Parallels® Confixx

Parallels Confixx User Guide

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CHAPTER 1

Preface

In this chapter:

Typographical Conventions

Before you start using this guide, it is important to understand the documentation conventions used in it.

The following kinds of formatting in the text identify special information.

Formatting convention	Type of Information	Example
Special Bold	Items you must select, such as menu options, command buttons, or items in a list.	Go to the **System** tab.
	Titles of chapters, sections, and subsections.	Read the **Basic Administration** chapter.
Italics	Used to emphasize the importance of a point, to introduce a term or to designate a command line placeholder, which is to be replaced with a real name or value.	The system supports the so called *wildcard character* search.
`Monospace`	The names of commands, files, directories, and domain names.	The license file is located in the `http://docs/common/licenses` directory.

Preformatted	On-screen computer output in your command-line sessions; source code in XML, C++, or other programming languages.	`# ls -al /files` `total 14470`
Preformatted Bold	What you type, contrasted with on-screen computer output.	`# cd /root/rpms/php`
CAPITALS	Names of keys on the keyboard.	SHIFT, CTRL, ALT
KEY+KEY	Key combinations for which the user must press and hold down one key and then press another.	CTRL+P, ALT+F4

Feedback

If you have found a mistake in this guide, or if you have suggestions or ideas on how to improve this guide, please send your feedback using the online form at http://www.parallels.com/en/support/usersdoc/. Please include in your report the guide's title, chapter and section titles, and the fragment of text in which you have found an error.

C H A P T E R 2

About Parallels Confixx

Parallels Confixx is a web interface that allows you to manage your web site and all associated services: e-mail, Webmail, MySQL databases, FTP accounts and other services.

You may find that some features and menu items described in this Manual are missing in your Parallels Confixx interface. This means that either these services have been restricted by your web host, or your web server configuration does not support these features.

In this chapter:

Login

You can log on once you have received your access details and URL to Parallels Confixx web interface from your web host.

➢ *To log into Parallels Confixx user Web interface:*

1   Enter the address in your browser

2   Enter your username and password

3   Confirm by clicking **Log in**.

> The same username and password is used to log into your FTP account.

Note: In Parallels Confixx 3.1 it is also possible to log onto the system using one of your domain names as login. Password remains the same.

If you forgot your password, click **Get password**. If you know your Parallels Confixx username and the e-mail address which your provider stores for your account, you can retrieve your password by e-mail.

Note: Transfer of password by e-mail is not encrypted and therefore insecure. Therefore it is recommended that you change your password the next time you login.

Settings Lag

Any changes made via the Parallels Confixx web interface will not be available immediately. Depending on your web server settings, the changes will be applied after a few minutes or even after several hours. Generally, the changes pertaining to your e-mails will be applied faster than changes to your domain or subdomain settings. Therefore, if you change a password, the old password will remain valid until the server has applied the changes you have made.

C H A P T E R 3

Sections of User Web Interface

The Parallels Confixx navigation pane is divided into four drop-down menus. Each menu is expanded by a click on a main menu item (e.g. "General"). You can move to individual sections by clicking on the corresponding links in the menu.
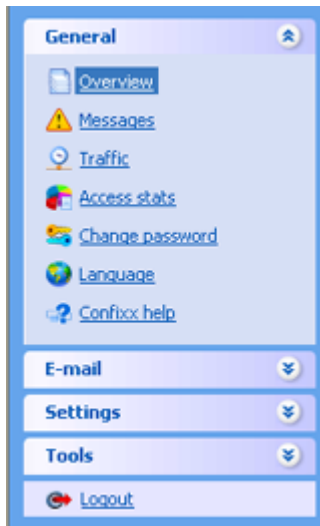
General Menu

Click **Overview** to get a quick access to major features available in the **General** menu.

Icons of the **Tools** field-set correspond to menu items and are provided for quick navigation. Below is the **Tools** section for the **General** menu.

Below the main toolbar you can see an overview of all services provided to you by your web host. The first value shows the actual amount of service used (e.g., storage space). The value in parentheses is the upper limit which, in most cases, cannot be exceeded.

Should you exceed a limit (provided that this is allowed); the corresponding value will be highlighted in color.

You can enable or disable two features in the list by clicking on their status icons:

- **DirectoryListing:** If **Directory listing** is enabled, your web server will display a list of your files and folders when your home page is unavailable.

- **CGI/Perl outside cgi-bin:** This feature allows to store CGI scripts outside the `cgi-bin` folder of your home directory.

Note: If you do not see these entries in your list, you are not able to activate these features.

In this chapter:

Change Password

In this section, you can change your User password, which you use to log onto the Parallels Confixx interface and to FTP. Here you can change the password to your "Stats" section as well.

1   To change your password:

2   Enter your current password.

3   Enter your new password twice and confirm by clicking **Change password**.

If you wish to change your stats password as well, check the **Change for stats** box before clicking **Change password**.

Your password may only contain letters and numbers. For security reasons, your password must consist of at least 6 characters and be no longer than 12 characters.

Language

In this section, you can select the language of your web interface.
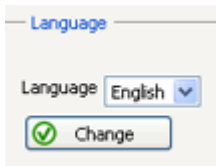
Traffic

This graphical overview displays all the traffic produced by your web site(s).

Parallels Confixx distinguishes the traffic generated by uploads/downloads of your files via FTP and the traffic produced by your Internet pages retrieval.

- **Monthly traffic**: shows detailed stats for each day of the month
- **Traffic summary**: shows monthly stats.

Depending on your web server configuration, several hours may have passed since the last time traffic had been measured.
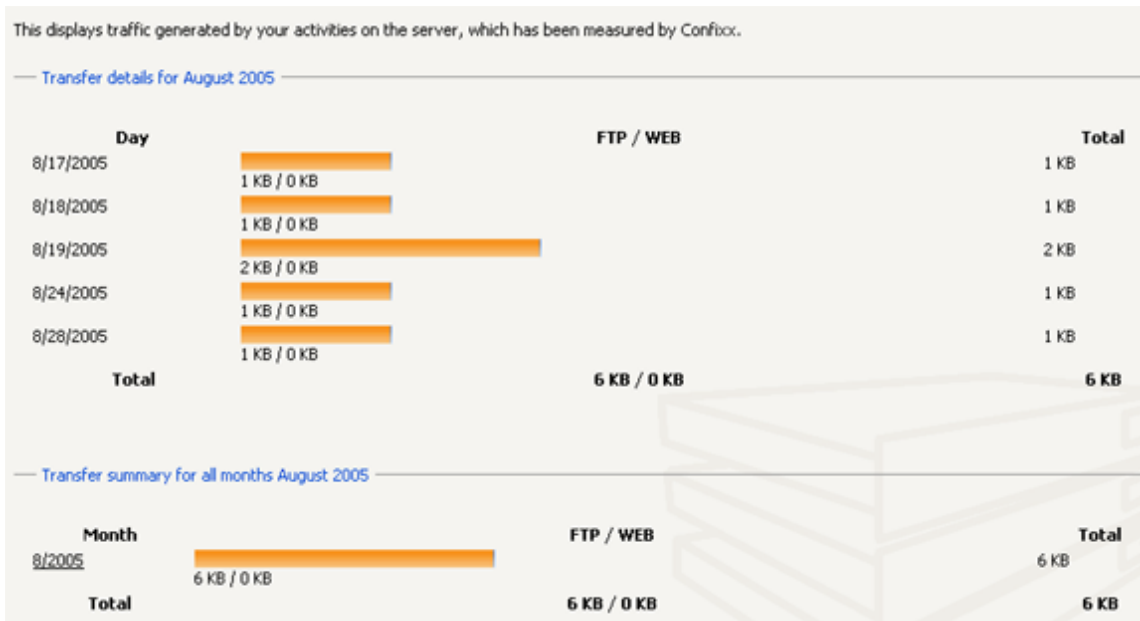
Access Stats

In this section you can:

- view Webalizer (on page 56) stats for your website(s), including:
  - hits
  - visits
  - referrers
  - the visitors' countries
  - the amount of data downloaded
- change your Stats password.

