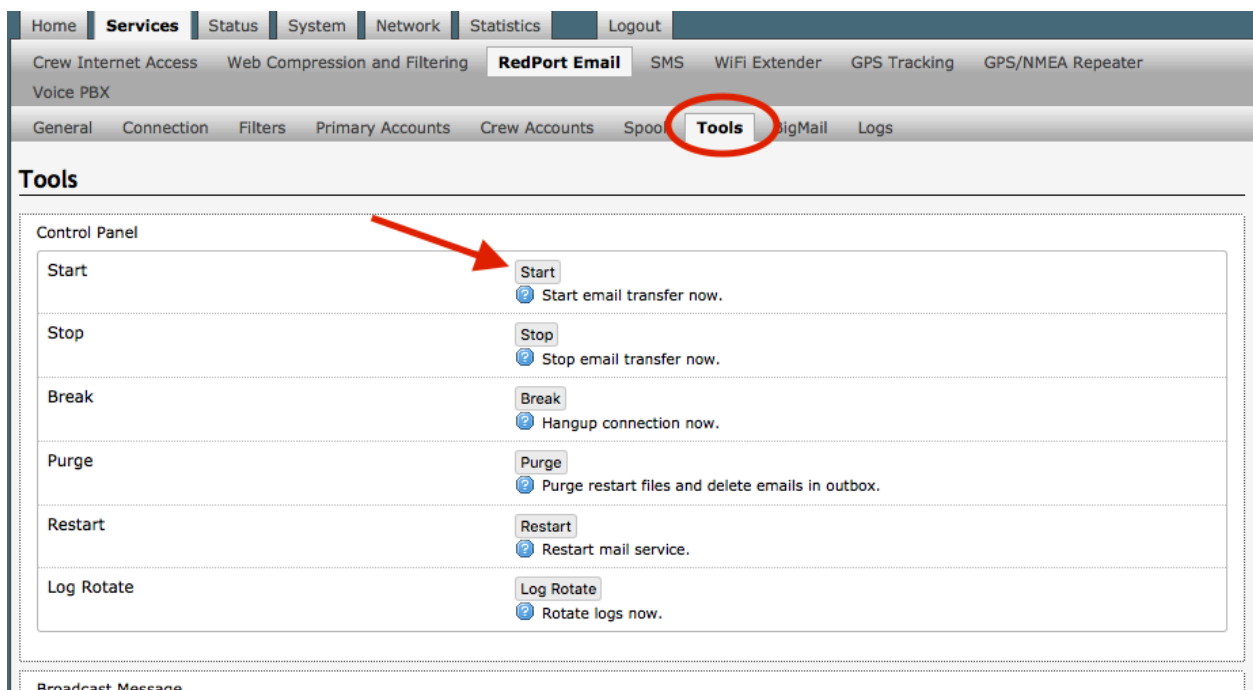
Once email is downloaded to RedPort Email, all account holders (Primary and Crew Accounts) can access their email using RedPort WebMail or other Email Client via the local network.

6.3 How to Bypass “Update Interval(min)” Setting

There may be occasions when you would like to initiate an email session outside the parameters of the “Update Interval(min)” setting (i.e. you must send an email immediately or you are waiting for one to arrive that you know has been sent to you).

To bypass the Update Interval(min):

On the <Tools> Tab:



Click on <Start> button to initiate an email session immediately.



7.0 Filters

RedPort Email includes Inbound and Outbound filters to assist you in managing the mail that passes through your satellite connection. To access these Filters:

Open RedPort Email to the <Filters> Tab

Home Services Status System Network Statistics Logout

Crew Internet Access Web Compression and Filtering **RedPort Email** SMS WiFi Extender GPS Tracking GPS/NMEA Repeater Voice PBX

General Connection **Filters** Primary Accounts Crew Accounts Spool Tools BigMail Logs

Filter Settings

Filter Settings for Primary Account

Primary User dbtest2

☐ Filter actions for primary accounts take place on next connection and are not retroactive.

Recurring Filters - Action Takes Place after "Start"

Inbound Cutoff ☐ ☒ Set in bound email cutoff size to specified value.

Outbound Cutoff ☐ ☒ Set out bound email cutoff size to specified value.

One Time Server Filters - Action Takes Place after "Start"

Purge Restart Files ☐ ☒ Remove restart files and all pending mail in Outbox. Purging these files should fix any problems caused by mistakenly trying to send/receive huge files. Hint: You might also try purging files on the server using additional options listed below.

Move back to BigMail ☐ ☒ Move emails larger than "Cutoff Size" out of the Inbox and back to BigMail.

Sync BigMail ☐ ☒ Synchronize BigMail list on server with local list.

Purge InBox ☐ ☒ Delete all emails in the server InBox.

Purge BigMail ☐ ☒ Delete all emails in the server BigMail.

Purge InBox with Cutoff ☐ ☒ Delete all emails in InBox which are larger than specified cutoff.

Filters must be linked to a Primary Account. All Crew Accounts bound to a Primary Account are subject to the same filter parameters as the parent Primary Account.

Any modification to the Primary Account's filters will automatically apply to the all Crew Accounts associated with that Primary Account.

7.1 Inbound Cutoff Size

The default Inbound email size is set to 50 Kb. Any emails that arrive on the GMN/RedPort email server that are less than or equal to (\leq) the Inbound Filter Setting are queued to be downloaded to you automatically during the next email session.

Email arriving on the GMN/RedPort email server that exceeds ($>$) the Inbound Filter Setting will be quarantined as BigMail on the GMN server and a notification is emailed to the recipient that a large email has arrived. The notification includes the email address of the sender, the subject line of the email and the uncompressed size of the email.

See Managing BigMail for options available when a large email arrives.

To modify the Inbound Cutoff Size:

1. Select the Primary Account for the filter action. All Crew Accounts bound to this Primary Account will be subject to the same filter limitations.

2. Check the Inbound Cutoff box.
3. Select the Inbound Cutoff Size from the drop-down menu.
4. Scroll down and click <Save & Apply> to apply the changes. This prepares an alert that will be uploaded to the remote mail server during the next email session.

7.2 Outbound Cutoff Size

The default Outbound email size is set to 250 Kb. Any email that arrives on the Optimizer router that is greater than or equal to (\leq) the Outbound Cutoff Size is rejected and a notice is sent to the RedPort Email user.

See Managing BigMail for options available when sending a large email.

To modify the Outbound Cutoff Size:

1. Select the Primary Account for the filter action. All Crew Accounts bound to this Primary Account will be subject to the same filter limitations.

The screenshot shows the RedPort Email configuration interface. The top navigation bar includes 'Home', 'Services', 'Status', 'System', 'Network', 'Statistics', and 'Logout'. The 'Services' tab is active, showing sub-tabs for 'Crew Internet Access', 'Web Compression and Filtering', 'RedPort Email', 'SMS', 'WiFi Extender', 'GPS Tracking', 'GPS/NMEA Repeater', and 'Voice PBX'. The 'Filters' sub-tab is selected. The 'Filter Settings' section is titled 'Filter Settings for Primary Account'. It contains a 'Primary User' dropdown menu set to 'dbtest2'. Below this, a note states: 'Filter actions for primary accounts take place on next connection and are not retroactive.' The 'Recurring Filters - Action Takes Place after "Start"' section contains three rows: 'Inbound Cutoff' with an unchecked checkbox and a note 'Set in bound email cutoff size to specified value.', 'Outbound Cutoff' with a checked checkbox and a note 'Set out bound email cutoff size to specified value.', and 'Outbound Cutoff Size' with a dropdown menu set to '250'. The dropdown menu is open, showing options: 10, 25, 35, 50, and 75. Red arrows indicate the steps: 1 points to the Primary User dropdown, 2 points to the Outbound Cutoff checkbox, and 3 points to the Outbound Cutoff Size dropdown menu.

2. Check the Outbound Cutoff box.
3. Select the Outbound Cutoff Size from the drop down menu.
4. Scroll down and click <Save & Apply> to apply the changes.



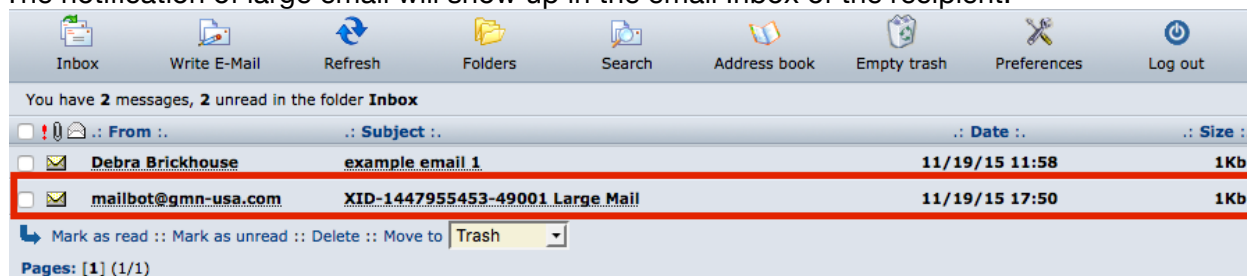
8.0 Managing BigMail

RedPort Email provides simple ways to manage emails larger than the Cutoff Size settings.

