

HGC SUPERHUB HOSTED EXCHANGE EMAIL - 2010 / 2007 SMART PANEL USER GUIDE

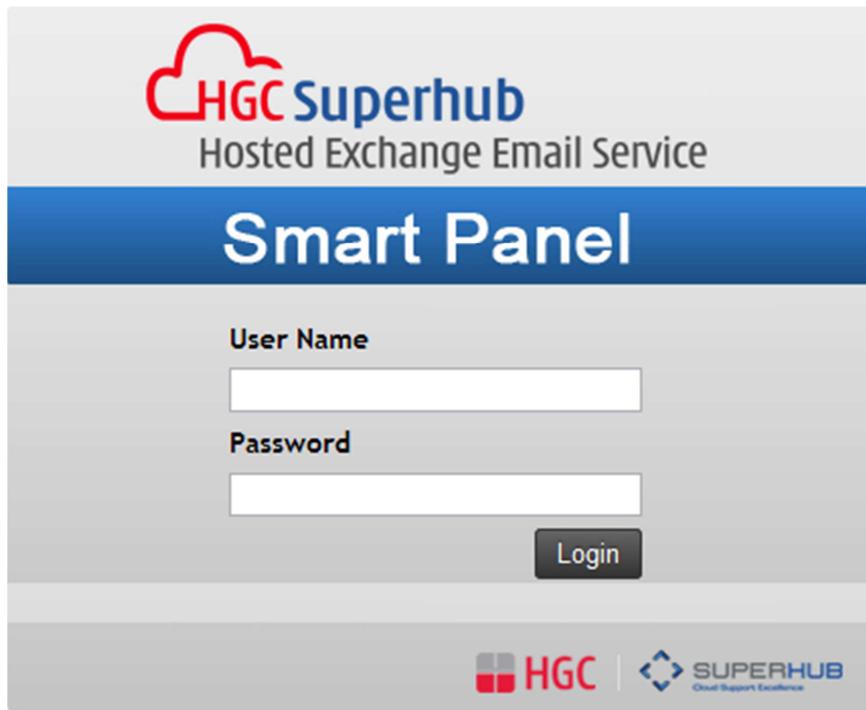
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1. Login to Smart Panel

1.1 Go to URL cp.hgcbizmail.com

1.2 Type username and password and click Login



The image shows a screenshot of the HGC Superhub login interface. At the top, the HGC Superhub logo is displayed, with 'HGC' in red and 'Superhub' in blue. Below the logo, the text 'Hosted Exchange Email Service' is visible. A prominent blue banner with the text 'Smart Panel' in white is centered. Below the banner, there are two input fields: 'User Name' and 'Password'. A 'Login' button is positioned below the password field. At the bottom of the page, the HGC and SUPERHUB logos are displayed side-by-side, with the tagline 'Cloud Support Excellence' under SUPERHUB.

2. Account Info

This page will display the contacts of this Company

Only Admin Contact and Technical Contact has access right to this Administrative panel.

Smart Panel	Home > Account Info															
 Account Info	<table><thead><tr><th>Admin Contact</th><th>Technical Contact</th><th>Billing Contact</th></tr></thead><tbody><tr><td>Name <input type="text"/></td><td>Name <input type="text"/></td><td>Name <input type="text"/></td></tr><tr><td>Number <input type="text"/></td><td>Number <input type="text"/></td><td>Number <input type="text"/></td></tr><tr><td>Title <input type="text"/></td><td>Title <input type="text"/></td><td>Title <input type="text"/></td></tr><tr><td>E-mail <input type="text"/></td><td>E-mail <input type="text"/></td><td>E-mail <input type="text"/></td></tr></tbody></table>	Admin Contact	Technical Contact	Billing Contact	Name <input type="text"/>	Name <input type="text"/>	Name <input type="text"/>	Number <input type="text"/>	Number <input type="text"/>	Number <input type="text"/>	Title <input type="text"/>	Title <input type="text"/>	Title <input type="text"/>	E-mail <input type="text"/>	E-mail <input type="text"/>	E-mail <input type="text"/>
Admin Contact	Technical Contact	Billing Contact														
Name <input type="text"/>	Name <input type="text"/>	Name <input type="text"/>														
Number <input type="text"/>	Number <input type="text"/>	Number <input type="text"/>														
Title <input type="text"/>	Title <input type="text"/>	Title <input type="text"/>														
E-mail <input type="text"/>	E-mail <input type="text"/>	E-mail <input type="text"/>														
 User Setup Profile	Company Information:															
 User & Mailbox	Company Name <input type="text" value="hgcmaintest1.com"/>															
 Domain Name	Company Address <input type="text"/>															
 Distribution List	Billing Information:															
 Contact List	Billing Address: <input type="text"/>															
 Resource Mailbox	Plan & Pricing Information:															
 Company Disclaimer	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>															
 Batch Provisioning	SLA <input type="text"/> View or Download															
 Download & Setup																
 Activity Log																
 Message Tracking Log																

