Two New Features from WildBlue & BEK Communications

WildBlue and BEK Communications have two great new features that can give you more control over your Internet account: more e-mail storage space and the ability to add “child,” or additional e-mail accounts.

**Mail storage increased to 100 MB**

Has your e-mail box seemed a little full lately? Are you finding that you have to delete mail just to be able to send or even get mail?

Well, those days are over because we’ve increased the size of e-mail storage to 100 MB across all of your accounts.

Depending on the type of account you have with us, you can distribute this 100 MB to one address or divide it among all of the addresses in your account.

So, if you have only one address, you could allocate all 100 MB of storage space to that one account. If you have five addresses, you could give them each 20 MB or distribute it in any variety of ways.

We do require that each e-mail address have 5 MB of space as a minimum.

**Add an address anytime**

BEK Communications is now giving you the power to add an e-mail address any time you want—without the need to call customer service! You can create as many email addresses as you like as long as the combined size of the mailboxes does not exceed 100 MB.

**Take a look. . .**

1. **Login:** Log in to your AdminTool, the online place where you can change your password and do other tasks related to your Internet account.

   The Web address for your AdminTool is http://admintool.bekwb.com.

   To login, enter your Internet account user name and password and click “Log In.”

   For this example, Jean Genie is logging into her account with trueband.net. Her user name is “dbowie.”

   ![Welcome to admintool.trueband.net](image)

2. Select “Child Accounts” from the menu on the left of screen.
3. Review the page. From this screen, you can do a number of tasks related to your account, including adding new e-mail addresses or child accounts as well as changing the size of the account’s e-mail storage.

In this example,

- The ISP has allocated 100 MB of mail storage space to Jean Genie’s account.
  - Right now, only 85 MB of space has been allocated among the addresses that Jean has in her account.
- Jean Genie is the parent account.
  - Parent accounts are listed in blue.
- Jean Genie has three child accounts.
  - Child accounts are listed in grey.
- All of the accounts are “active,” which means they can receive and send e-mail.
Add a new address

Jean Genie wants to add a new child account (or e-mail address).

To add the new account, Jean clicks the “Create New Child Account” button.

At the “Child Accounts” screen, Jean will enter the information about the account.

The screen is divided into three sections:

- Identity and Password Information
- Access Settings
- E-mail Settings

Now, we will go over what you do in each of these sections.

Identity and Password

Jean is creating an account for Fava Bean and fills in all of the information for that new child account. All required fields appear in blue.
The User Name is the name that Fava Bean will enter when he logs in to check e-mail. In this example, Fava Bean’s User Name is “nicechianti.” So, Fava Bean’s e-mail address is nicechianti@trueband.net (remember that trueband.net is the name of the ISP used in this example).

Note: Because Jean controls the parent account that is adding the child account, she will enter and verify the password for the child account. Here, the password is “fritobandito1974.”

**Access Settings**
Jean Genie skips over the access settings section because WildBlue access does not come with limits.

**E-mail Settings**
In the E-mail Settings area, you can:

- Enter e-mail addresses to which you want to forward mail from this account.
  - This feature is useful, if you don’t get to check this account very often.
- Set Spam Filtering Type.
  - You can choose from three levels of Spam protection.
    - Spam Defense with Friends Circle.
    - Friends Circle Only.
    - Friends Circle with Confirmation
- Set the type of notice you want to receive when the system blocks Spam or Viruses from entering your mailbox.
In this example, Jean Genie:

- Gives no forwarding e-mail addresses.
- Sets Spam Filtering Type to “Friends Circle Only.”
  - This means that Fava Bean will receive e-mail only from addresses or domains that are authorized.
- Sets Spam/Virus notices to “Off.”

When she finishes, she clicks the “Next” button.

**Spam Settings**

At the next screen, Jean Genie sets the Spam detection and blocking levels and can enter the e-mail addresses that are part of Fava Bean’s friends circle.

In this example, she sets:

- Spam Detection at “Medium.”
- Spam Blocking at “Block most Spam.”

When Spam is detected by the system, Jean has set it to be moved to the Junk Mail folder, which means it will not go to Fava Bean’s mailbox.
After making the changes to this screen, Jean Genie clicks the “Next” button.

**Create account**

At the next screen, Jean Genie reviews the information for the account before submitting the information.

In this example, all of the account information for the Fava Bean account is correct.

If any information were not correct, Jean would select:

- **Modify User Data** to change identify information such as password, the name of the account, etc.
- **Modify User Access** to change Internet or e-mail access information.
Because the information is correct, Jean Genie clicks the “Create User” button.

**Print or E-mail Information**

The final screen displays the information for the new account and gives the option to print or e-mail the information:

- Click the “Print” button in the upper left corner of the screen to print.
- Click the “E-mail” button to send the information via e-mail.
Allocate mailbox space

Now that Jean Genie has created a new child account, she must give the account e-mail storage space.

To do that, she selects “Child Accounts” from the menu on the left.

At the Child Accounts—Child Data screen, Jean reviews all of the e-mail accounts associated with her account. There are four child accounts and one parent, making a total of five accounts.

Notice that the account for Fava Bean has been added and is in “active” status.

Notice also that the mailbox size (in megabytes, or MB) is provided.
If Jean would like to change the e-mail storage amounts for any of the accounts, she can do so by clicking the “Modify Mailbox Sizes” button.

At the next screen, Jean can:

- Review the mailbox storage for all of the accounts
- Check the amount of storage available
  - In this case, the account has allocated 60 of the 100 MB available
  - Jean could distribute 40 MB among the five accounts
- Check the limits the ISP has set
  - In this case, the ISP has set a maximum of 20 MB per account
- Add or subtract mailbox size
How to add or subtract mailbox space

To be able to add mailbox space to a child account, the parent account must have at least 10 MB in it.

In this example, Jean Genie has 20 MB. So, Jean can add mailbox space to any of the accounts.

The child account “nicechianti” has only 5 MB of mailbox storage. To increase the mailbox size for this account, Jean clicks the plus sign (+) one click until she reaches the desired size.

In this example, Jean increased the mailbox size for nicechianti to 15 MB.

Notice that now Jean has allocated 70 out of the total 100 MB available.

To save, Jean clicks the “Save Mailbox Sizes” button.

After saving, we return to the Child Accounts—Child Data screen. You can see that all changes have been saved.
For more information . . .

Ask BEK Communications for other tips and guides for your account, especially if you want to learn more about:

- How to change your password
- How to set Spam Detection
- Other things about your account