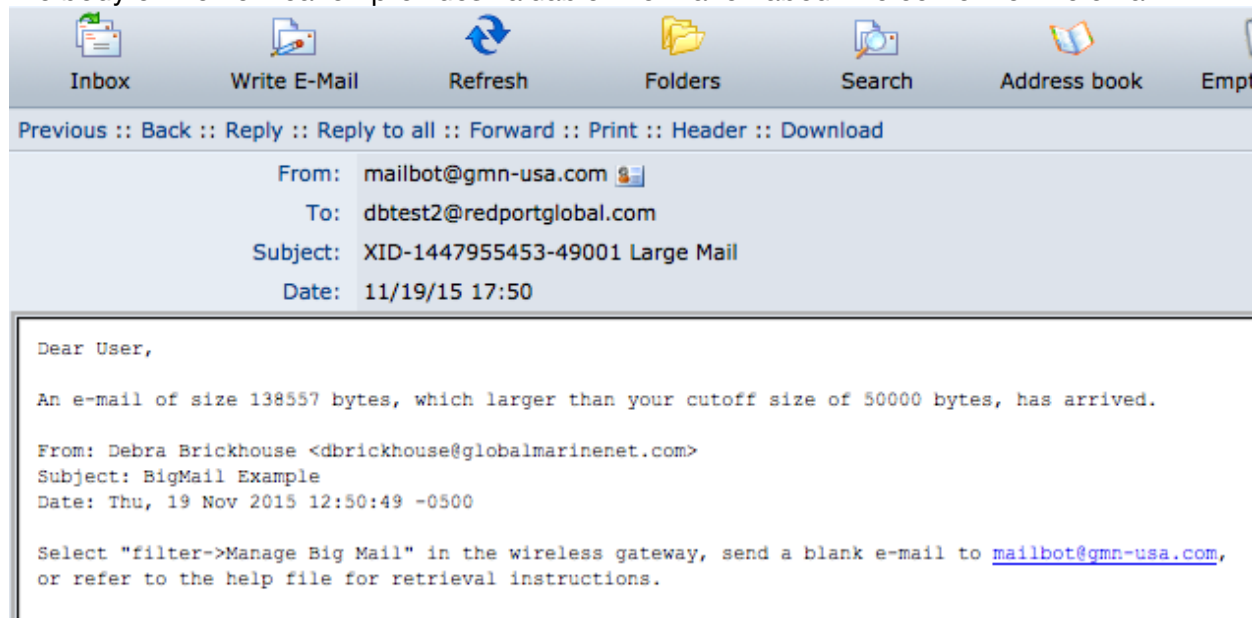
8.1 Retrieving Incoming BigMail

Email arriving on the GMN/RedPort email server that exceeds the Inbound Filter Setting will be quarantined as BigMail and a notification is emailed to the recipient that a large email has arrived.

The notification of large email will show up in the email Inbox of the recipient.



The body of the notification provides valuable information about the content of the email.





There are several methods to Retrieve BigMail:

8.1.1 Retrieve BigMail using Reply

Primary Account holders and Crew Account holders can simply open the mailbot email notification and select “Reply”. Sending an empty “Reply” will queue the server to download the BigMail message during the next email session. The “Reply” email will now show in the Sent Folder.

During the next email session, the BigMail will be downloaded to the recipient.

8.1.2 Retrieve BigMail using Web-Based GUI

Primary Account holders can access email on the server via a WebMail interface from any computer with an Internet connection using this URL: webmail.redportglobal.com

The image shows the SqWebMail login interface. At the top left is the 'SqWebMail' logo in green. To its right, it says 'Copyright 1999-2009 Double Precision, Inc'. Below the logo, it says 'Please Log In' in red, followed by '(select domain and timezone if needed)' in smaller text. There are three input fields: 'User Id:' with the text 'dbtest', 'Password:' with six dots, and 'Timezone:' with a dropdown arrow. A 'Login' button is to the right of the password field. Below the input fields are two checkboxes. The first is checked and labeled 'Restrict access to your IP address only (increased security)'. The second is unchecked and labeled 'Accessing from a public machine (enables short idle timeout)'.

Enter the RedPort Email username and password to access the mail server.



Foldersdbtest@vmmail2.gmn-usa.com

[Folders](#) | [Create Message](#) | [Preferences](#) | [Address Book](#) | [Edit Mail Filters](#) | [Edit Autoreplies](#) | [Log Out](#)

You are using 0% of your quota.

Folder	# messages
INBOX (1 unread messages)	1
BigMail (2 unread messages)	2
Drafts	0
Sent	0
Sent	0
Trash	0
Public Folders	0

Rename to: (...)

☐ Delete folder contents

Create new folder:

Create this folder in new directory:

This shows you all the email that is on the server for this Primary Account holder, including BigMail that is quarantined on the server because it exceeds the Inbound Cutoff Size Filter setting in RedPort email.

To view the pending BigMail select the BigMail folder to see a list of all the pending BigMail:

Folder - INBOX.BigMaildbtest@vmmail2.gmn-usa.com

[Folders](#) | [Create Message](#) | [Preferences](#) | [Address Book](#) | [Edit Mail Filters](#) | [Edit Autoreplies](#) | [Log Out](#)

Shown: 1 - 2 of 2 Jump to:

#	Date	From	Subject	Size
1. <input type="checkbox"/> N	Fri 10:42 PM	Debra Brickhouse	Fwd: Sending BigMail	300K
2. <input type="checkbox"/> N	Fri 10:41 PM	Debra Brickhouse	Fwd: Sending BigMail	300K

Shown: 1 - 2 of 2 Jump to:

, or move to:

Select an email in the list to see the full email. Usually BigMail gets quarantined on the server due to large attachments. Scroll down to access the Attachment.

You can read, reply to, move or delete the BigMail.

This webmail GUI can also be used to read, create, reply to, move and delete any email.



8.1.3 Retrieve BigMail using RedPort Email BigMail Tab

The RedPort Email Administrator can access pending BigMail via the BigMail Tab:

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Crew Internet Access Web Compression and Filtering RedPort Email SMS WIFI Extender GPS Tracking GPS/NMEA Repeater Voice PBX

General Connection Filters Primary Accounts Crew Accounts Spool Tools **BigMail** Logs

BigMail

Manage large emails quarantined on mail server.

Select All Emails

Un-Select All Emails

Retrieve All Selected

Drop All Selected

Delete All Selected

Size	To	From	Date	Subject	Select	Retrieve	Drop	Delete
138557 dbtest2	Debra Brickhouse <dbrickhouse@globalmarinenet.com>	Thu, 19 Nov 2015 12:50:49 -0500	BigMail Example	<input type="checkbox"/>	<input type="button" value="Retrieve"/>	<input type="button" value="Drop"/>	<input type="button" value="Delete"/>	
138584 dbtest2	Debra Brickhouse <dbrickhouse@globalmarinenet.com>	Thu, 19 Nov 2015 13:22:27 -0500	Bigmail for Crew Example	<input type="checkbox"/>	<input type="button" value="Retrieve"/>	<input type="button" value="Drop"/>	<input type="button" value="Delete"/>	

Select one or more emails by clicking on the checkbox next to the email you want to retrieve.

Select <Retrieve> to download all selected BigMail during the next email session.

8.2 Sending BigMail

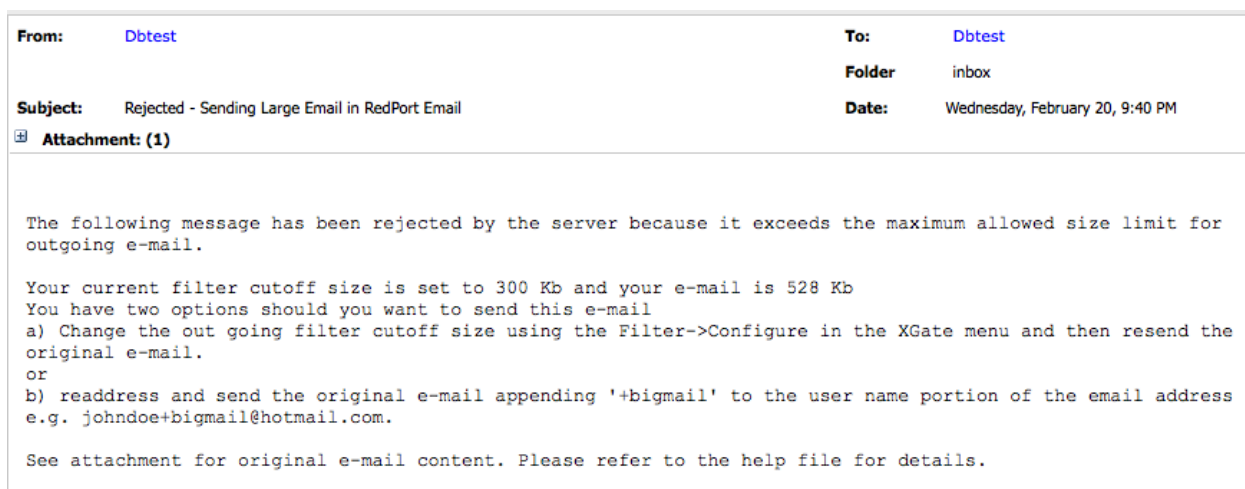
Outbound email that exceeds the Outbound Cutoff Size Filter setting will be rejected by RedPort Email and a notification of the rejection is sent to the email sender.

