

User Guide to Market Hardware's Website Management System



7200 Wisconsin Ave.
Suite 312
Bethesda, MD 20814
(888) 381-6925

www.markethardware.com

Contents

Contents	2
Quick Start Guide	3
Introduction	4
Your Website Password.....	4
Requirements.....	4
Logging into the Website Manager	5
Overview of Elements of the Website Manager	6
Site Editor.....	6
Email.....	6
Statistics.....	7
Exploring the Website Editor	8
Basic Capabilities:.....	9
Advanced Editing Capabilities:.....	9
Email Capabilities	11
Email Accounts: Creating Email Accounts.....	11
Email Forwards: Setting up Email Forwarding.....	17
Webmail: Checking your email.....	22
Configuring your Email Client to Send and Receive Email	25
Quick Information.....	25
Setting Up Outlook to Retrieve Your Email.....	26
If You Check Email from Multiple Computers.....	30
Website Statistics Explored	31
Overview Report	31
Advanced Statistics	33
Need more?	36

Quick Start Guide

Logging into the Website Manager

Requirements: To access your Website Manager, make sure you **enable javascript and cookies** under the options of your internet browser.

1. **Login page:** **domainname.mywebsitebuild.com/login** (*e.g., test.com.mywebsitebuild.com/login*).
2. **Username:** Domain name
3. **Password:** Confirmation code provided by Market Hardware

Features of the website manager:

Site Editor: After you've logged in, click, "Turn Editing On" at the top left of your screen. The yellow buttons, usually found underneath the text area, indicate the editable areas of your website. The editor's capabilities include:

- Formatting text
- Bulleting/numbering text
- Aligning/indenting text
- Linking/unlinking text
- Inserting/editing images
- Inserting media
- Inserting tables
- Editing HTML and more!

Email: This feature enables you to create email accounts, setup email forwards, and access webmail.

- **Email Accounts:** Create POP 3 accounts
- **Email Forwards:** Email forwarding can redirect mail going to one address and send it to one or more addresses.
- **Webmail Link:** Login to the email accounts you created. You can also access this page at **domainname.mywebsitebuild.com/webmail** (*e.g., test.com.mywebsitebuild.com/webmail*).

Stats: After you've logged in, click, "Stats" in the upper right hand corner. You'll find full details at http://www.webalizer.com/webalizer_help.html

Outlook Quick Start

- **Account type:** POP 3
- **Username:** Full email address you created (*e.g. info@test.com*)
- **Password:** The account password you created
- **Incoming (POP) Server:** mail.yourdomain.com (note, there's no "[www](#)." before your domain name) (*e.g. mail.test.com*)

Outgoing SMTP Server: mail.yourdomain.com (NOTE: you may need your ISP outgoing server name.) If you use our outbound server, you will need to set up your email client to authenticate when sending:

Under, "Tools": Account Settings → Change Email Account → More Settings → Outgoing Server Tab → Check the box: "My outgoing server (SMTP requires authentication)" → Select button, "Use same settings as my incoming mail server" → Done

Introduction

The following is a brief introduction to Market Hardware's Website Manager and is meant as a guide to help you after your website has been built. This user guide should be used as a reference on how to achieve common tasks including:

- Making changes to your website
- Creating email addresses and setting up email forwarding
- Retrieving your email with Market Hardware Webmail, and other e-mail clients
- Viewing your website statistics

We recommend that you read this entire document and print a copy for your records.

Your Website Password

After we have finished building your website, your Market Hardware account representative will give you a confirmation code which allow you to access the site manager.

Requirements

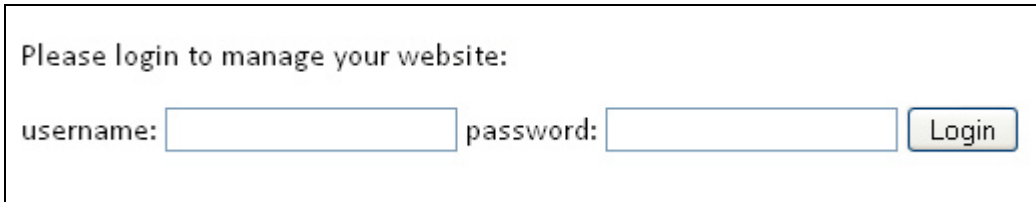
To access your Website Manager, make sure you **enable javascript and accept cookies** under the options of your internet browser. And, for Internet Explorer users, you must **allow pop-ups**.