To get stats, click **Call up access stats** and enter your authorization details for Webalizer.

Messages

In this section you can view notices and error messages generated by the server. This can be used, for example, to diagnose and fix various system issues.

The list can be sorted by message type (**Error**, **Notices**, **All**); you can also set a number of records to be displayed per page.

Parallels Confixx Help

Use this section in case you encounter any issues with Parallels Confixx. In most cases this page will contain contact details of your web host. The amount of other information to be displayed in this section depends on your web host.

E-mail

Here you can access major Parallels Confixx e-mail setup and management features.

In this chapter:

POP3 Boxes

A POP3 box is similar to a mailbox. It saves the e-mails it receives. The key to this mailbox is a password that you receive from your web host during your account setup. As soon as you have set up a POP3 box, you can allocate e-mail addresses to this mailbox. If you merely want to forward e-mails to an existing e-mail address, you do not need a POP3 box. Click **POP3 boxes** to get a list of your existing mailboxes.

A mailbox can be accessed by clicking on mailbox name. Each POP3 box is protected by individual password, which is specified during the mailbox setup process.

In this section:

Create POP3 Box

> ➢ *To create a new POP3 box:*

1 Use the **Set up new POP3 box**" field set and enter the data. All fields are optional.

- ▪ If you wish to specify your own password for the new box, enter it twice in the provided fields and check the **Specify password** box.

- ▪ Alternatively, you can leave password fields blank and have Parallels Confixx generate its own password.

- ▪ You have the option to enter a comment.

2 Click **Add** to create a POP3 box.
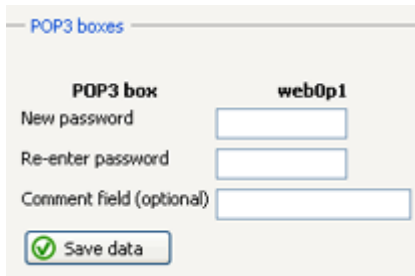
Your username and password for this mailbox will now be displayed.

Notice: The POP3 box "**web1p2**" has been set up. Your password is "**uSFA7rYD**". With this POP3 box and your password, you car log onto the Confixx interface, change your password and use WebMail.

3 Remember username and password. They will be required by your e-mail program to retrieve your e-mails.

Change POP3 Box

> ➤ *If you want to change the password or description of your POP3 box:*

1 Click the corresponding **Change** icon in the list of your POP3 boxes (on page 16).

2 If you want to change the comment only, leave the password information blank.

3 To change password, enter your new password twice and click **Save data**.

Delete POP3 Box

> ➢ *To delete a POP3 box or a group of POP3 boxes:*

1   Check the box or the group of boxes it in the list of your POP3 boxes (on page 16).

2   Click **Delete**.

   All the mail stored in these mailboxes will be deleted permanently as well.

E-mail Addresses

When you set up an e-mail address, you can allocate it to a POP3 box, so that e-mails are saved in this mailbox, or have it forward your mail to an existing e-mail address.

In this window you will see a list of your e-mail addresses, and the mailboxes or e-mail addresses they point to.

The **S** column of the list shows the current status of address:

- **Enabled**: e-mail address is in use.
- **Disabled**: e-mail address is disabled.
- **Scheduled**: e-mail address has been created, but the information has not yet been updated on the main Parallels Confixx server.

The **A** column of the table shows whether an autoresponder has been set up for an e-mail. On the screenshot above, the first e-mail has an autoresponder activated.

In this section:

Create E-mail Address

As soon as you have set up a POP3 box, you can create an e-mail address which forwards to a POP3 box.

➢ *To create an e-mail address:*

1   Go to the **Add new e-mail address** field set in the upper part of the page.

2   In the first field, enter the name to appear in front of *@domain.tld*.

3   If you have more than one domain or if you have created a subdomain, you can select the domain/subdomain to be used from the drop-down list.

4   In the last field, select either a **POP3 box** which you will use to store and retrieve your mail, or an **existing e-mail address** which the mail will be forwarded to.

5   Click **Save** to create the address.

Edit List of Recipients

After you had set up a new e-mail address, you can subscribe additional recipients to this address.

➢ *To edit the list of recipients:*

1 Click the corresponding **Change** icon in front of the email address in your list of e-mail addresses (on page 19).

2 Use the form below to specify recipients who will receive copies of all e-mails you receive to this address.

For each recipient, you can choose one of the two options for receiving the incoming mail.

- To have mail saved in a Parallels Confixx POP3 box, select **save in** and choose a box from the drop-down list.

- To have mail forwarded to an external e-mail address, select **redirect to** and specify the required e-mail address in the field.

You can add up to ten additional recipients per mailbox.

3 Click **Apply changes** to confirm the input.

Delete E-mail Address

➢ *To delete an e-mail address or group of e-mail addresses:*

1 Check the address(es) in the list (on page 19).

2 Click **Delete**.

Catchall E-mail Addresses

The e-mail address *@domain.tld receives all e-mails that are sent to your domain unless the e-mail has been sent to one of existing e-mail addresses.

Example:

Somebody sends you an e-mail to the address xyz@domain.tld, which doesn't exist in your system.

- If you have a catchall address, this e-mail will be received and saved in the appropriate mailbox, where it can be retrieved later.
- If you don't have a catchall address, this e-mail will be ignored by your system and will bounce back to sender.
- It is also possible to create a catchall address only, and to forward it to a POP3 box or to an existing e-mail address.

Autoresponders

You can set up autoresponders for e-mail address created via Parallels Confixx. If you set up an autoresponder for an e-mail address, everybody who writes to this address will automatically receive a standard reply message. Autoresponders are useful, for example, if you are unable to retrieve your e-mails for a certain period of time. All received mail will still be stored in your mailbox.

➢ *To set up an autoresponder:*

1   Choose the appropriate address from the drop-down list and click **Edit/new**.
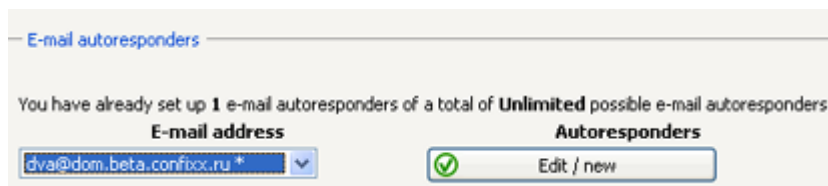
2 In the window that opens, input the subject, text and sender name into the appropriate data fields and click **Save**.

3   Follow the same steps if you wish to modify and existing autoresponder.

4   After you have set up an autoresponder, the corresponding e-mail in the list of e-mail addresses will show the **autoresponder activated** icon.

If you wish to delete an existing autoresponder, click **Delete now** at the bottom of the page.