Inbox

	From	Subject	Date	Size
<input type="checkbox"/>	Dbtest	Rejected - Sending Large Email in RedPort Email	Wednesday, February 20, 9:40 PM	530 kB
<input type="checkbox"/>	Debra Brickhouse	Managing RedPort Email in the WebMail GUI	Wednesday, February 20, 7:59 PM	2.8 kB
<input type="checkbox"/>	bigmailbot@gmn-usa.com	Mailbot confirmation	Friday, February 15, 11:19 PM	1.1 kB
<input type="checkbox"/>	mailbot@gmn-usa.com	XID-1360968150-11829 Large Mail	Friday, February 15, 10:42 PM	762 B
<input type="checkbox"/>	Debra Brickhouse	Fwd: Sending BigMail	Friday, February 15, 10:42 PM	305 kB

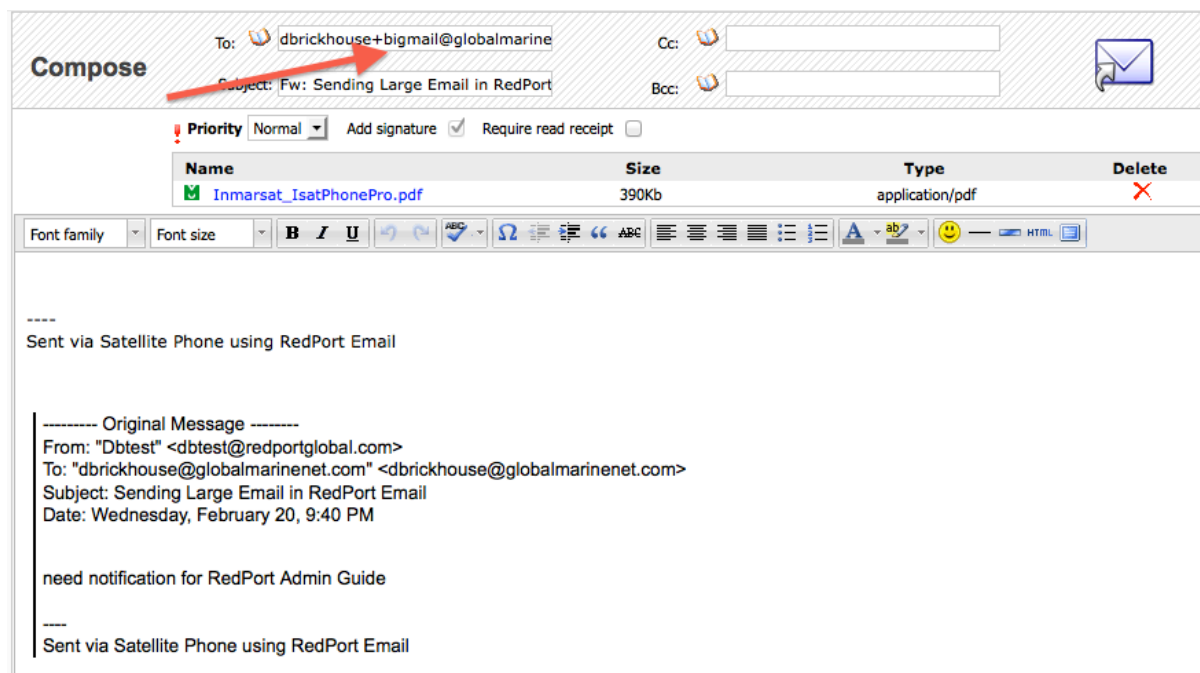


The notification email includes options for sending the large email.



8.2.1 Bypassing the Outbound Cutoff Size Filter

Go to the Sent folder and open the email that was rejected. “Forward” the email to the recipient’s address by appending +bigmail to the email address. (ex: username+bigmail@domain.com)



The email will be sent, bypassing the BigMail Filter.

8.2.2 Prevent Bypassing the Outbound Cutoff Size

Users can be prevented from bypassing the BigMail Filter.

1. Open RedPort Email to the General Settings > Mail Filtering Tab.

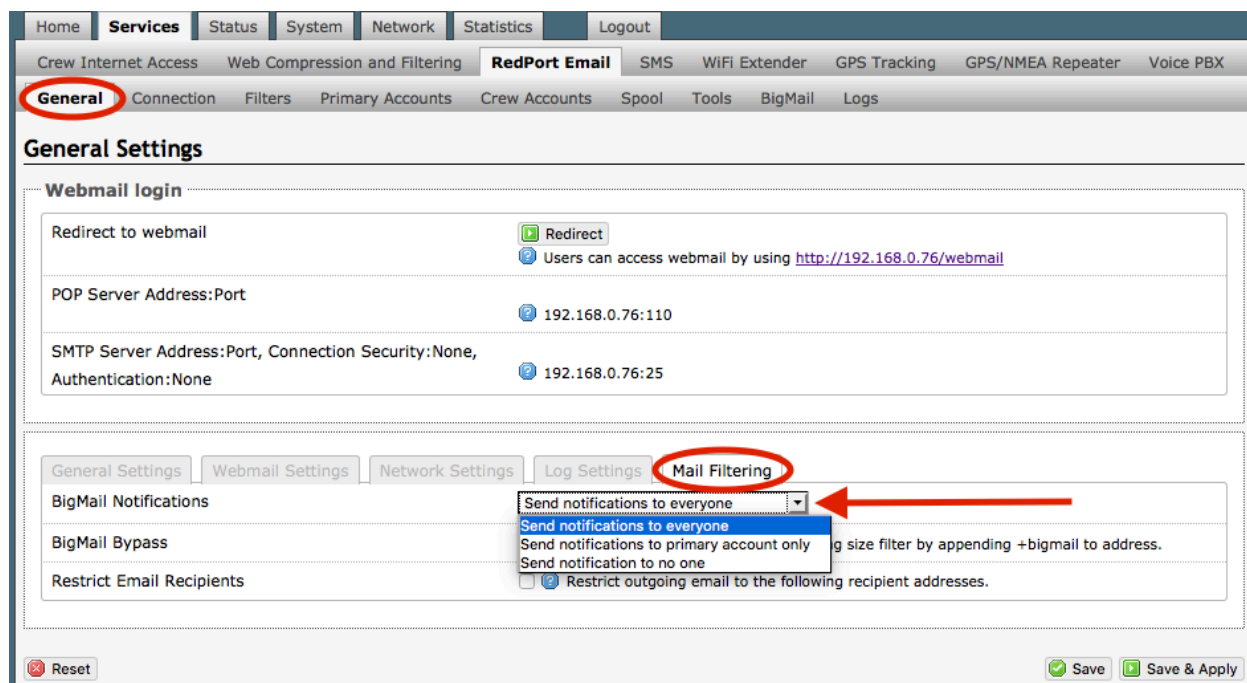
The screenshot shows the RedPort Email configuration interface. The top navigation bar includes 'Home', 'Services', 'Status', 'System', 'Network', 'Statistics', and 'Logout'. Below this, a secondary bar lists various services: 'Crew Internet Access', 'Web Compression and Filtering', 'RedPort Email', 'SMS', 'WiFi Extender', 'GPS Tracking', 'GPS/NMEA Repeater', and 'Voice PBX'. The 'RedPort Email' section is expanded, showing sub-tabs: 'General' (circled in red), 'Connection', 'Filters', 'Primary Accounts', 'Crew Accounts', 'Spool', 'Tools', 'BigMail', and 'Logs'. The 'General Settings' section is active, displaying 'Webmail login' options like 'Redirect to webmail' and 'POP Server Address:Port'. Below this, the 'Mail Filtering' sub-tab is selected and circled in red. It contains settings for 'BigMail Notifications' (set to 'Send notifications to everyone'), 'BigMail Bypass' (with a checked checkbox 'Prevent users from bypassing outgoing size filter by appending +bigmail to address.' indicated by a red arrow), and 'Restrict Email Recipients' (unchecked). At the bottom, there are 'Reset', 'Save', and 'Save & Apply' buttons, with a red arrow pointing to the 'Save & Apply' button.

2. Check the BigMail Bypass box.
3. Click on <Save & Apply> to apply change the setting.



8.3 Email Notifications Settings

You can modify who is to receive the BigMail Notifications when large mail is attempting to pass through the router.



The default is set to “**Send notifications to everyone**”. This means:

- For every email that arrives that is larger than the Inbound Cutoff Size a notification is sent to the intended recipient (whether Primary User or Crew Account User) to let them know that a large email has arrived for them; and
- Every time a User (Primary or Crew) attempts to send an email larger than the Outbound Cutoff Size a rejection notice is sent to the sender.

The BigMail Notifications can be modified so that only the Primary Account holder receives the notifications: “**Send notifications to primary account only**”

- This prevents Crew Account Users from sending/receiving any email that exceeds the Cutoff Size or even knowing that a large email has arrived or has been rejected.
- The Primary Account User is the only User that will receive notice that BigMail is attempting to pass through the router. The onsite RedPort Email Administrator can manage BigMail via the RedPort Email GUI (see Section 8.1.3 for details).



BigMail Notifications can be eliminated entirely: "**Send notification to no one**"

- This prevents anyone from requesting the download of a large email.
- It also keeps everyone from knowing that a large email has been rejected.
- The onsite RedPort Email Administrator is the only one that can manage the BigMail via the RedPort Email GUI (see *Section 8.1.3 for details*).

9.0 Administrator Access to Email on the Router

The Spool Tab allows the Email Administrator to view and manage email that is on the router.

Spool

Manage user emails in mail servers spool folder.

Folder: OutBox

Spool Folder Manager: Manage, Select, Un-Select, Delete

Size	To	From	Date	Subject	Select	View	Download	Delete
1278	dbrickhouse@globalmarinenet.com	Dbtest2 <dbtest2@redportglobal.com>	Wed, 2 Dec 2015 18:23:29 +0000	Sending from OP	<input type="checkbox"/>	View	Download	Delete
104	mailbot@redportglobal.com	dbtest2@gmn-usa.com		Acct	<input type="checkbox"/>	View	Download	Delete

9.1 Outbound Email (OutBox)

The default view has **OutBox** selected. This is a list of all Outbound email that is pending on the router. These are the emails that will be transferred to the main mail server during the next email session.



9.1.1 Delete Pending Outbound Email

There are several options available for removing email from the list.

Option 1: Remove one email at a time. Click the Delete button next to the selected email.

Size	To	From	Date	Subject	Select	View	Download	Delete
1278	dbrickhouse@globalmarinenet.com	Dbtest2 <dbtest2@redportglobal.com>	Wed, 2 Dec 2015 18:23:29 +0000	Sending from OP	<input type="checkbox"/>	View	Download	Delete
104	mailbot@redportglobal.com	dbtest2@gmn-usa.com		Acct	<input type="checkbox"/>	View	Download	Delete

Option 2: Click the checkbox for one or more selected email then <Delect All Selected>.

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Crew Internet Access Web Compression and Filtering RedPort Email SMS WiFi Extender GPS Tracking GPS/NMEA Repeater Voice PBX

General Connection Filters Primary Accounts Crew Accounts **Spool** Tools BigMail Logs

Spool

Manage user emails in mail servers spool folder.