3. User Setup Profile

User account creation default setting plan:

Each user account created will follow this plan to enable the features and storage limit(s).

The entire features are as follow:

1. MAPI: For user using Outlook or Entourage client to sync calendar, personal contact, messages with the server
2. ActiveSync: For mobile user using mobile device(s) to sync calendar, personal contacts, messages with the server
3. OWA: Outlook Web Access, able to access email using any browser
4. POP3: Enable the server to fetch email from external, 3rd party, POP3 server on a per-user/per-account basis
5. IMAP4: Allow an e-mail client to access e-mail on a remote mail server
6. Hide from Address Book: Hide the user account from global address list
7. SCL Threshold of Junk Message: Anti-Spam filter rating of specified value will be considered junk mail
8. SCL Threshold of Reject Message: Anti-Spam filter rating of specified value will be rejected. An NDR will be sent to the sender
 - SCL: 8. Almost spam is filtered, but some spam may be delivered to inbox as well
 - SCL: 4. Almost all spam is filtered, but may also cause a few false positives.
 - SCL: 1. Almost all spam is filtered, but will cause a lot false positives.

Features	Setting
Storage	10240 MB
ArchivingStorage	0 MB
MAPI	<input type="radio"/> Enable <input checked="" type="radio"/> Disable
ActiveSync	<input type="radio"/> Enable <input checked="" type="radio"/> Disable
OWA	<input checked="" type="radio"/> Enable <input type="radio"/> Disable
POP3	<input checked="" type="radio"/> Enable <input type="radio"/> Disable
IMAP4	<input checked="" type="radio"/> Enable <input type="radio"/> Disable
Hide from address book	<input type="radio"/> Enable <input checked="" type="radio"/> Disable
SCL Threshold of Junk Message	7
SCL Threshold of Reject Message	8

4. User & Mailbox

Display all users and features.

You can select a specified user to change the settings. (Quota size : 1GB = 1024MB)

The screenshot shows the 'User and Mailbox' section of the Smart Panel. On the left is a navigation menu with options like Account Info, User Setup Profile, User & Mailbox, Domain Name, Distribution List, Contact List, Resource Mailbox, Company Disclaimer, Batch Provisioning, Download & Setup, Activity Log, and Message Tracking Log. The main area displays a table of users with columns for Email, Display Name, Quota, MAPI, ActiveSync, BlackBerry, and Archiving Storage. Below the table are buttons for 'New' and 'Export'.

Email (7/100)	Display Name	Quota (70.0/1000)	MAPI (4/100)	ActiveSync (4/100)	BlackBerry (0/0)	Archiving Storage (0.0/0)
test1@hgcbizmail.com	HGC test	10240	Y	Y	N	0
test2@hgcbizmail.com	test2	10240	Y	Y	N	0
test3@hgcbizmail.com	test3	10240	N	N	N	0
test4@hgcbizmail.com	test4	10240	Y	Y	N	0
test5@hgcbizmail.com	test5	10240	N	N	N	0
test6@hgcbizmail.com	HGC test6	10240	Y	Y	N	0
test7@hgcbizmail.com	HGC test7	10240	N	N	N	0

4.1 General Info

4.1.1 Information

You can modify user information on the page, after you modify, please click "Save"