Mailing Lists

With mailing lists people who are on the subscribers list can communicate via e-mail. Each subscriber can send an e-mail to the e-mail address of the mailing list, and all subscribers will receive this mail. For each mailing list there is an administrator, who creates and maintains the list. The administrator can see who is subscribed to the list, can alter global settings for the mailing list and can dismiss individual members or even close the whole list. New members get subscribed to the list by sending an e-mail to the primary e-mail address of the mailing list.

The mailing list management in Parallels Confixx is done by the Majordomo software. The GUI by which the administrator can manage the list is called Majorcool. For more information about Majordomo please refer to http://www.greatcircle.com/majordomo/. (http://www.greatcircle.com/majordomo/)

➢ *To create a mailing list for Majordomo in Parallels Confixx:*
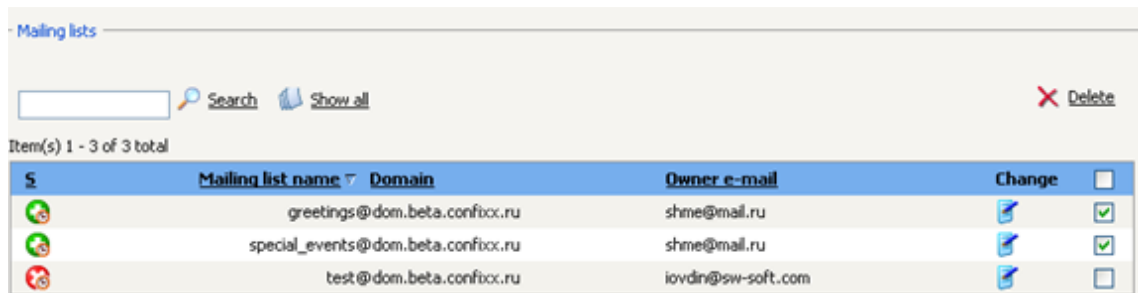
1   Enter the name of the mailing list and select a domain from the drop-down list. With this you also set the email address of the mailing list.

2   Specify the e-mail of the mailing list administrator ("Owner e-mail").

3   Specify your own password to access the mailing list, or you leave the password fields blank and have Parallels Confixx generate the password for you.

4   Click **Add** to create a mailing list.

You will see your new mailing list name and password. Please keep this information, as you will need to access and manage your mailing list.

You will also see a newly created mailing list in the general list with a "Scheduled" status.

From this list you can perform the following operations:

▪ Change password (click the corresponding **Change** icon)
▪ Delete (tick the appropriate box(es) and click **Delete**)

Administration of the mailing list is done through MajorCool. You will find the link to MajorCool interface in your list of mailing lists. To access your mailing list settings in MajorCool you need to select your mailing list name and enter your administrator password. After that you can view your subscribers list, alter global settings, etc.

You can find more detailed information on MajorCool features by clicking **Help** in MajorCool.

CHAPTER 6

Settings

Click **Overview** and use the **Tools** bar for quick access to main features of the **Settings** menu.
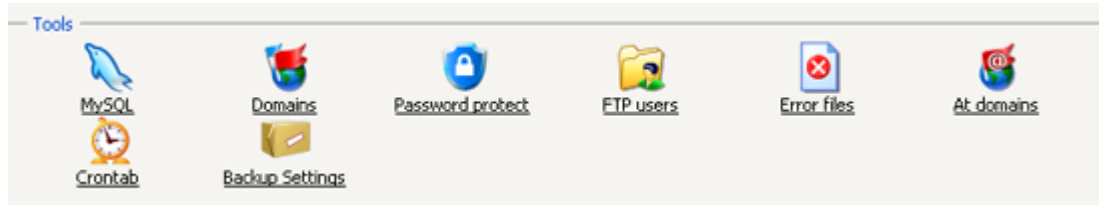
In this chapter:

MySQL

This section will be relevant if you run programs or CGI scripts that require a database – for example, guest books or e-commerce features. In this section, you can set up and manage databases with a click of a mouse.
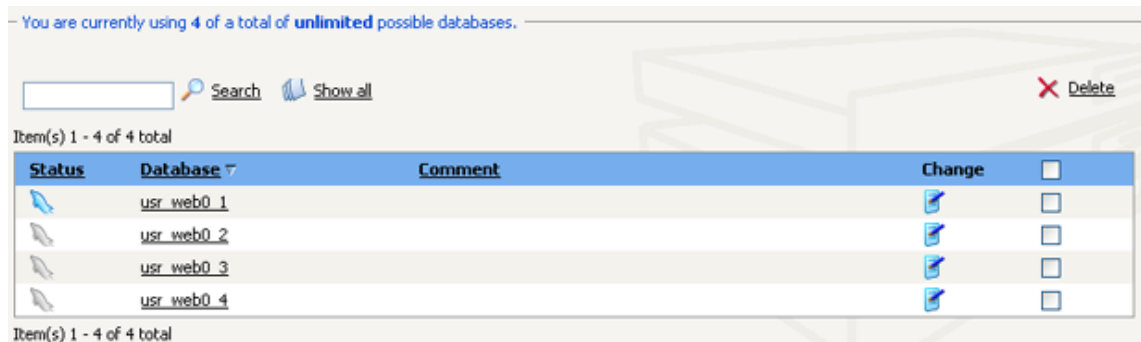
Creating a Database

➢ *To create a database:*

1 Click **Create**. The comment field is optional.

2 When you receive your access details for this database, please put down or remember this information.

The username for database access is the same as for Parallels Confixx interface and for FTP access. This username and password will be valid for all databases you set up in the future.

3 Click the **Change password** icon to change your password for MySQL user.

4 In the window that opens, enter your new password twice and confirm by clicking **Change password**.

Deleting a Database

➢ *To delete a database:*

1 Either tick a database in the database list, or click **Delete**.

2 Confirm deletion of the items you selected.

Domains and Subdomains

In this section:

Create Subdomains

Subdomains refer to certain Internet pages; the content of these pages is stored in a separate folder in your Parallels Confixx home directory on the server.

➢ *To create a subdomain:*

1   Enter the subdomain name (e.g., CompanyName)

2   Choose a domain from the drop-down list

3   Specify the target folder

The directory / is your main directory on the server. The directory which has the following format: **/folder** is a sub-directory in your main directory.

Note: The target directory you specify when creating a subdomain must already exist on the server.

You can also link your domain(s) to a different Internet page (http://...) by specifying the respective URL in the **Target** field.

If you need to enable SSL for the subdomain you're setting up, tick the **SSL** box. If you want your browser to automatically switch from http:// to https:// for this subdomain, tick the **http** - > **https** box as well.

Note: By "SSL" here we mean the common shared SSL certificate registered for Parallels Confixx.

4   Having specified all details, click **Save** to create a subdomain. Depending on the web server settings, it may take several hours before the subdomain is functional.