Folder: OutBox

Spool Folder Manager: Manage

Select All Emails: Select

Un-Select All Emails: Un-Select

Delete All Selected: Delete

Size	To	From	Date	Subject	Select	View	Download	Delete
1278	dbrickhouse@globalmarinenet.com	Dbtest2 <dbtest2@redportglobal.com>	Wed, 2 Dec 2015 18:23:29 +0000	Sending from OP	<input checked="" type="checkbox"/>	View	Download	Delete
104	mailbot@redportglobal.com	dbtest2@gmn-usa.com		Acct	<input type="checkbox"/>	View	Download	Delete

Option 3: Remove ALL pending email with <Select All Emails> and then <Delete All Selected>.

Spool

Manage user emails in mail servers spool folder.

Folder: OutBox

Spool Folder Manager: Manage

Select All Emails: Select

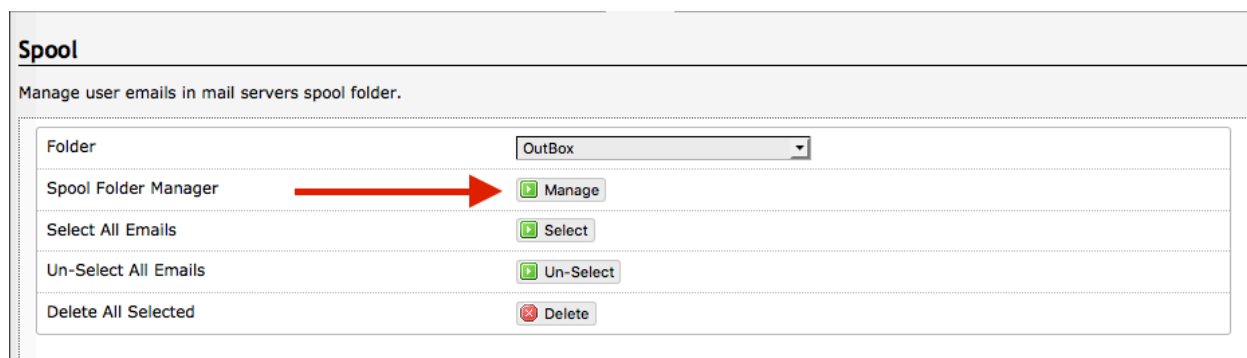
Un-Select All Emails: Un-Select

Delete All Selected: Delete

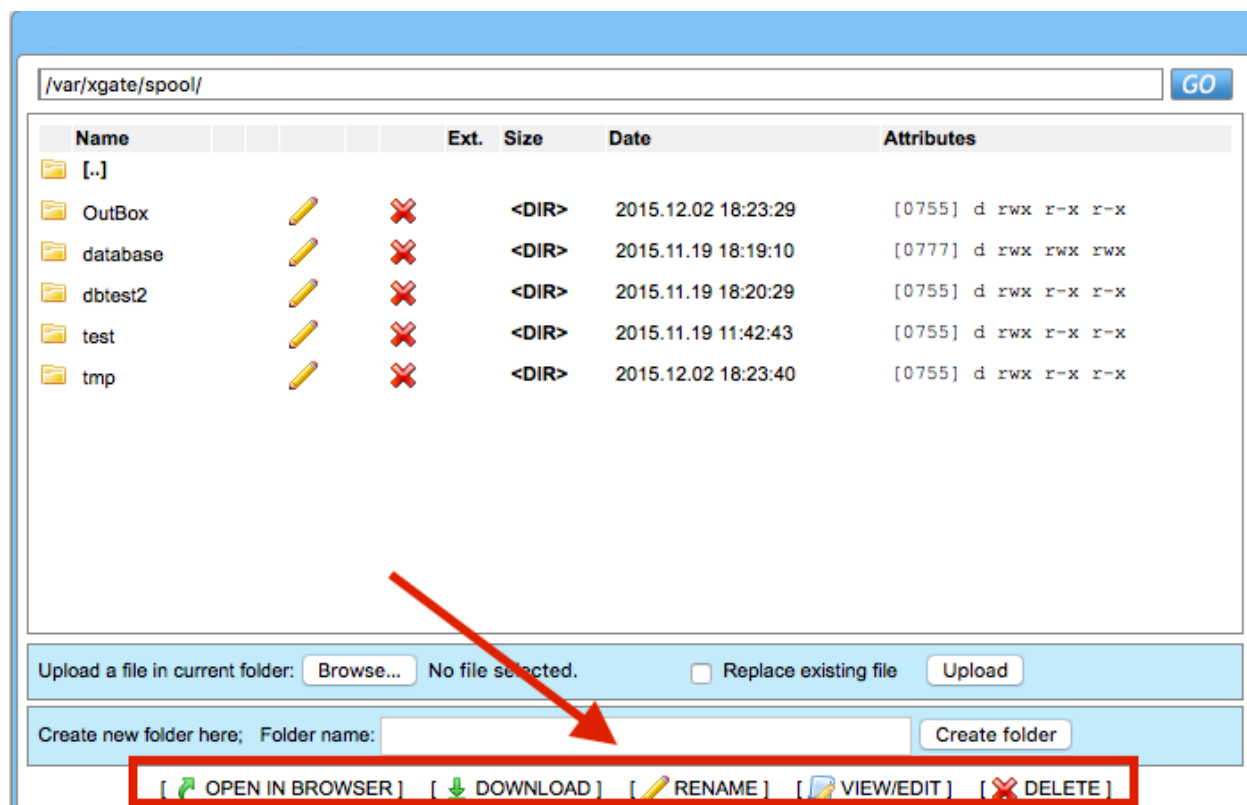
CAUTION: The Delete Action CANNOT be Undone!

9.1.2 Manage Pending Outbound Email

For greater access to email on the router, click on the Manage button.



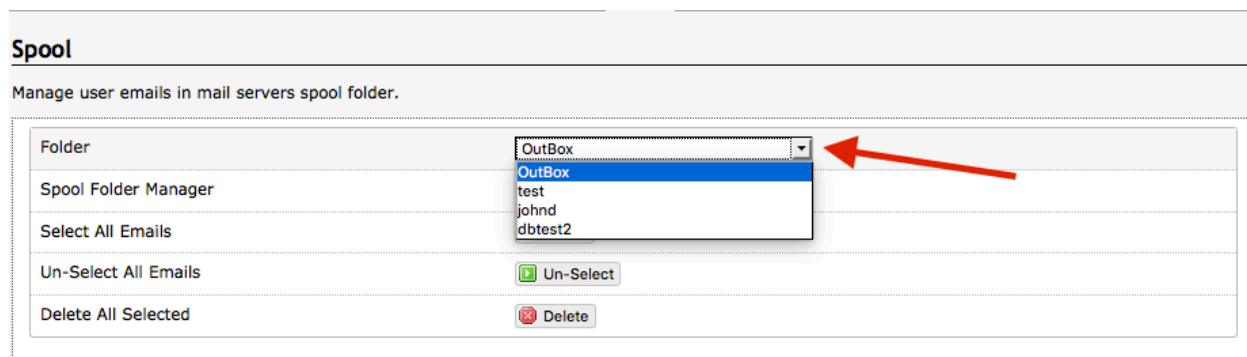
From the mail management window, select the desired action using the bottom menu:



To exit the mail management window, click on the Spool Tab again.

9.2 Primary Account Email

To manage email that is on the router for the Primary Accounts, click on the OutBox arrows for a drop down list of the Primary Accounts on this router.



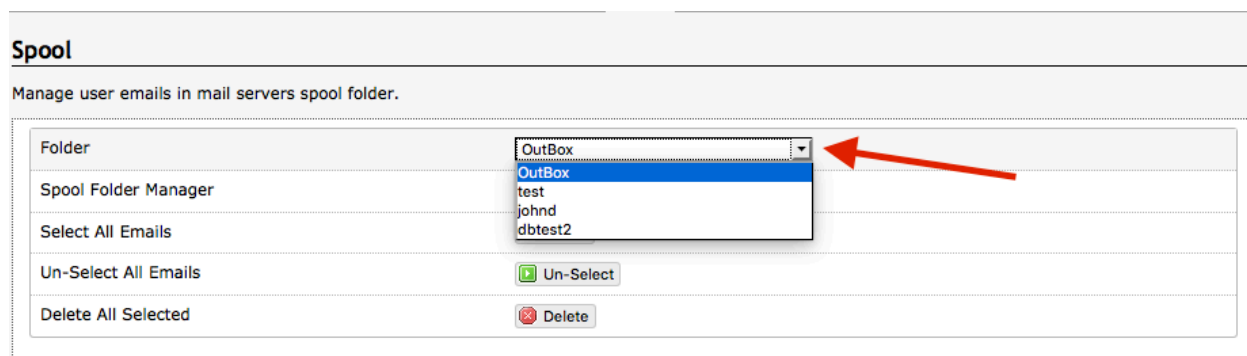
The screenshot shows the 'Spool' management interface. At the top, it says 'Manage user emails in mail servers spool folder.' Below this is a table with columns for 'Folder', 'Spool Folder Manager', 'Select All Emails', 'Un-Select All Emails', and 'Delete All Selected'. A dropdown menu is open next to the 'Folder' column, showing a list of accounts: 'OutBox', 'test', 'johnd', and 'dbtest2'. A red arrow points to the dropdown arrow in the 'Folder' column.

When selected, you will see a list of email for that Primary account. Notice that Crew Accounts bound to this Primary Account also displays here.

Follow the instructions in *Section 9.1.2* above for managing email for the Primary accounts.

9.3 Crew Account Email

To manage email that is on the router for a Crew Account, click on the OutBox arrows for a drop down list of the Primary Accounts on this router. Select the Primary Account to which the Crew Account is attached.



This screenshot is identical to the one in Section 9.2, showing the 'Spool' management interface with the 'Folder' dropdown menu open, displaying the list of accounts: 'OutBox', 'test', 'johnd', and 'dbtest2'. A red arrow points to the dropdown arrow in the 'Folder' column.

When selected, you will see a list of email for the Crew Account and for the Primary Account to which the Crew Account is bound.

Follow the instructions in section 9.1.2 above for managing email for the Crew Accounts.