The screenshot shows the 'General Info' page for user 'test1@hgcbizmail.com'. The page has tabs for 'General Info', 'Email Address', 'Quota', 'Delivery Option', 'Distribution List', 'Spam', 'Mobile', and 'Advanced'. The 'Information' section contains a form with fields for First Name (HGC), Last Name (Test1), Display Name (HGC test), Job Title, Department, Company (HGC Company), Office Number, City, Country, Street, State, and Account Status (Normal). There are 'Save' and 'Delete' buttons below the form. Below the form is a 'Reset Password' section with 'Auto Generate' checkbox, 'Password' and 'Re-type Password' fields, and a 'Reset Password' button. At the bottom, there is a section for 'Members who report directly to this user' with 'Add', 'Delete', and 'Save' buttons.

4.1.2 Reset Password

You can reset user password by manually typing the password.

Then click “Reset Password”

The screenshot shows the 'Smart Panel' interface for user management. The main content area is titled 'Home > User and Mailbox > General Info' and displays the email address 'test1@hgcbizmail.com'. Below this, there are tabs for 'General Info', 'Email Address', 'Quota', 'Delivery Option', 'Distribution List', 'Spam', 'Mobile', and 'Advanced'. The 'Information' section contains various fields for user details, including First Name (HGC), Last Name (Test1), Display Name (HGC test), Home Number, Fax Number, Mobile Number, Office/Location, State, and Alias (test1_hgcbizmail.com). There are also fields for Job Title, Department, Company (HGC Company), Office Number, City, Country, Street, and Account Status (Normal). A red box highlights the 'Reset Password' section, which includes an 'Auto Generate' checkbox, a 'Password' field, and a 'Re-type Password' field. Below these fields is a 'Reset Password' button. At the bottom of the page, there is a section for 'Members who report directly to this user' with 'Add', 'Delete', and 'Save' buttons.

You can also reset user password by “Auto Generate”. The generated password will send to personal email account

In the “personal email”, please fill in the personal email address. (eg: xxx@hotmail.com)

Then click “Reset Password”

This close-up screenshot shows the 'Reset Password' section. It features an 'Auto Generate' checkbox that is checked. Below it is a field for 'Personal email address' with a red asterisk indicating it is required. A 'Reset Password' button is located at the bottom of this section.

4.2 Email Address

You can modify the email address of a selected user

The screenshot shows the 'Smart Panel' interface for user management. The left sidebar contains navigation options: Account Info, User Setup Profile, User & Mailbox (selected), Domain Name, Distribution List, Contact List, Resource Mailbox, Company Disclaimer, Batch Provisioning, Download & Setup, Activity Log, and Message Tracking Log. The main content area is titled 'Home > User and Mailbox > Email Address' and displays the email address 'test1@hgcbizmail.com'. Below this, there are tabs for 'General Info', 'Email Address', 'Quota', 'Delivery Option', 'Distribution List', 'Spam', 'Mobile', and 'Advanced'. The 'Email Address' tab is active, showing a form with an '@ hgcbizmail.com' dropdown, 'Add', and 'Save' buttons. Below the form is a table with columns 'Email', 'Type', and 'Operation':

Email	Type	Operation
test1@hgcbizmail.com	Primary	Delete

4.3 Quota

You can modify the quota limit(s) of a selected user. (Quota size : 1GB = 1024MB)

The screenshot shows the 'Smart Panel' interface for user management. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Home > User and Mailbox > Quota' and displays the email address 'test1@hgcbizmail.com'. Below this, there are tabs for 'General Info', 'Email Address', 'Quota', 'Delivery Option', 'Distribution List', 'Spam', 'Mobile', and 'Advanced'. The 'Quota' tab is active, showing 'Mailbox Quota' settings:

Actual Usage: 76.6 KB (78,436 bytes)

Quota: MB

Issue Warning Quota: MB

Max Quota to Receive Email: MB

Max Size of Sending Message: MB

Max Size of Receiving Message: MB

Recipient Limites:

Below this, there is an 'Archiving Quota' section:

Archive Status: Disabled [Enable Archive](#)