Change Domain Settings

➢   *To link a domain/subdomain to a different directory or to forward to a specific Internet address:*

1   Click the **Change** link for this domain in the list.
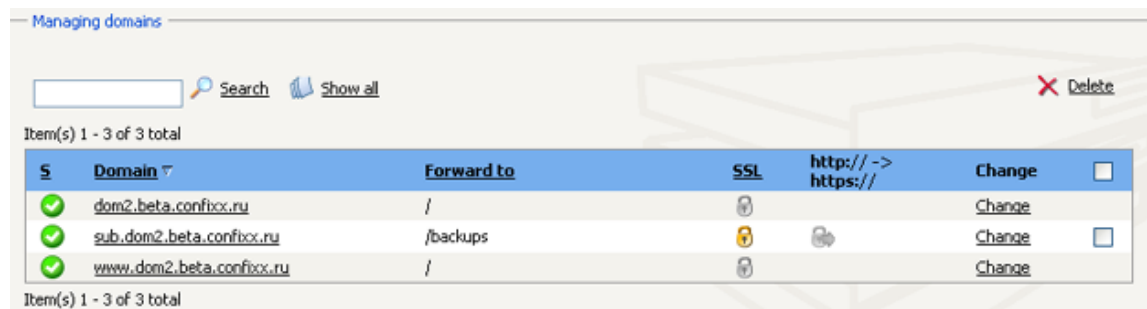
2   In the window that opens, specify the Internet address or the directory the domain is to point to, and confirm with **Save**.
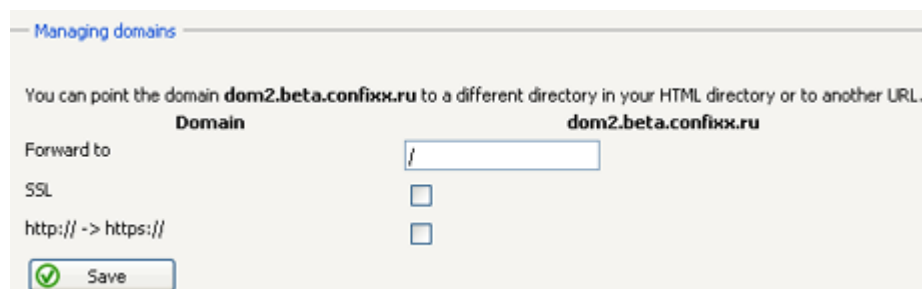
You can point www.domain.tld and **domain.tld** to different directories on the server.

Delete Subdomain

To delete subdomain(s), tick it (them) in the list and click 'Delete'. Subdomains for which SSL has been enabled cannot be deleted until SSL has been removed by your web host.

Catchall Domains

A subdomain "*.domain.tld" can transfer all callups of your domain in the format "http://xxx.domain.tld" ("abc.domain.tld", "xyz.domain.tld") to a certain directory/web page. This affects neither 'http://domain.tld' and 'http://www.domain.tld' nor any additionally created subdomains; the path must be entered in addition.

To create a catchall subdomain for any of your existing domains, follow the same steps as described in section 5.3.1. Instead of a subdomain name, enter "*" in the "Subdomain" field.

Catch

If you have an exclusive IP, you can access your sites with this IP. Also, Parallels Confixx allows setting which of your domain would catch all requests resolved to this IP.

➢ *To specify which domain should catch the requests resolved to an exclusive IP:*

1   Go to **Settings** > **Domains** in your user panel.

2   On the page that appears, click the **Catch** icon next to the domain that should catch the requests resolved to your exclusive IP:

FrontPage

With FrontPage server extensions you can create professionally-looking web sites without extensive knowledge of HMTL, web design and other web technologies.

In this section you can change the password you use to access the server from FrontPage editor. Also refer to this section for full information about the parameters required to upload your page using FrontPage.

In this section you can specify an e-mail address to receive mail generated via forms on your web pages.

Password Protection

You can protect certain directories with a password in order to ensure that only you can access these directories.

In this section:

Set up Password Protection

Choose the directory you wish to protect from the list and click the corresponding "Protect" link.

Note. By clicking on a directory name, you will get a full list of subdirectories contained in the directory.

In the window that opens, enter your Parallels Confixx login, enter the password you wish to specify for this directory twice and confirm by clicking "Update".

After the directory has been protected, the link "protect" will be replaced with the link "edit" in the directory list.

Edit Password Protection

Use this option if you wish to:

- change your password to the protected directory
- provide access to the directory to additional users or delete such users
- change password or
- remove password protection from this directory.

Click on the corresponding "Edit" link in the directory list.

In the upper part of the page you will find information about the protected directory.

If you wish to edit this information, make the necessary changes and confirm by clicking "Apply".

The middle field set (below) provides a list of users who have access to this directory. You can delete users and change passwords here.

Use the form (below) to add new users. Enter a login, enter password twice and confirm by clicking "Create".

To remove password protection from a directory, click the "Remove all users and passwords" button at the bottom of the page.

FTP Users

You can create additional FTP users besides your main FTP user, for example if you want to allow friends or colleagues to set up a web site in one of your home site's subdirectories. You do not have to reveal the access data of your main FTP user to your friends or colleagues; each new FTP user gets his or her own username and password. The new FTP users can use these access data to log onto the Parallels Confixx web interface. In this case, of course, not all of the features are available, only "Change password" and access to WebFTP.

Each new FTP user you create gets a separate folder within your home directory. It is not possible for several FTP users to share the same folder. An FTP user can save, delete data and create new folders within his or her folder. The FTP users you create do not have access to files outside their folder.

It is especially useful to create additional FTP users in connection with subdomains pointing to this FTP user's directory on the server.

Special considerations concerning FTP users: Your main FTP user (your access to the Parallels Confixx web interface) does not have the privileges of changing or deleting folders of additionally created FTP users. This applies to any files contained in these directories as well. You can delete folders belonging to other FTP users only after you have deleted the respective FTP user via the Parallels Confixx web interface.

In this section:

Create FTP User

The upper filed of the section displays the number of existing FTP users and the maximum quantity of such users you may create.

Below you will find a list of FTP users currently registered in the system. Use this list to delete users and change passwords by clicking on corresponding links in the list and following further steps offered by Parallels Confixx.

In order to create a new FTP user, go to the directory list in the lower part of the page. In the list, choose any directory or subdirectory that has is not yet occupied and click "New user".

Note. By clicking on a directory name, you will get a full list of subdirectories contained in the directory.

A user will be created automatically. In the upper part of the page you will see a notification displaying the new FTP user's login and password.

Change Password

To change the password for an FTP user, click on **Change password** in the list of FTP users.

Specify a new password twice and confirm by **Change password**.

Delete FTP User

To delete an additional FTP user, click the corresponding **Delete user** link in the list.

Error Files

Calling up a non-existing or a forbidden page from the browser causes error pages to be displayed:

Error 404 File not found. This error message is displayed every time a nonexistent page is being called up.

Error 401 Access denied. This error file is displayed if a wrong password has been entered when calling up a password protected page.

Error 403 Access Forbidden. This message is displayed when a visitor tries to enter an area on your site that is off limits to the public.

Error 500 Internal Server Error. This error mostly occurs when you call up an incorrect CGI script.

In this menu, you can create custom error pages, so that instead of seeing an ugly server message (http://www.he.net/jkl.htm), your visitor sees a personalized note (http://www.elise.com/404.htm) from you.

In this section:

Create Error Files

> *To create error files:*

1 From the directory list select a directory for which you want to create error files:

2   Specify a URL or path of a custom error file for each error type and confirm by clicking **Update**. This URL or path must point to a special HTML error file that you have created and placed in your home directory. You do not have to enter a URL for every error type in the list. If you leave the field blank, a standard error page of the web browser will be displayed.

3   After you have created an error file (error files) for a directory, the **Create** link will be replaced by **Change** in the directory list.

Error files defined for a directory also apply to subdirectories, unless error files for these subdirectories have already been defined separately.

Edit Error Files

To edit error files, click the corresponding **Change** link in the directory list.

Delete Error Files

To delete error files for a directory, click the **Change** icon for the appropriate directory, and then click the **Delete now** button at the bottom of the page.