Appendix A: General Tab

Home Services Status System Network Statistics Logout

Crew Internet Access Web Compression and Filtering **RedPort Email** SMS WiFi Extender GPS Tracking GPS/NMEA Repeater Voice PBX

General Connection Filters Primary Accounts Crew Accounts Spool Tools BigMail Logs

General Settings

Webmail login

Redirect to webmail ☒ Redirect
Users can access webmail by using <http://192.168.0.76/webmail>

POP Server Address:Port 192.168.0.76:110

SMTP Server Address:Port, Connection Security:None, Authentication:None 192.168.0.76:25

General Settings Webmail Settings Network Settings Log Settings Mail Filtering

Enable email server ☒

Main identity userid dbtest2
A main identity must be configured to use the mail system. Contact your provider for a main identity username and password.

Main identity password *****

Domain redportglobal.com
Default email domain.

Update interval(min) 60
Send/Receive email to/from server at this interval in minutes.

Send and Receive mail concurrently ☐ A duplex channel allowing email to be sent and received at the same time will be created if this option is selected.

Reset Save Save & Apply

Webmail login

Webmail login

Redirect to webmail ☒ Redirect
Users can access webmail by using <http://192.168.0.76/webmail>

POP Server Address:Port 192.168.0.76:110

SMTP Server Address:Port, Connection Security:None, Authentication:None 192.168.0.76:25

Redirect to webmail: This is a short-cut available to the onsite RedPort Email Administrator to access the RedPort Webmail user interface.



General Settings

General Settings Webmail Settings Network Settings Log Settings Mail Filtering	
Enable email server	<input checked="" type="checkbox"/>
Main identity userid	dbtest2 <small>A main identity must be configured to use the mail system. Contact your provider for a main identity username and password.</small>
Main identity password	***** <small>Default email domain.</small>
Domain	redportglobal.com <small>Default email domain.</small>
Update interval(min)	60 <small>Send/Receive email to/from server at this interval in minutes.</small>
Send and Receive mail concurrently	<input type="checkbox"/> <small>A duplex channel allowing email to be sent and received at the same time will be created if this option is selected.</small>

Enable email server: This must be checked to enable RedPort Email service.

Main identity userid: Enter the username assigned to the Primary Account holder. One Main Identity is required. It must be a Primary Account.

Main identity password: Enter the password assigned to the Primary Account.

Domain: The default domain is redportglobal.com. This can be changed, however, the domain used MUST be registered and the domain owner must set the domain to the GMN/RedPort Mail Servers. Contact your service provider for details.

Update Interval(min): This is how often (expressed in minutes) the mail program will automatically login to the satellite device to send any pending email and to receive any email pending. The default is set to 60 minutes. You can change this to fit your specific business needs. When modifying the Update Interval, keep in mind that RedPort Email uses block compression across all emails for that session.

BEST PRACTICE: Set the Update Interval to meet your business needs. See below for a description of block compression. It is better to not check email too often because the more email pending, the better compression. More compression means less satellite airtime expense.



Send and Receive email concurrently: Checking this box will enable RedPort Email to send and receive mail at the same time. On devices that support true full duplex, this action can double the effective speed of data transfer. On simplex devices, however, selecting this option may actually slow down data transfer since the phone has to work harder to emulate duplex and slow switching rates can dampen the transfer rate.

BLOCK COMPRESSION: RedPort Email uses block compression. It takes ALL pending inbound email and compresses it into one block and sends the entire block at one time. Block compression across all emails is very efficient, so the more email being transferred, the more efficient the compression. For example, one email that is one page of text is typically 5kb in size. Compressed down about 50% turns that email into 2-3 Kb. However, if you have 1000 emails at 5Kb each, that is 5Mb. Using block compression and eliminating redundancy reduces that data transfer size to about 5Kb total. Therefore, the more email pending, the greater the compression, the lesser the expense of email. The same block compression is applied to outbound email as well.

Webmail Settings

General Settings **Webmail Settings** Network Settings Log Settings Mail Filtering

Login Banner RedPort Webmail
Display banner on login window.

Signature Sent via Satellite Phone using RedPort Email
Default signature attached to the bottom of emails. Can be modified by end user in their webmail settings.

Idle Timeout 30
Idle time in minutes before a user is automatically logged out.

Login Banner: This is the text that is displayed when a user logs in to RedPort Email using a web browser.

The Login Banner text can be modified to meet your needs. Click <Save & Apply> to apply the changes.

RedPort Webmail

Welcome, please login into your account .:

Username: [] @redportglobal.com

Password: []

Language: English [v]

Login >>

Powered by RedPort XGate



Signature: This is the text that is displayed at the end of every outgoing email. It can be modified or removed to meet your needs. Click <Save & Apply> to apply the changes.

Idle Timeout: The default Idle Timeout is 30 minutes. Users that are logged in to RedPort Webmail will be logged out automatically after 30 minutes of inactivity. You can modify this setting to meet your needs. Click <Save & Apply> to apply the changes.

Network Settings

General Settings Webmail Settings **Network Settings** Log Settings Mail Filtering

Relay by network address ☐ Allow SMTP relay by network address. Otherwise allow relay for any user with an email From: address which matches the default mail domain.

POP3 Port 110
Note: changing the POP port may require manual restart of service (under tools) or reboot. Check POP log to confirm port change.

SMTP Port 25
Note: changing the SMTP port may require manual restart of service (under tools) or reboot. Check SMTP log to confirm port change.

Relay by network address: By default, RedPort Email is set to Relay by Domain. This allows any user that has connectivity to your network to send mail through RedPort Email as long as the users From: email address has the same domain name as that specified in the General Settings > Domain. Checking this box changes the relay from 'by domain' to 'by network address'. This prevents users on your network from using RedPort Email to transmit their mail and prevents spammers from using your network to forward emails to the Internet. If you check Relay by network address you must enter the network address in the Relay Network Address box.

Relay Network Address: This box only appears when "Relay by network address" above is checked. Using a Network Address of 0.0.0.0 allows any user to send email through RedPort Email as long as RedPort Email and the email client are running on the same computer. A network address other than 0.0.0.0 will allow any user on the network that matches the network address to send email through RedPort Email. For example, if the TCP/IP address of your RedPort router is 192.168.10.101, setting the network address to 192.168.1.0 will allow any user on any computer on your local LAN to send email through RedPort Email. Note that only the network address of the router is used to limit access to RedPort Email. Users email addresses or domains are ignored when using this option.

POP3 Port #: The POP3 port should be left at the default value of 110 unless it conflicts with something already installed on your system. If you change this value then you must configure the local email clients with the new port number. Click <Save & Apply> to apply the changes and restart RedPort Email to confirm the change.

SMTP Port #: The SMTP port should be left at the default value of 25 unless it conflicts with something already installed on your system. If you change this value then you must configure



the local email clients with the new port number. Click <Save & Apply> to apply the changes and restart RedPort Email to confirm the change.

Log Settings

General Settings	Webmail Settings	Network Settings	Log Settings	Mail Filtering
Log Rotation				
		weekly		
		Log rotation schedule.		
Number Logs				
		4		
		Number of log files to keep. If, for example, log rotation is set to "weekly" and number of logs is set to 4 then 4 weeks worth of logs will be maintained.		
POP3 Logging				
		<input type="checkbox"/> Enable verbose POP3 logging.		
SMTP Logging				
		<input type="checkbox"/> Enable verbose SMTP logging.		

Log Rotation: This establishes the log rotation schedule for the Usage CDRs (see RedPort Email > Logs tab). Logs can be set to rotate daily, weekly or monthly. The default is set to weekly,

Number Logs: This setting establishes the number of logs that are maintained. For example, if the Log Rotation above is set to daily and the Number Logs is set to 7, then 7 days of Usage CDRs will be maintained. The default is set to 4. The minimum is 1, the maximum is 9.

BEST PRACTICE: The default settings of Log Rotation = 4 and Number Logs = 4 are ideal for setting up monthly billing cycles, if required. The logs can be periodically downloaded for billing purposes.

POP3 Logging: Check this box to enable detailed POP3 logging.

BEST PRACTICE: The default setting is POP3 Logging is disabled. POP3 logging can be enabled when troubleshooting connection issues.

SMTP Logging: Check this box to enable detailed SMTP logging.

BEST PRACTICE: The default setting is SMTP Logging is disabled. It can be enabled when troubleshooting connection issues.



Mail Filtering

General Settings	Webmail Settings	Network Settings	Log Settings	Mail Filtering
BigMail Notifications		Send notifications to everyone		
BigMail Bypass		<input type="checkbox"/> Prevent users from bypassing outgoing size filter by appending +bigmail to address.		
Restrict Email Recipients		<input type="checkbox"/> Restrict outgoing email to the following recipient addresses.		

BigMail Notifications: This setting determines which accounts will receive notifications when large email is received. Notifications can be sent to everyone, primary and crew accounts (the default) or to the primary account only or to no one. The Email Administrator always has access to BigMail that is waiting via the BigMail Tab in RedPort Email. See *section 8.3. for more details*.

BigMail Bypass: Check this box to prevent all users from bypassing the outbound email size filter.

Restrict Email Recipients: Check this box to prevent email being sent to any email address that does not appear in the “Email Addresses” window below. If you check this box you must enter the email address approved for outbound email in the Email Addresses box.

Email Addresses: This box only appears when "Restrict Email Recipients" is checked above. Enter the “To:” email addresses approved for outbound email. Use “;” (semi-colon) as a field separator.



Appendix B: Connection Tab

The screenshot shows the RedPort web interface with the 'Connection' tab selected. The 'RedPort Email' tab is also visible and circled in red. The 'Connection Settings' section contains the following fields and options:

- Gateway TCP/IP Port #:** 443
- Primary XGate Server:** xgate.gmn-usa.com
- Network Connection:** Network Connection (with a help icon and text: "Select satellite connection method.")
- Dial Override:** (with a help icon and text: "Leave blank to use interface default.")
- IP Device Password:** (with a help icon and text: "IP dialer device password. Leave blank for default. Must have a value if the system password is changed.")
- IP Dial Override:** (with a help icon and text: "IPAddress:Port (where the port number is optional) of the satellite terminal to control. Leave blank to use default gateway. Hint: Should be left blank for most installations.")
- Leave Open:** ☐ (with a help icon and text: "Leave network connection active when done.")
- Use if Open:** ☐ (with a help icon and text: "Use another connection if already open.")
- Override network timeouts:** ☐ (with a help icon and text: "Override default connection timeouts. Should not be required.")
- Persistent Connections:** ☐ (with a help icon and text: "Persist with connections until transfer completes or num times.")