Archive Quota: MB

Archive Warning Quota: MB

4.4 Delivery Option

4.4.1 Forward to:

You can setup a forwarding rule to forward message to specific user(s)

General Info	Email Address	Quota	Delivery Option	Distribution List	Spam	Mobile	Advanced		
Forward to:							Add	Delete	Save

4.4.2 Set Permission to access others

You can setup this account with permission of Full Access, Send As or Send On Behalf

Set permission to access others			Add	Delete	Save
<input type="checkbox"/>	Email	Full Access	Send As or Send On Behalf		

4.4.3 Reject from all except

You can setup a Whitelist of senders to this account.

Reject from all except		Add	Delete	Save
<input type="checkbox"/>	Name	Type		

4.4.4 Accept from all except

You can setup a Blacklist of senders to this account.

Accept from all except		Add	Delete	Save
<input type="checkbox"/>	Name	Type		

4.5 Distribution List

You can remove the selected user from Distribution List

Smart Panel Account Info User Setup Profile User & Mailbox Add, remove and edit your users/emails account and manage Exchange mailbox features and VAS.	Home > User and Mailbox > Distribution List							
	test1@hgcbizmail.com							
	General Info	Email Address	Quota	Delivery Option	Distribution List	Spam	Mobile	Advanced
Member of							Delete	<input type="checkbox"/>

4.6 Spam

You can modify the selected user SCL level from 0-9

Smart Panel Home > User and Mailbox > Spam

Account Info test1@hgcbizmail.com

User Setup Profile

User & Mailbox

Domain Name

Distribution List

General Info | Email Address | Quota | Delivery Option | Distribution List | Spam | Mobile | Advanced

Move messages to Junk-Mail Folder that have a SCL value greater than or equal to: 7

Reject messages that have a SCL value greater than or equal to: 8

Save

4.7 Mobile

You can “Remote Wipe” and “Deactivate”.

Smart Panel Home > User and Mailbox > Mobile

Account Info test1@hgcbizmail.com

User Setup Profile

User & Mailbox

Domain Name

General Info | Email Address | Quota | Delivery Option | Distribution List | Spam | Mobile | Advanced

Windows Mobile Remote Wipe Deactivate

BlackBerry Activate

4.8 Advance

You can suspend account and enable/disable features.

Smart Panel Home > User and Mailbox > Advance

Account Info test1@hgcbizmail.com

User Setup Profile

User & Mailbox

Domain Name

General Info | Email Address | Quota | Delivery Option | Distribution List | Spam | Mobile | Advanced

Suspend Disable IMAP

Hide from address book MAPI

Disable OWA Disable POP

Save

5. Domain Name

You can manage your email domain here. (For add-on domain name, please contact our support service)

Smart Panel Home > SMTP Domain

- Account Info
- User Setup Profile
- User & Mailbox
- Domain Name**
- Manage SMTP Domains.
- Distribution List
- Contact List
- Resource Mailbox**
- Company Disclaimer
- Batch Provisioning
- Download & Setup
- Activity Log
- Message Tracking Log

Domain Name	Domain Type	Is Default
hgcbizmail.com	Authoritative	<input checked="" type="checkbox"/>

Save

6. Distribution List

You can create or delete distribution list(s).

You can modify specific distribution list member(s).

6.1 Member List

You can add or delete a member of a selected distribution list

Member Name	Member Type
test5@hgcbizmail.com	user
test4@hgcbizmail.com	user
test3@hgcbizmail.com	user
test2@hgcbizmail.com	user

6.2 Delivery Restriction

You can setup Whitelist member(s) for this selected distribution list.

 **test group1**

Member List | **Delivery Restriction** | **Advanced**

Reject from all except Add Delete Save

<input type="checkbox"/>	Member Name	Member Type
--------------------------	-------------	-------------

You can setup Blacklist member(s) for this selected distribution list.

Accept from all except Add Delete Save

<input type="checkbox"/>	Member Name	Member Type
--------------------------	-------------	-------------

You can moderate a message when it is sent to this selected distribution list.