@ domains

- @domains are domains with the format `http://john@domain.com/`. With this kind of domains you can create a domain name which is identical to your e-mail address. The @domain can either be directed to a folder in your home `/htmldirectory` or to an external Internet address. A redirect to `/john` will therefore point to `/html/john` in your home directory. An external address would be e.g. `http://externaldomain.com/`. Now, if you open `http://john@domain.com/directory/` with your browser you will be redirected to `http://externaldomain.com/directory/`.

➢ *To create an @ domain:*

- Enter the e-mail prefix, choose a domain from the drop-down list and specify the target URL. Confirm by clicking **Add**.

Below you will see a list of @domains created in your system.

Using this list you can perform the following operations:
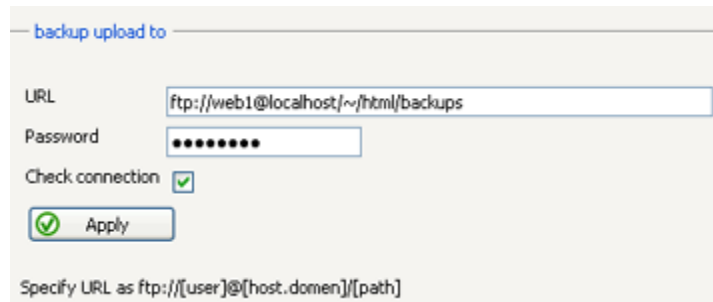
- Specify a number of @ domains to be displayed per page

- Search for an @domain

- Change @domain settings. To do this, click on the corresponding **Change** icon. Alter the necessary settings: the prefix, the domain name (choose another available domain from the drop-down menu), or the target directory and confirm by clicking **Save**.

- Delete @domains. To delete a domain, tick it the list and click **Delete**. The same can be done for a group of @domains.

Note: Please keep in mind that redirects for @domains are done with JavaScript, which is not supported by every browser. Also, if you want to call a script on your @domain from a form you can only use get as method, not post.

Backup Settings

In this menu you can specify a path for uploading your backups onto FTP. To use this option, you need to have a valid FTP account on an external FTP server.
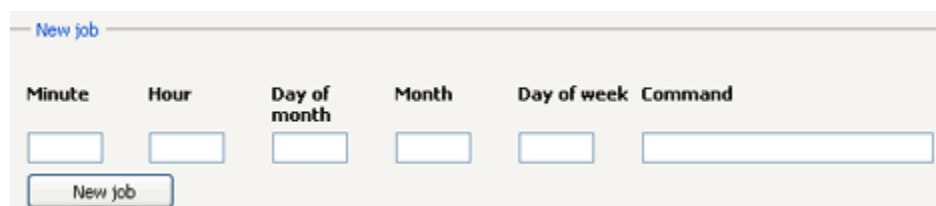
- Specify a link for backup upload in the **URL** field. The link must be in the following format: `ftp://(user)@(host.domain)/(path)`.
- Enter your password for the external FTP resource you're uploading to and click **Apply** to confirm.
- If you wish to check data validity during connection with the FTP server, tick the **Check connection** box.

Crontab

This feature is intended for experienced users. With a cronjob you can run programs or commands automatically at a scheduled time. The command will be executed with the permission of the main user account.

To create a new cronjob, define the time when the command should be executed and enter the complete command into the last field.

Range of values per field for the time fields (minmax)

Minute: '059'
Hour: '023'
Day of Month: '131'
Month: '112'
Day of week: '17' (1 for Monday, 7 for Sunday)

Possible inputs for each field (example for minutes):

"*": stands for any value

"15": the command will be executed every hour at quarter past

"2029": the command will be executed between xx:20 and xx:29 ten times every hour

"15,2029": the command will be executed at quarter past and between xx:20 and xx:29 every hour

"2040/2": the command will be executed every minute that is evenly divided by 2 and only between xx:20 and xx:40

Note. The command will always be executed if the server time is identical with the time you set here. At most you can run a script once per minute.

Example 1

Minute: '*/5' (every fifth minute)
Hour: '24' (between 02:00 and 04:00)
Day of Month: '*' (every day in month)
Month: '*' (every month)
Day of week: '3' (only on Wednesdays)

Example 2

Minute: '30', Hour: '2' (only once at 02:30)
Day of Month: '15,*/2' (only 2nd,4th,6th … and the 15th of the month)
Month: '*' (every month)
Day of week: '*' (every day of the week). At the bottom of the page you will find a list of cronjobs

At the bottom of the page you will see a list of all cronjobs you created. Use this list to edit or delete your cronjobs.

Crontab

Search　Show all　　　✕ Delete

Minute	Hour	Day of month	Month	Day of week	Command	Change	☐
1	1	1	1	1	/bin/ls	✎	☐

Tools

Click **Overview** to get a quick access to major features of the **Tools** menu.
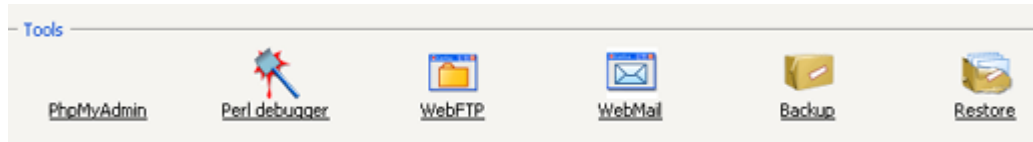
In this chapter:

phpMyAdmin

phpMyAdmin is a web interface that allows you to manage your MySQL databases. phpMyAdmin is not a part of Parallels Confixx. It is merely linked to the Parallels Confixx web interface. When calling up phpMyAdmin, you will be asked to enter your username and password for your databases.

You can find more information on phpMyAdmin at http://phpmyadmin.sourceforge.net. (http://phpmyadmin.sourceforge.net)

WebFTP

WebFTP is a web interface used to upload and download your HTML documents and graphics. You can also edit files directly on the server using WebFTP.

Having logged on, you receive a list of files and folders on the server.
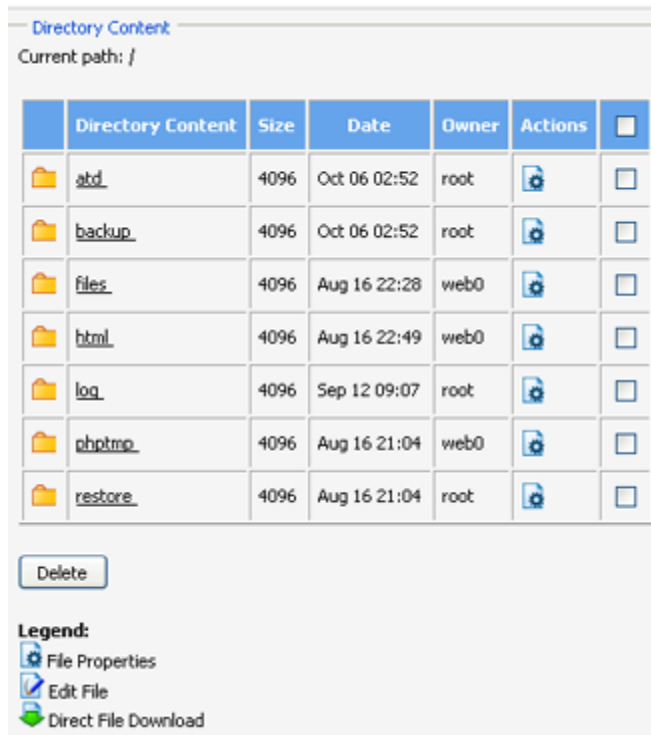
By clicking on a file name you can either view the file using the browser or open a folder. To rename a file or to change privileges for this file, click on the icon for **File Properties**.