At the bottom, there are buttons for **Reset**, **Save**, and **Save & Apply**.

Gateway TCP/IP Port #: These TCP/IP Ports are available for access to the main mail servers. These should not be changed unless instructed to do so by your dealer.

Primary XGate Server: This is the default gateway to the main mail servers. The drop down menu will display a list of alternate mail servers. Alternate mail servers are used in many configurations and therefore may or may not contain your email account. *Do not change this setting unless instructed to do so by your dealer.*



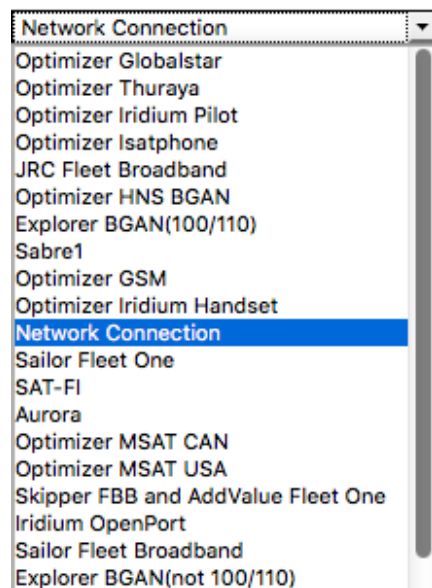
Network Connection:

Select the appropriate satellite connection method from the drop down menu.

The router supports both Managed and Unmanaged connections for Inmarsat FleetBroadband, Inmarsat BGAN, and Iridium OpenPort users (see below).

Inmarsat FleetBroadband / BGAN Setup:

Managed connections are intended for satellite terminals configured to be off-line except when a data session is taking place. Select the device name from the drop down list; and, configure the satellite terminal for “manual” connection mode. With this managed configuration RedPort Email will instruct the terminal to go online, send/receive email (or browse), and then close down the connection. Note: Inmarsat’s minimum airtime billing increment will be incurred for every connection.



Unmanaged connections are intended for satellite terminals configured to be online all the time. Select “Network Connection” from the drop down list; and, configure the satellite terminal to automatically connect to the Internet on network traffic. This unmanaged configuration typically results in lower airtime use since the number of connections incurring minimum billing increments is reduced.

Hybrid Connection: Setting the satellite connection method to the satellite terminal (as in Managed connections) and checking the option “Use if open” causes RedPort Email to use an active Internet connection if available. If none is available, it will manage the satellite connection.

Iridium Pilot Setup:

Managed connections (recommended) will keep the connection alive by issuing pings to a remote host every 5 seconds while either an email or web browsing session is in progress. Otherwise, the terminal will shut down the connection after 20 seconds causing the user to wait while the session is restarted. This connection delay can make it difficult to browse as there can be frequent timeouts and wait times while the connection is being reestablished. Select “Optimizer Iridium OpenPort” from the drop down list.

Unmanaged connections will automatically connect to the Internet when network traffic is detected. Select “Iridium OpenPort” from the drop down list.



Iridium does not have minimum billing increments for the OpenPort network so airtime fees for managed and for unmanaged connections are the same.

Dial Override: RedPort Email uses a default phone number to connect to the service provider selected in Network Connection above. Leave this field blank to use the built-in default phone number. You can manually enter the phone number to be dialed to connect to the service provider. *Under normal operating conditions, this feature is not needed.*

IP Device Password: Leave blank for the default; unless the system password has been changed.

IP Dial Override: Used only for FBB and Iridium Pilot link management. To use the default gateway, leave this field blank. Enter the IP address of the satellite terminal to be controlled. *Under normal operating conditions, this feature is not needed.*

Leave Open: Check this box to keep the satellite connection open after email has downloaded. This Open condition is the preferred setting for those providers that charge a minimum billing increment for every connection. When unchecked, RedPort Email will terminate the connection after email is downloaded.

Use if Open: Under normal operating conditions RedPort Email will terminate any existing connection, then reconnect using the Network Connection selected above. When this box is checked, RedPort Email will NOT terminate the existing connection but will attempt to use the connection for the mail download.

Override network timeouts: Under normal operating conditions, the timeout values should not be changed. However, If you are experiencing time out errors you can change these values by checking the box to display the values, and increasing the seconds for connection timeout and/or the seconds for send/receive timeout.

Persistent Connections: Check this box to increase the default settings for Persistent Connections.

- **Num Attempts** sets the number of times to attempt connection before acknowledging failure. The default is 1 attempt.
- **Seconds to Wait** sets the number of seconds to pause between connection attempts. Most service providers recommend a several minute wait between connection attempts to allow satellite orbits to reposition. The default is 180 seconds.

Appendix C: Filters Tab

Home Services Status System Network Statistics **RedPort Email** Logout

Crew Internet Access Web Compression and Filtering **Filters** Primary Accounts Crew Accounts Spool Tools BigMail Logs

Filter Settings

Filter Settings for Primary Account

Primary User: test

Filter actions for primary accounts take place on next connection and are not retroactive.

Recurring Filters - Action Takes Place after "Start"

Inbound Cutoff ☐ Set in bound email cutoff size to specified value.

Outbound Cutoff ☐ Set out bound email cutoff size to specified value.

One Time Server Filters - Action Takes Place after "Start"

Purge Restart Files ☐ Remove restart files and all pending mail in Outbox. Purging these files should fix any problems caused by mistakenly trying to send/receive huge files. Hint: You might also try purging files on the server using additional options listed below.

Move back to BigMail ☐ Move emails larger than "Cutoff Size" out of the Inbox and back to BigMail.

Sync BigMail ☐ Synchronize BigMail list on server with local list.

Purge InBox ☐ Delete all emails in the server InBox.

Purge BigMail ☐ Delete all emails in the server BigMail.

Purge InBox with Cutoff ☐ Delete all emails in InBox which are larger than specified cutoff.

Reset Submit

Filter Settings for Primary Account

Primary User: Click on the drop down box for a list of Primary Accounts that exist on the router. Select the Primary Account for which the filter settings will apply; in this example "test".

Recurring Filters – Action Takes Place after "Start"

Inbound Cutoff: Check this box to enable a change to the Inbound Cutoff Size. See section 7.1 for details.

Inbound Cutoff Size: Use the drop down menu to increase or decrease the Inbound Cutoff Size. Scroll down and click <Submit> to apply the new setting. This will generate a message



that will be sent to the main mail server on the next RedPort Email connection. The change will be applied on all subsequent email connections.

Outbound Cutoff: Check this box to enable a change to the Outbound Cutoff Size. See section 7.2 for details.

Outbound Cutoff Size: Use the drop down menu to increase or decrease the Outbound Cutoff Size. Scroll down and click <Submit> to apply the new setting. This information resides on the router and is effective immediately.

One Time Server Filters – Action Takes Place After “Start”

Checking any of these filters creates a message that is sent to the server on the next email connection only. The messages are acted upon during that next connection and never again. To use these filters a subsequent time, you must select it again for action during the following email connection.

Purge Restart Files: Restart Files are partial files that were interrupted during transfer, usually due to dropped signal, and therefore the file did not transfer completely. RedPort Email’s Mid-File Restart feature allows the remaining portion of these files to transfer on the next connection before any other email is passed. Use this checkbox to bypass the Restart feature for the next connection. The partially transferred file will be removed from the Restart Files queue. This will allow other email to pass. Click <Submit> to apply.

Move back to BigMail: Under normal conditions there should never be email larger than the Inbound Cutoff Size in the Inbox on the main mail server. It is, however, possible to retrieve large emails. If during the retrieval of a large email it is determined that it is undesirable to download the large email you can use this function to move the large email on the main mail server from the Inbox back into the BigMail box.

To use this function, cancel the current email session in RedPort Email by selecting the <Stop> button under the Tools Tab. Wait for the connection to stop. Check this box “Move back to BigMail”. Click <Submit> to apply. Return to the Tools Tab and select <Start> to initiate an email session. The large email will be moved into the BigMail folder on the main mail server and other mail transfers will resume as normal.

Sync BigMail: RedPort Email keeps track of the large emails stored on the main mail server (see BigMail Tab). At times, this list can become out of sync with the actual messages stored on the main mail server (i.e., if using the internet WebMail interface to delete large messages off the server, etc.) Use this checkbox to synchronize the RedPort Email BigMail list with the BigMail stored on the main mail server. Click <Submit> to apply.

Purge InBox: Use this checkbox to delete all email in the InBox Folder on the main mail server. Click <Submit> to apply.



Purge BigMail: Use this checkbox to delete all email in the BigMail Folder on the main mail server. Click <Submit> to apply.

Purge InBox with Cutoff: Use this checkbox to enable "Purge Cutoff Size".

Purge Cutoff Size: Select the cutoff threshold from the drop down menu. Click <Submit> to apply. All email that is larger than the threshold will be deleted from the InBox Folder on the main mail server.



Appendix D: Primary Accounts Tab

This is a list of the email Primary Accounts that are accessible using this router.

Username	Password	Description	
test1	something	test account 1	Delete
test2	anything	test account 2	Delete

The Main Identity must be a Primary Account. There must be at least one primary account present on the system.

Typically, there is only one Primary Account however RedPort Email allows access to multiple primary accounts if needed.

Primary accounts have access to email whether on or off the vessel as the account exists on the GMN mail servers.

Primary accounts also have access to Filters to customize settings to meet the account needs. These filters include:

- Mail Management including BigMail. *See Chapters 6.0 and 8.0 for details.*
- Inbound Mail Filter. *See Chapter 7.0 for details.*
- Outbound Mail Filter. *See Chapter 7.0 for details.*

The Main Identity Primary Account receives all Email system messages.