Must be approved by who before delivering to members Add Delete Save

<input type="checkbox"/>	Member Name	Member Type
--------------------------	-------------	-------------

6.3 Advance

You can hide this selected distribution list from the address book

 **test group1**

Member List | **Delivery Restriction** | **Advanced**

Hide from address book

Save

7. Contact List

You can create/delete email contacts who are not in your organization (eg: xxx@hotmail.com). This contact list is searchable from mailbox users.

Smart Panel

Home > Contact List

Account Info

User Setup Profile

User & Mailbox

Domain Name

Distribution List

Contact List

Resource Mailbox

Company Disclaimer

Batch Provisioning

Download & Setup

Activity Log

Message Tracking Log

Search by Display Name like | Delete New

	Email	Display Name
<input type="checkbox"/>		

8. Resource Mailbox

You can create/delete resource mailbox(es) for some resources (e.g. Conference Room, Projector)

Smart Panel

Home > ResourceMailbox List

Account Info

User Setup Profile

User & Mailbox

Domain Name

Distribution List

Contact List

Resource Mailbox

Company Disclaimer

Batch Provisioning

Download & Setup

Activity Log

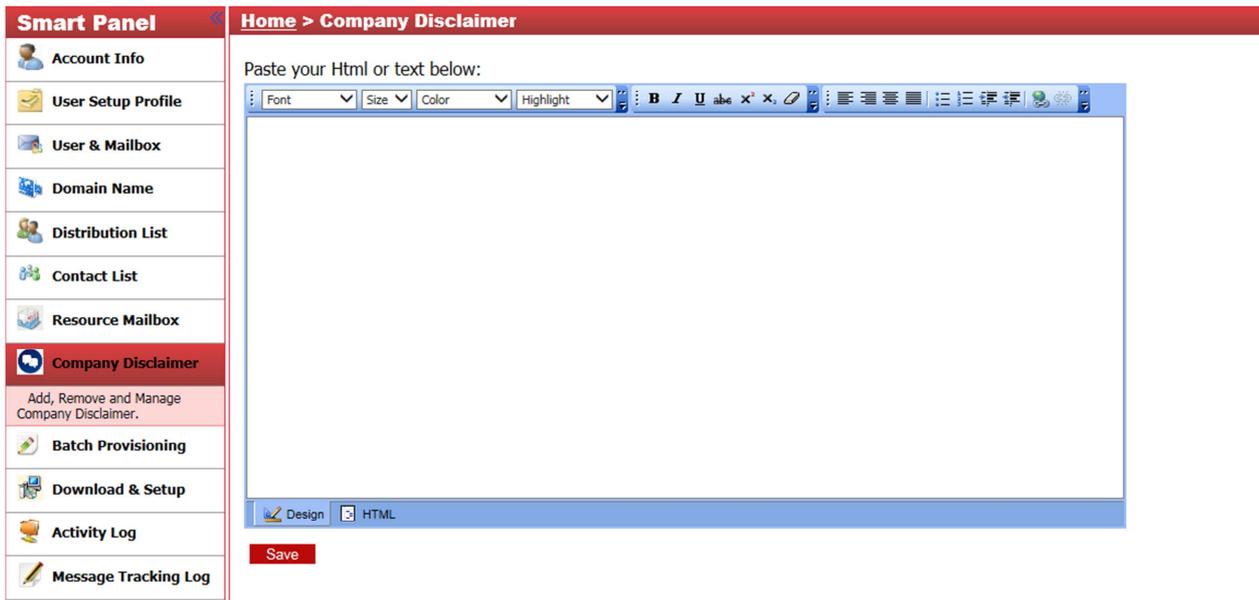
Message Tracking Log

Search by Display Name like | Delete New

	Email (1/10)	Display Name	Type
<input type="checkbox"/>	room1@hqcbizmail.com	room1	Room

9. Company Disclaimer

You can enforce a company disclaimer for all users. After any modification, please click “Save”
Whenever an user sends out an email message, it will append the company disclaimer.