The WebFTP menu provides you with various commands and features.
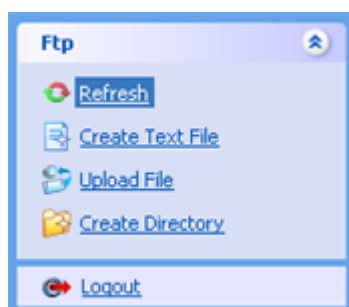
- **Create text file** creates a new document. You can enter data directly into a form and save the data on the server.
- Use **Upload file** to transfer a file from your local computer to the server.
- Use the feature **Create Directory** to create new directories.
- **Refresh** updates the list of files and folders.
- Use **Logout** to log out of WebFTP and get back to Parallels Confixx interface.

WebMail

WebMail is a web interface for writing and reading e-mails via your browser. You can log into the Parallels Confixx web interface directly using a POP3 box. A limited interface will then be available to you.

You can change your password in the **General** menu.

Having logged on, you will see a list of all the e-mails in the POP3 box you use for WebMail. Click on the subject line to see an e-mail. To delete one or more e-mails, select the e-mails and click "Delete".

If you have opened an e-mail, the following features are available to you:

Reply to Email	Forward Email	Delete Email
View Source	Download Email	Print
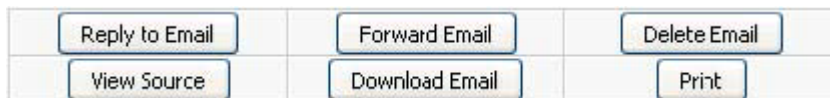
Clicking on **View Source** shows the complete e-mail including headers. With **Download E-mail** you can save the e-mail text as a text file.

If you answer an e-mail or write a new e-mail, you must select the sender's e-mail address. You can choose from the email addresses that forward to the POP3 box you're using. The e-mail address of the recipient can be taken from the address book by clicking the **from Address Book** link next to the recipient input field and selecting the e-mail address from the address book.

➢ *To compose and send an e-mail, input information in the following fields:*

- **To:** regular recipient
- **CC:** add more recipients who will receive copy of this e-mail. All recipients of that mail will see a full list of e-mail addresses which are entered in this field.
- **BCC**: add recipients who will receive blind copy of the e-mail. Addresses you input in this field will not be seen by anybody who receives the e-mail. This is useful if the recipients do not know each other or should not know about additional recipients.
- **Signature:** If this box is checked, your signature will be added. Your signature can be created or changed by clicking **View/edit**. A signature could be useful to include your contact details in your e-mail.
- **Priority:** Here you can set the priority of your e-mail. Depending on the e-mail client of the recipient, the priority can be visualized by highlighting in color or otherwise.
- **Attachment:** You can attach a file from your local computer to the e-mail. Click on **Browse ...** and select the file from your filesystem. You can only attach one file per e-mail. If you wish to add multiple files, it is recommended to create a ZIP archive and attach it to the e-mail.
- **Address book:** Here you can store your e-mail contacts. If you create a new e-mail you can select the e-mail addresses from your address book. If you have activated spam filter support, you should activate the option of automatically adding your address book entries into the spam filter white list. This ensures that e-mails from your contacts are never filtered out by spam filter. More information on that can be found in this chapter in section Spam filter.

Settings

Autoresponders This function is identical to the function that is described in this manual in section Email Addresses (on page 19). But it is limited to the e-mail addresses which are associated with the POP3 mailbox to which you are currently logged in.

Spam filter If this function is activated you can define how the spam filter (SpamAssassin) should check e-mails received for your account and how it should handle potential spam e-mails. Please keep in mind that a spam filter can never work with 100% accuracy and that you should in particular defineat what rating an e-mail is considered as spam. If a spam e-mail is recognized, the e-mail will be marked with '*****SPAM*****' in the subject by default. Most e-mail clients can be configured to automatically move an incoming e-mail with a certain text in the subject into a special folder or delete it. In the latter case you should make sure that the Required Hits of your spam filter are not set to a value too low, otherwise your local mail client might delete an important e-mail by mistake.

Allow / Deny Addresses Please also read the chapter about the Address book in WebMail.

Allow / Deny Addresses List

Below is your list of sender addresses that are either Allowed or Denied passage regardless of the Spam score.

E-Mail	Type	Action
friend@domain.nic	Accept	Remove Modify
spammer@baddomain.nic	Deny	Remove Modify

Add New Address

E-Mail	
Type	○ Accept ○ Deny

[Add New Address]

First you can create a **black list** of e-mail addresses, e-mails from which, regardless of their content, will be automatically considered as spam. You can also define a list of addresses, mail from which won't be checked by spam filter at all. To do this, enter an e-mail address and select Accept or Deny, correspondingly.

General Settings

5	**Required Hits**	Once all SpamAssassin tests have been run, the resulting score is matched against this value, and if greater than this value, the e-mail message is marked as spam.
		The default value for Required Hits is 5, which is quite aggressive. A value of 10 will produce less false positives. The average SPAM score is around 15 to 16.
☑	**Rewrite Subject Line**	SpamAssassin will re-write the subject line of your e-mail that has detected to be spam by prefixing the original subject with: *****SPAM*****. To turn off this feature, un-check this option.
☐	**Report in Header**	SpamAssassin will create a report when it detects an e-mail message to be spam. This report is normaly prepended to the e-mail message. To have the report written as part of the e-mail header, select this option.
☑	**De-HTML Spam**	When a e-mail in HTML format is detected as Spam, the SpamAssassin will convert the message to text. To keep the e-mail in it's original HTML form, de-select this option.
☐	**Short Report**	This options will tell SpamAssassin to use a shorter Spam report once the message has been found to be spam.

[Update settings]

Required Hits:
In the field Required Hits you define at what certainty an e-mail is to be marked as spam. The spam filter rates incoming e-mails according to their content with a special rating system. If an e-mail contains a text which implies that this e-mail could be spam, a hit is added. On the other hand, the spam filter also distracts a hit if it finds an element which are normally not present in spam e-mails. Therefore it is possible to have a negative value of hits in the end. A reasonable value for this field should be between 0 and 20. If the Required Hits value is set to 0, important e-mails could be falsely marked as spam and deleted, while with a value of 20 probably not all spam e-mails will be detected.

Rewrite Subject Line:
If the spam filter detects a spam e-mail and this function is activated, it will add the text '*****SPAM*****' to the subject of the e-mail. With this subject you can define a filter in your local e-mail client, which will automatically delete such mails or move them into a special folder.

Report in Header:
If the spam filter detects a spam e-mail, a report will be added to the mail. This report also contains details about hits found. If this report is not inserted directly into the e-mail but into the headers, please activate this function.

DeHTML Spam:
This function converts a detected spam e-mail from HTML format into plaintext. HTML e-mails can contain malicious code with pictures, tables or formatted texts with user-defined colors and font types. This function increases security and should be activated.

Short Report:
If you activate this option, then the spam filter writes a shortened report into the mail or the header.