BEST PRACTICE: The Main Identity Primary Account is reserved for the Email Administrator. The Email Administrator does NOT have a crew account. With this arrangement, the Email Administrator will receive the system messages that cannot be viewed via a crew account.

See Chapter 4.0 of this guide for information on managing Primary Accounts.



Appendix E: Crew Accounts Tab

This is a list of the RedPort Email Crew Accounts that are accessible on this router.

Primary User	Username	Password	Description	
dbtest2	marys	f123456	mary smith	Delete
dbtest2	johns	234567	john smith	Delete

Use Crew Accounts to provide email access to transient crew and/or passengers. These accounts can only be accessed on the local network; they cannot be viewed over the Internet.

Each crew account must be bound to a primary account and is subject to all the filtering rules set by the primary account.

A primary account may have an unlimited number of crew accounts, however, you are billed for the number of crew accounts you use. Contact your provider for details and costs.

The Email Administrator can create, modify, and delete crew accounts as needed using this Crew Accounts Tab.

Usage is tracked for each crew account via CDRs allowing for billing of data transferred, if desired. See *Appendix I: Logs Tab > Usage CDRs* for details.

See *Chapter 5 of this Guide* for information on managing crew accounts.



Appendix F: Spool Tab

The Spool Tab allows the Email Administrator to view and manage email that is on the router.

Home Services Status System Network Statistics Logout

Crew Internet Access Web Compression and Filtering **RedPort Email** SMS WiFi Extender GPS Tracking GPS/NMEA Repeater Voice PBX

General Connection Filters Primary Accounts Crew Accounts **Spool** Tools BigMail Logs

Spool

Manage user emails in mail servers spool folder.

Folder: dbtest2

Spool Folder Manager: Manage

Select All Emails: Select

Un-Select All Emails: Un-Select

Delete All Selected: Delete

Size	To	From	Date	Subject	Select	View	Download	Delete
140513	dbtest2@redportglobal.com	Debra Brickhouse <dbrickhouse@globalmarinenet.com>	Thu, 19 Nov 2015 12:50:49 -0500	BigMail Example	<input type="checkbox"/>			
777	dbtest2+marys@redportglobal.com	mailbot@gmn-usa.com	Thu, 19 Nov 2015 18:22:35 +0000	XID-1447957354-51099 Large Mail	<input type="checkbox"/>			
907	dbtest2@redportglobal.com	Debra Brickhouse <dbrickhouse@globalmarinenet.com>	Thu, 19 Nov 2015 06:58:49 -0500	example email 1	<input type="checkbox"/>			
140540	dbtest2+marys@redportglobal.com	Debra Brickhouse <dbrickhouse@globalmarinenet.com>	Thu, 19 Nov 2015 13:22:27 -0500	Bigmail for Crew Example	<input type="checkbox"/>			
753	dbtest2@redportglobal.com	mailbot@gmn-usa.com	Thu, 19 Nov 2015 17:50:53 +0000	XID-1447955453-49001 Large Mail	<input type="checkbox"/>			

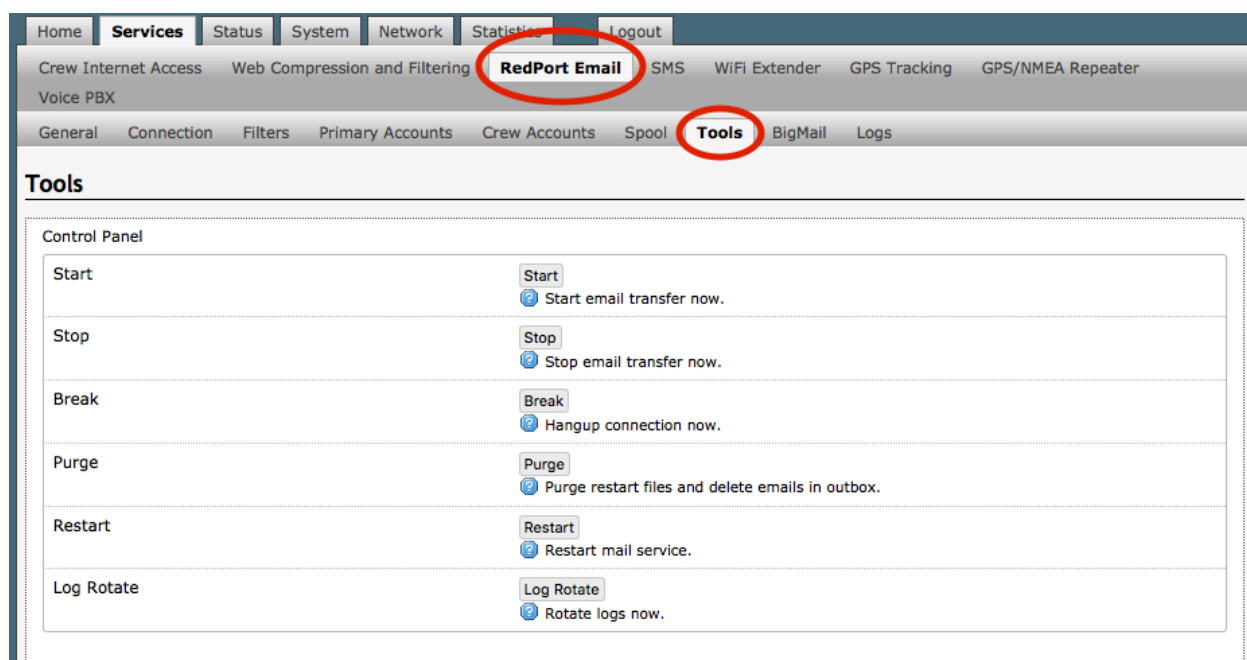
CAUTION: The Delete Action CANNOT be Undone!

See Chapter 9.0 of this Guide for information on Administrator Access to Email on the Router.

Appendix G: Tools Tab

The Tools Tab allows the Email Administrator to manage various aspects of the email service.

Control Panel



Start: Opens a connection and initiates an email session.

Stop: Terminates an email session in progress. It does not close the connection for web browsing.

Break: Closes any email and/or web browsing sessions and terminates the connection.

Purge: Use this button to remove any partially transferred files from the queue.

See Appendix C: Filters for details on this feature.

Restart: Under normal conditions there should never be a need to use this button. If, however, for some reason, RedPort Email becomes unresponsive, click this button to stop and restart service in lieu of having to reboot the computer.



Broadcast Message

Use Broadcast Message to send a blanket email to all users on the service or only to the Crew Accounts tied to a specific Primary Account.

Use the Account drop down menu to select the accounts to receive the broadcast message.

Enter the Subject.

Enter the text of the message.

Click <Broadcast Message> to send the broadcast email message.

Delete Crew Accounts

Use Delete Sub Accounts to delete all Crew Accounts that exist on the router; or, only those Crew Accounts tied to a specific Primary Account.

Use the Primary Account drop down menu to select the Crew Accounts to be deleted.

Click <Delete Sub Accounts> to complete the action.



Import Crew Accounts

Import Sub Accounts	
Primary Account	<input type="text" value="test"/>
Remove Header	<input type="checkbox"/> Remove first row of csv file before import
Filename	<input type="button" value="Browse..."/> No file selected.
Import Sub Accounts	<input type="button" value="Import Sub Accounts"/> Import CSV formatted file consisting of 3 columns containing 'username', 'password', 'users real name' as sub accounts to be assigned to a specific primary account

Use Import Sub Accounts to avoid the data entry steps of adding each Crew Account individually.

The import file must be in .csv format. It must have three columns:

- Username
- Password
- Users Real Name

Primary Account: Use the drop down list to select the Primary Account that will host these Crew Accounts.

Remove Header: If the .csv file has column headers check this box to remove them from the import. Otherwise, leave blank.

Filename: Browse to the correct .csv file.

Import Sub Accounts: Click <Import Sub Accounts> to complete the import.

You can verify the import by selecting the <Crew Accounts> Tab.



Backup Configuration

Backup Configuration	
Enter Filename	<input type="text" value="backup-2015-12-03.tgz"/>
Download Configuration	<input type="button" value="Download Configuration"/> <small>Click this button to download backup of email configuration and mail spool folder.</small>

Use Backup Configuration to save the current configuration settings of the email service. All email in the Spool will be saved in this backup as well.

Accept the default filename or enter the filename of your choice. Note: the file must be in *.tgz format.

Click <Download Configuration> to save the current settings and the spool folder.

Save this backup file locally.

Restore Configuration

Restore Configuration	
Filename	<input type="button" value="Browse..."/> No file selected.
Restore Configuration	<input type="button" value="Restore Configuration"/> <small>Restore email configuration and mail spool folder from a previous backup.</small>

Use Restore Configuration to restore the email configuration and the mail spool folder from a previous backup.

Browse to where the backup file is stored.

Click <Restore Configuration> to load the backup file. This action may take several minutes.



Appendix H: BigMail Tab

The BigMail Tab allows the Email Administrator to manage large email that is quarantined on the main mail server before downloading it to the router.

See Chapter 8.0 of this Guide for additional information on Managing BigMail.

Size	To	From	Date	Subject	Select	Retrieve	Drop	Delete
138557	dbtest2	Debra Brickhouse <dbrickhouse@globalmarinenet.com>	Thu, 19 Nov 2015 12:50:49 -0500	BigMail Example	<input type="checkbox"/>	Retrieve	Drop	Delete
138584	dbtest2	Debra Brickhouse <dbrickhouse@globalmarinenet.com>	Thu, 19 Nov 2015 13:22:27 -0500	Bigmail for Crew Example	<input type="checkbox"/>	Retrieve	Drop	Delete

Select email for action by clicking on the checkbox.

- **Select All Emails:** To select every email on the list.
- **Un-Select All Emails:** To reverse the selection of emails on the list.