The screenshot shows the 'Smart Panel' interface for configuring a 'Company Disclaimer'. The left sidebar contains a list of navigation options: Account Info, User Setup Profile, User & Mailbox, Domain Name, Distribution List, Contact List, Resource Mailbox, **Company Disclaimer** (highlighted), Batch Provisioning, Download & Setup, Activity Log, and Message Tracking Log. The main content area is titled 'Home > Company Disclaimer' and contains a text area for entering the disclaimer. Above the text area is a rich text editor toolbar with options for Font, Size, Color, Highlight, Bold (B), Italic (I), Underline (U), Undo (abc), and Redo (x). Below the text area are 'Design' and 'HTML' tabs, and a 'Save' button.

10. Batch Provisioning

10.1 All previous provisioning log will be displayed. You can click “New” to create a new provisioning

Smart Panel

Home > Batch Provisioning
New

- Account Info
- User Setup Profile
- User & Mailbox
- Domain Name
- Distribution List
- Contact List
- Resource Mailbox
- Company Disclaimer
- Batch Provisioning**
- Download & Setup
- Activity Log
- Message Tracking Log

Search by date from to

All
 Queued
 InProgress
 Completed
 Cancelled

File Name	ProvisionType	SubmittedBy	SubmittedOn	ScheduleOn	Begin ProcessOn	End ProcessOn	Status
Offline Batch User Creation Template (Customer Ready).xls	CreateUserAndMailbox	superhub.admin@hgc.bizmail.com	9/2/2014 5:45:48 PM	9/2/2014 5:45:48 PM	Sep 2 2014 5:45PM	Sep 2 2014 5:46PM	Completed
Offline Batch User Creation Template (Customer Ready).xls	CreateUserAndMailbox	superhub.admin@hgc.bizmail.com	9/2/2014 5:42:27 PM	9/2/2014 5:42:27 PM	Sep 2 2014 5:42PM	Sep 2 2014 5:43PM	Completed
Offline Batch User Creation Template (Customer Ready).xls	CreateUserAndMailbox	superhub.admin@hgc.bizmail.com	8/28/2014 10:50:28 AM	8/28/2014 10:50:28 AM	Aug 28 2014 10:56AM	Aug 28 2014 10:58AM	Completed
Offline Batch User Deletion Template (Customer Ready).xls	DeleteUserAndMailbox	superhub.admin@hgc.bizmail.com	8/27/2014 6:38:57 PM	8/27/2014 6:38:57 PM	Aug 27 2014 6:39PM	Aug 27 2014 6:39PM	Completed
Offline Batch User Creation Template (Customer Ready).xls	CreateUserAndMailbox	superhub.admin@hgc.bizmail.com	8/27/2014 6:36:56 PM	8/27/2014 6:36:56 PM	Aug 27 2014 6:36PM	Aug 27 2014 6:38PM	Completed
Offline Batch User Deletion Template (Customer Ready).xls	DeleteUserAndMailbox	superhub.admin@hgc.bizmail.com	8/27/2014 6:35:52 PM	8/27/2014 6:35:52 PM	Aug 27 2014 6:35PM	Aug 27 2014 6:36PM	Completed
Offline Batch User Creation Template (Customer Ready).xls	CreateUserAndMailbox	superhub.admin@hgc.bizmail.com	8/27/2014 6:31:16 PM	8/27/2014 6:31:16 PM	Aug 27 2014 6:31PM	Aug 27 2014 6:33PM	Completed

10.2 On “Please choose provisioning type:”

10.2.1 Provisioning have the following types:

- a. “Create User and mailbox” create user accounts and mailboxes.
- b. “Delete user and mailbox” delete user accounts and mailboxes.
- c. “Create Contact” create contacts
- d. “Delete Contact” delete contacts
- e. “Create Group” Create group
- f. “Modify User and Mailbox” modify information

Smart Panel

Home > Batch Provisioning > Create Batch Provisioning

- Account Info
- User Setup Profile
- User & Mailbox
- Domain Name
- Distribution List
- Contact List
- Resource Mailbox
- Company Disclaimer
- Batch Provisioning**
- Download & Setup
- Activity Log
- Message Tracking Log

Please choose provisioning type:

- Create User and Mailbox
- Delete User and Mailbox
- Create Contact
- Delete Contact
- Create Group
- Modify User and Mailbox

(100 records only)

Uploading Results:

10.2.2 After you select the type of provisioning, you can download the “provisioning template file” (an Excel document) and fill up the related information

Smart Panel | Home > Batch Provisioning > Create Batch Provisioning

Please choose provisioning type:
 Create User and Mailbox

[Download provisioning template file](#)

Please upload provisioning file(500 records only)
 Browse... **Upload**

Uploading Results:

	A	B	C	D	E	F	G	H	I	J	K	L
1	User Account Settings (Required)								User Account			
2	User Name/ Primary Email Address	@	User name domain	Initial Password	Display Name (Prefix - user name)	First Name	Last Name	Company	Display Name Prefix (Prefix - user name) <small>(eg: Disney - Tom Chan)</small>	Title	Department	Office Phone Number
3	JohnDoe		hgcbizmail.com	password	John Doe	John	Doe	ABC Limited	ABC Ltd	CTO	IT	12345678
4												
5												
6												

10.3 On “Please upload provision file (500 records only)”

* 500 records only per time

10.3.1 After you finish fill up the information in the “Provisioning template file”, you can click “Browse” to select the file.

The screenshot shows the 'Smart Panel' on the left with a sidebar menu containing: Account Info, User Setup Profile, User & Mailbox, Domain Name, Distribution List, Contact List, Resource Mailbox, Company Disclaimer, Batch Provisioning (highlighted), Download & Setup, Activity Log, and Message Tracking Log. The main content area is titled 'Home > Batch Provisioning > Create Batch Provisioning'. It contains a dropdown menu for 'Please choose provisioning type:' with 'Create User and Mailbox' selected. Below it is a link for 'Download provisioning template file'. A red box highlights the 'Please upload provisioning file(500 records only)' section, which includes a text input field with the path 'C:\Users\User\Desktop\Cop of Offline Batch User Cre', a 'Browse...' button, and an 'Upload' button. Below this is the 'Uploading Results:' section.

10.3.2 You can click “Upload” to upload the document, then you need to schedule a time provisioning. Then, click “Submit”.

The screenshot shows the 'Smart Panel' on the left with the same sidebar menu as the previous screenshot. The main content area is titled 'Home > Batch Provisioning > Submit Provisioning'. It displays a success message: 'The file Copy of Offline Batch User Creation Template (Customer Ready).xls has been successfully uploaded!'. Below this is the text 'Please choose a time for provisioning:' followed by two radio button options: 'Provision Now' (which is selected) and 'Schedule a Time'. A red 'Submit' button is located at the bottom of the form.

10.4 On “Upload Result”, this page may show the provisioning user status: Error, success or User duplicate

Smart Panel Home > Batch Provisioning > Create Batch Provisioning

Account Info

User Setup Profile

User & Mailbox

Domain Name

Distribution List

Contact List

Resource Mailbox

Company Disclaimer

Batch Provisioning

Batch create and delete Contact, User and Mailbox. Check the Provisioning result

Download & Setup

Activity Log

Message Tracking Log

Please choose provisioning type:
Create User and Mailbox

[Download provisioning template file](#)

Please upload provisioning file(500 records only)

Uploading Results:

The user name 'johndoe@hgcbizmail.com' has already existed.

11. Download & Setup

This page gives you access to download Outlook 2010 client program. If you want to rent to use, please contact us.

Smart Panel	Home > Download and Setup
Account Info	<h3>Office Outlook 2010 Download</h3> <p>Here are the links for you download the Office Outlook 2010</p> <hr/> <p>Download: ISO version</p> <ol style="list-style-type: none">1. Office Outlook 2010 English Version2. Office Outlook 2010 Chinese Simplified Version3. Office Outlook 2010 Chinese Traditional Version <hr/> <p>Download: ZIP version</p> <ol style="list-style-type: none">1. Office Outlook 2010 English Version2. Office Outlook 2010 Chinese Simplified Version3. Office Outlook 2010 Chinese Traditional Version
User Setup Profile	
User & Mailbox	
Domain Name	
Distribution List	
Contact List	
Resource Mailbox	
Company Disclaimer	
Batch Provisioning	
Download & Setup	
Download microsoft office outlook and user guides.	
Activity Log	
Message Tracking Log	

12. Activity Log

This page shows the administrator access log.