Perl Debugger

You can use the Perl debugger to check your Perl scripts for syntax errors. For this:

1 Select a Perl script from your CGI directory and start the debugger.

2 Select the script to be checked and click on **Check**.

3 The output of the Perl debugger is equivalent to the output from the command perl cw <script>.

Backup/Restore

To create a backup, first tick the areas you want to save a copy of.
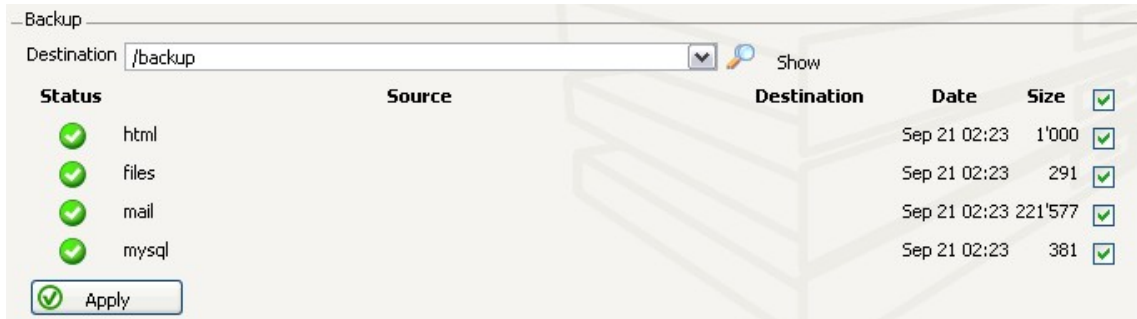
You can choose from the following three areas:

- **files:** the files contained in your directory
- **html:** the files contained in your `html` directory
- **mail:** *(3.3.4 and up)* the content of your mailbox.
- **mysql:** the content of your MySQL databases, including the database structure.

The list shows the date and size of each backup. From the **Destination** drop-down list, choose where to place your backup. There are two options offered: saving data to the special `/backup` subfolder in your home directory or upload onto FTP. To upload content on FTP you need to have specified a path for upload using the **Backup settings** feature.

When you have issued the Backup command it can take some time before the files are available for download via FTP in the Backup directory. The files for download are not counted when calculating available space.

If you change your web host or if important files are deleted, you can play the backup back onto the server by uploading the file you downloaded for the backup into the restore directory. It can take a few minutes for the backup to be restored. When upload is finished you can delete the files from the restore directory. The files in your restore directory are taken into account when calculating available space. However the maximum disk quota may be exceeded for a short amount of time during the restore operation.

Appendix A. Using FTP

You have two options for transferring your files to the server using FTP:

- **FTP clients:** The most common and most convenient method is to use a so called 'FTP program', also called an FTP client, which you use to set up an FTP connection to the server and then load the files onto the server. FTP clients are available for every operating system.
- **WebFTP:** The second possibility is to use WebFTP, provided that your web host has authorized this feature for you. If you use WebFTP, you do not need an FTP client to upload your files but merely an Internet browser. WebFTP is an integral part of the Parallels Confixx web interface. You can also use WebFTP when you are using another computer which does not have an FTP client installed.

In this chapter:

Loading Files onto the Server Using an FTP Client

There are a large number of FTP clients which are all quite similar in their operation.

The following access data will be requested by your FTP client to establish a connection to the server:

- **Username/login/user:** enter your username for Parallels Confixx (e.g., www123). If you have created another FTP user and wish to use that user, enter that username (e.g., *www123f1*).
- **Password:** enter the password you use to log onto the Parallels Confixx web interface. If you have created another FTP user and wish to use that user, enter the password of that user.
- **Host/URL/server:** enter your domain or the address you received from your web host (without 'http://', i.e. only 'domain.tld').

You have two choices when transferring files via FTP:

1 Transfer in ASCII format

2 Transfer in binary format

The preferred type of transfer depends on what files you want to upload.

Many FTP clients offer automatic detection of ASCII/BINARY files. This works for most files (HTML documents and images), but if you want to upload PHP3, Perl scripts, ZIP or program files or other less common types of files, you may need to select the type of transfer manually.

Any ASCII files must be uploaded in ASCII format, any binary files in binary format.

The ASCII files principally include all **text** files:

- htm/html documents (*.html, *.htm, *.shtml)
- script files (*.php3, *.php, *.asp)
- text files (*.txt)
- Perl scripts (*.pl/*.cgi)

Some of the files included in **binary** files are:

- images/graphics (*.gif,*.jpg)
- Microsoft Word files, rich text format (*.doc, *.rtf)
- archives (*.zip, *.rar, *.arj)
- programs (*.exe, *.com)
- Java applets (*.class, *.java)
- compiled CGI programs (*.cgi)

Hint: You may first upload all ASCII files (html documents), then binary files (images etc.): That way, you will have to change the type of transfer only once.

Index/Home Page

Your Home page must have one of the following names:

index.php, index.php3, index.phtml, index.htm, index.html, index.shtml

Special Considerations When Executing CGI Scripts/Perl Programs

After uploading your CGI script in the correct format (ASCII or binary), you must clear it for execution. To do this, run the command

```
chmod 755
```

using your FTP program. Some CGI programs may require you to execute `chmod` with another parameter for certain files or directories. Please read the installation manual for your CGI program for more details.

Appendix B. Writing and Sending E-mails

You have two ways of retrieving and sending e-mails:

- **Using an e-mail client.** To retrieve e-mails from a POP3 box using an e-mail client, you need to specify the following access data:
  - outgoing and incoming mail server
  - user (POP3 box, e.g., *www123p1*)
  - password (password for the POP3 box)
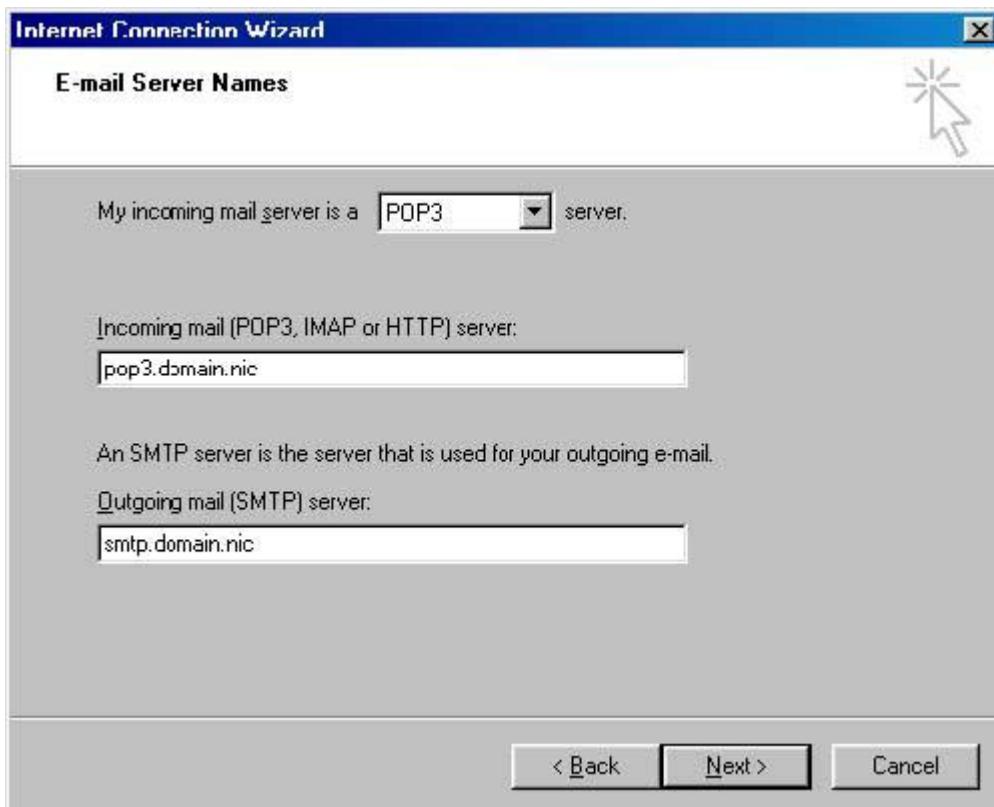- **Using WebMail.**

In this chapter:

Using Outlook Express

If you want to retrieve your e-mails from a POP3 box using the e-mail program Outlook Express, you must set up a new e-mail account.