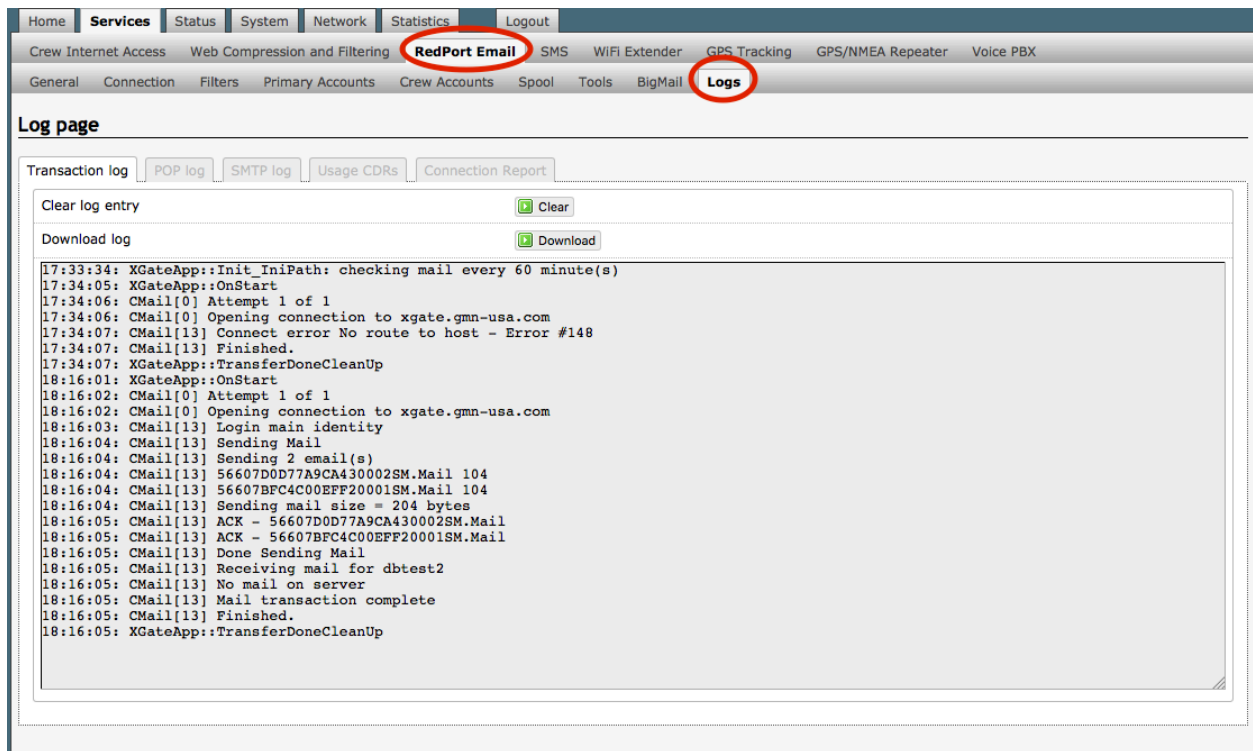
Selected emails are subject to the following actions:

- **Retrieve All Selected:** This prepares a message for the main mail server that these selected emails are to be downloaded on the next connection. During the following email session, these selected emails will be downloaded.
- **Drop All Selected:** Removes the selected emails from this list. The email is NOT removed from the main mail server.
- **Delete All Selected:** This prepares a message for the main mail server that these selected emails are to be deleted from the main mail server. **CAUTION: This Action CANNOT be Undone!**



Appendix I: Logs Tab

The Logs Tab allows the Email Administrator access to the email system logs. These logs can be used monitor the connection and the usage.



Clear Log Entry: Use this button to clear the log currently displayed.

Download: Use this button to download the log currently displayed. The download will be in the .csv format and can be viewed and manipulated in a spreadsheet application.

Transaction Log

The Transaction Log, shown above, is frequently used in troubleshooting connection issues,. It displays the last 50 entries only and shows the progress of each connection.



POP3 Log

Displays the last 50 entries of the POP log. Under normal conditions, this log is not needed. It can be useful, however, in debugging if there is a problem.

POP: Exiting thread for socket [17]..
POP: 26/04/2013 17:21:39-Spawning server thread for socket [17]..
POP: Exiting thread for socket [17]..
POP: 26/04/2013 17:21:39-Spawning server thread for socket [17]..
POP: Exiting thread for socket [17]..
POP: 26/04/2013 17:31:40-Spawning server thread for socket [17]..
POP: Exiting thread for socket [17]..

SMTP Log

Displays the last 50 entries of the SMTP log. Under normal conditions, this log is not needed. It can be useful, however, in debugging if there is a problem.

SMTP: 26/04/2013 14:17:33-Spawning server thread for socket [17]..
SMTP: Exiting thread for socket [17]..
SMTP: 26/04/2013 14:18:23-Spawning server thread for socket [17]..
SMTP: Exiting thread for socket [17]..
SMTP: 26/04/2013 14:19:27-Spawning server thread for socket [17]..
SMTP: Exiting thread for socket [17]..
SMTP: 26/04/2013 14:48:18-Spawning server thread for socket [17]..



Usage CDRs

This log displays each transaction that passes through the email system. It includes:

Transmission date
Transmission time
Sent (Send) or Received (Recv)
Sender's identity
Receiver's identity
Email Size (uncompressed)
Email Subject

"08-02-2013","15:36:11","Send","test@gmn-usa.com","mailbot@redportglobal.com","92","Acct"
"08-02-2013","16:36:12","Send","test@gmn-usa.com","mailbot@redportglobal.com","92","Acct"
"08-02-2013","16:36:12","Send","Test","soltero@globalmarinenet.com","1156","test"
"09-02-2013","23:00:17","Send","test@gmn-usa.com","mailbot@redportglobal.com","92","Acct"
"11-02-2013","07:00:08","Send","test@gmn-usa.com","mailbot@redportglobal.com","92","Acct"
"11-02-2013","21:00:20","Recv","test","Marauder","1116","x"
"12-02-2013","14:00:13","Send","test@gmn-usa.com","mailbot@redportglobal.com","92","Acct"

This log is useful when invoicing crew and/or passengers for airtime usage. It can be downloaded as a .csv file and opened in a spreadsheet application.

Connection Report

This report displays details of timing of each connection.

"08-02-2013","15:36:10","15:36:12","00:00:02"
"08-02-2013","16:36:10","16:36:12","00:00:02"
"08-02-2013","17:36:11","17:36:12","00:00:01"
"08-02-2013","18:36:11","18:36:13","00:00:02"
"08-02-2013","19:36:12","19:36:13","00:00:01"
"08-02-2013","20:36:13","20:36:15","00:00:02"
"08-02-2013","21:36:13","21:36:15","00:00:02"

It includes the following information:

- Connection date
- Time Connection is Opened
- Time Connection is Closed
- Duration of Connection in HH:MM:SS format



Appendix J: Using RedPort WebMail

RedPort WebMail is a simple to use email client bundled with RedPort Email Service. Primary Account users and Crew Account users can access the email on the router from any browser using any computer with Local Network access.

To access the router email:

1. Open any web browser and enter the URL for the router: <http://192.168.10.1:8888>
2. Enter the Username of the Account. For Primary Accounts enter only the username; for Crew Accounts enter the username for the primary account, then the plus sign (+), then the username of the Crew Account (i.e. dbtest2+marys)

RedPort Webmail

.: Welcome, please login into your account :.

Username: @redportglobal.com

Password:

Language:

Powered by RedPort XGate

RedPort Webmail

.: Welcome, please login into your account :.

Username: @redportglobal.com

Password:

Language:

Powered by RedPort XGate

3. Enter the Password of the Account.
4. Click <Login> to open RedPort Webmail.

RedPort Email opens to the user's Inbox.

Inbox Write E-Mail Refresh Folders Search Address book Empty trash Preferences Log out

You have 4 messages, 3 unread in the folder **Inbox**

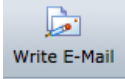

<input type="checkbox"/>	From	Subject	Date	Size
<input type="checkbox"/>	Debra Brickhouse	BigMail Example	11/19/15 17:50	138Kb
<input type="checkbox"/>	Debra Brickhouse	example email 1	11/19/15 11:58	1Kb
<input type="checkbox"/>	mailbot@gmn-usa.com	XID-1447955453-49001 Large Mail	11/19/15 17:50	1Kb
<input type="checkbox"/>	system@redportglobal.com	testing	12/03/15 16:18	1Kb

Mark as read :: Mark as unread :: Delete :: Move to

Pages: [1] (1/1)



RedPort Webmail works like most email clients. Incoming Email is stored in the Inbox folder. Outgoing Email is stored in the Sent items folder.

When new email is composed using  , click  to add the email to the outbound email queue. It will now appear in the Sent Items folder; however, it has not yet been sent to the recipient. It will be sent to the recipient during the next scheduled email session as dictated by the “Update Interval (min)” in the Email General Settings of the RedPort router.

Main Menu



Inbox: Opens a window that displays a list of all messages in the Inbox folder. Unread messages appear in boldface.

Write E-Mail: Opens a window to create a new email message.

Refresh: Use this to check the router for new email for this user.

Folders: Opens a window that displays a list of all folders for this user with a summary of the messages contained in each folder. You can add and delete Custom folders. Click on the folder name to open it and view the email in that folder.

Search: Opens a window to search Read messages by Sender (From), by Subject, or by a word or phrase in the message body. Use this button to perform a keyword search for specific emails.

Address Book: Opens a window that displays a list of all contacts entered. Contacts can be added, edited and deleted.

Empty Trash: Removes deleted items from the router and returns you to the Inbox screen.

Preferences: Allows for some minor configuration of this email account. We advise CAUTION if making changes to the Reply To email address. This is the email address that appears when you reply to a message. This email address can be different from your login email address. However, use caution when changing the Reply To address as all answers to your email will go to that email address and will not be available here in RedPort Email unless you first configured that new address to forward your email to your RedPort Email address.

Logout: Ends the current email session.



This concludes the RedPort Email Administrator's Guide. If you have a question that is not addressed in this Guide or if you have recommendations to improve the usefulness of this Guide, please contact us at: support@redportglobal.com