Smart Panel	Home > Activity Log							
Account Info User Setup Profile User & Mailbox Domain Name Distribution List Contact List Resource Mailbox Company Disclaimer Batch Provisioning Download & Setup Activity Log View your activity log, for forwarding messages to an external email. Message Tracking Log	Search By <input type="text" value="User"/> Like <input type="text"/> <input type="button" value=""/>							
	Date from <input type="text"/> To: <input type="text"/>							
	Begin Time	End Time	Customer ID	User	Action Type	Action Object	Result	Remark
	9/3/2014 1:32:47 AM	9/3/2014 1:32:48 AM	hgcbizmail.com	[redacted]@hgcbizmail.com	SubmitBatchProvisioning	Copy of Offline Batch User Creation Template (Customer Ready).xls	Success	
	9/2/2014 5:45:48 PM	9/2/2014 5:45:48 PM	hgcbizmail.com	[redacted]@hgcbizmail.com	SubmitBatchProvisioning	Offline Batch User Creation Template (Customer Ready).xls	Success	
	9/2/2014 5:42:27 PM	9/2/2014 5:42:27 PM	hgcbizmail.com	[redacted]@hgcbizmail.com	SubmitBatchProvisioning	Offline Batch User Creation Template (Customer Ready).xls	Success	
	8/28/2014 6:03:06 PM	8/28/2014 6:03:06 PM	hgcbizmail.com	[redacted]@hgcbizmail.com	DeleteContact	CN=[redacted],OU=hgcmalltest1.com,OU=hgcbizmail.com,OU=hosting,DC=hosting,DC=local	Success	
	8/28/2014 6:03:02 PM	8/28/2014 6:03:02 PM	hgcbizmail.com	[redacted]@hgcbizmail.com	DeleteContact	CN=hotmail,OU=hgcmalltest1.com,OU=hgcbizmail.com,OU=hosting,DC=hosting,DC=local	Success	
	8/28/2014 6:02:59 PM	8/28/2014 6:02:59 PM	hgcbizmail.com	[redacted]@hgcbizmail.com	DeleteContact	CN=gmail,OU=hgcmalltest1.com,OU=hgcbizmail.com,OU=hosting,DC=hosting,DC=local	Success	
	8/28/2014 6:02:18 PM	8/28/2014 6:02:47 PM	hgcbizmail.com	[redacted]@hgcbizmail.com	CreateContact	[redacted]@.com.	Success	
	8/28/2014 5:47:54 PM	8/28/2014 5:48:18 PM	hgcbizmail.com	[redacted]@hgcbizmail.com	CreateContact	[redacted]@gmail.com	Success	
	8/28/2014 5:47:18 PM	8/28/2014 5:47:38 PM	hgcbizmail.com	[redacted]@hgcbizmail.com	CreateContact	[redacted]@hotmail.com	Success	

13. Message Tracking Log

You can check the email message log here.

You have the following searching selection

- a. Search by server
- b. Date
- c. Subject
- d. Sender
- e. Recipients

The screenshot shows the 'Smart Panel' interface for 'Message Tracking Log'. The left sidebar contains navigation options: Account Info, User Setup Profile, User & Mailbox, Domain Name, Distribution List, Contact List, Resource Mailbox, Company Disclaimer, Batch Provisioning, Download & Setup, Activity Log, and Message Tracking Log (highlighted). The main content area is titled 'Home > Message Tracking Log' and features search filters: 'Search by Server' (AZ10EXEDGEH), 'Date from' (2014-9-2) to '2014-9-3', 'Subject' (like), 'Sender' (like), and 'Recipients' (like). A 'Search' button is present. Below the filters is a table with the following columns: Time Stamp, Event ID, Source, Message Subject, Sender, Recipients, Client IP, Client Hostname, Server IP, Server Hostname, Connector ID, and Recipient Status. The table body is currently empty.