1 Open Outlook Express and select **Accounts** from the menu **Extras**.

2 Click **Add** and select **Email....**

3 Enter your name and e-mail address.

4 Enter the server provided by your web host in the fields for incoming and outgoing mail servers.

5 Enter the user or your POP3 box (e.g., www123p1) as in the field for your account name.

Using Netscape Messenger

1   Open Netscape Messenger.

2   Select **Settings** from the **Edit** menu.

3   Select the page **Mail servers** from the category **Mail & Newsgroups**.
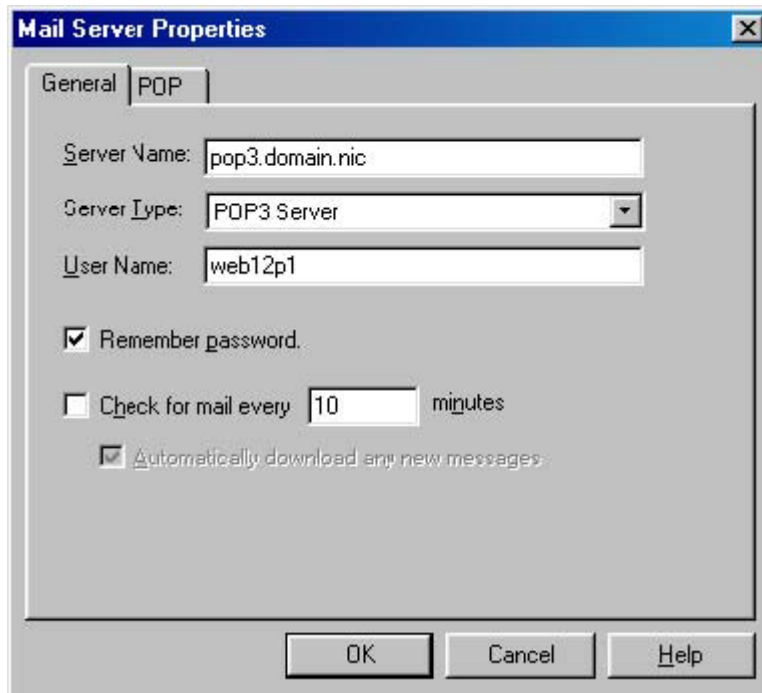
4   Enter the SMTP server to send your e-mails. You can get the server address from your storage provider.
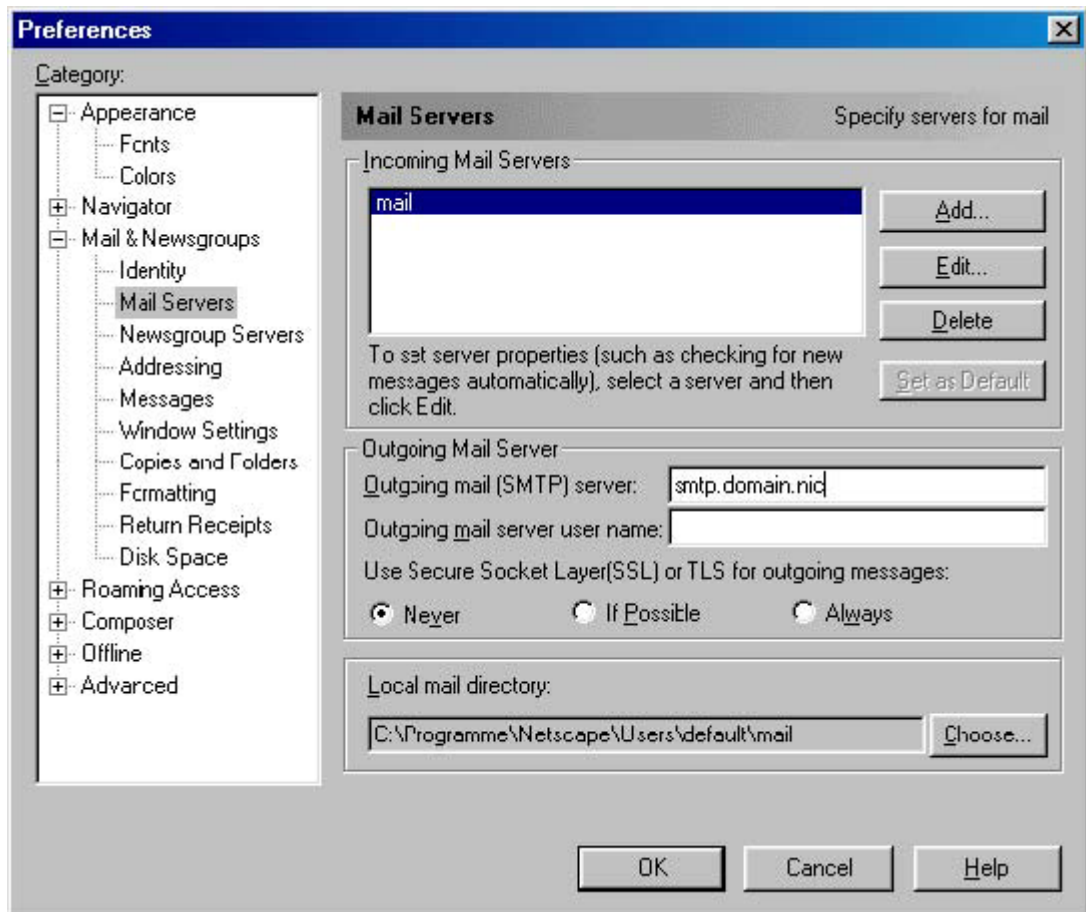
5 Click **Add** to set your POP3 server to receive your e-mails. In the window that is now displayed, enter the server name you have received from the web host and the POP3 box you have created using the Parallels Confixx interface.

Using WebMail

To use WebMail for receiving and sending e-mails:

1 Move to **WebMail** from the **Tools** section in your Parallels Confixx web interface.

2 Specify your POP3 box and the matching password.

You can also log onto the Parallels Confixx web interface directly using your POP3 box. You then have limited access to the Parallels Confixx interface, where you can change the password for your POP3 box and call up WebMail.

C H A P T E R 1 0

Appendix C. Webalizer

Webalizer is a server log file analysis program. You can access its statistics by choosing the **Stats** menu in the Parallels Confixx web interface.

Parallels Confixx does not calculate separate statistics for a domain/subdomain. Depending on the web server configuration, several hours may have passed since the last time your stats were evaluated.

Webalizer is password-protected so that only you have access to this information. To access your stats, enter the same username you use for Parallels Confixx interface. You can specify the password by clicking **Access stats** in the **General** section.

Webalizer is not an integral part of Parallels Confixx. You can find more information about Webalizer at http://www.webalizer.org. (http://www.webalizer.org)