- **In Mozilla Firefox**
 - **To enable Javascript:** Tools → Options → Content Tab → Check "Enable JavaScript" → OK
 - **To accept cookies:** Tools → Options → Privacy Tab → Check "Accept Cookies from sites" and "Accept third-party cookies" → OK
- **In Internet Explorer:**
 - **To enable Javascript:** Tools → Internet Options → Security Tab → Click "Custom Level..." → Scroll down to Scripting → **Enable** Active Scripting (for versions 5 & 6: be sure to enable 'Allow Paste operations via script', and 'Scripting of Java applets') → Click OK → Relaunch your Browser.
 - **To enable cookies:** Tools → Internet Options → Privacy Tab → Click the "Default" button (or manually slide the bar down to "Medium" → Click OK
 - **To allow pop ups:** Tools → Internet Options → Privacy Tab → Uncheck "Block pop-ups" → Click Apply → Click OK → Relaunch your Browser.

Logging into the Website Manager

4. To access your Website Manager, use your website address followed by 'mywebsitebuild.com/login'. (e.g., if your website address is www.test.com, you would type: `test.com.mywebsitebuild.com/login`).
5. That will bring you to the Website Manager login page below:

Figure 1.1 – Website Manager Login Screen.



Please login to manage your website:

username: password:

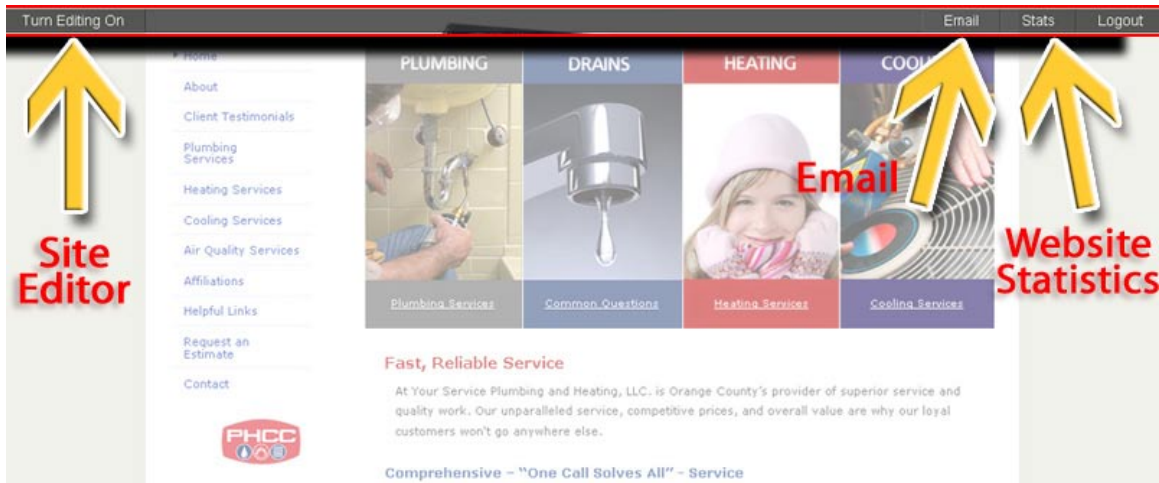
6. There, you'll need to enter the following information:
 - Username:** domain name
 - Password:** confirmation code provided by Market Hardware

Overview of Elements of the Website Manager

Once you've logged in, you'll come to a page that looks similar to your website, but has a few noticeable differences. (see figure 2.1, below.)

The grey bar found across the top of your site is the navigation for the Website Manager. Each element is explored below:

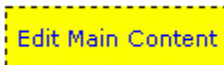
Figure 2.1 – Website Manager Overview



Site Editor

To access the site editor, click, "Turn Editing On" found at the top left of your screen (figure 2.1, above).

After you click, "Turn Editing On", your site is officially in editing mode. You'll notice yellow buttons throughout the site, usually found below the text area, which indicate the editable areas of your website. The buttons will look similar to the icon below:



Once you click on the yellow "Edit Content" button (above), the editor will pop-up.

This guide will explore the elements of the editor in more detail under ["Exploring the Website Editor."](#)

Email

The "Email" link, found in the upper right hand corner of figure 2.1, will give you access to the following options:

- Email Accounts: Create POP 3 accounts
- Email Forwards: Email forwarding can redirect mail going to one address and send it to one or more addresses.
- Webmail Link: Login to the email accounts you created. You can also access this page at domainname.mywebsitebuild.com/webmail (*e.g., test.com.mywebsitebuild.com/webmail*).

Each of the above options is explored in detail under, [“The Manager’s Email Capabilities.”](#)

Statistics

The website statistics for your site is provided by Webalizer and can be reviewed by clicking, “Stats” in the upper right hand corner of figure 2.1 (above).

These statistics produce accurate and highly detailed usage reports.. The reports are easily configurable and can be viewed with a standard web browser.

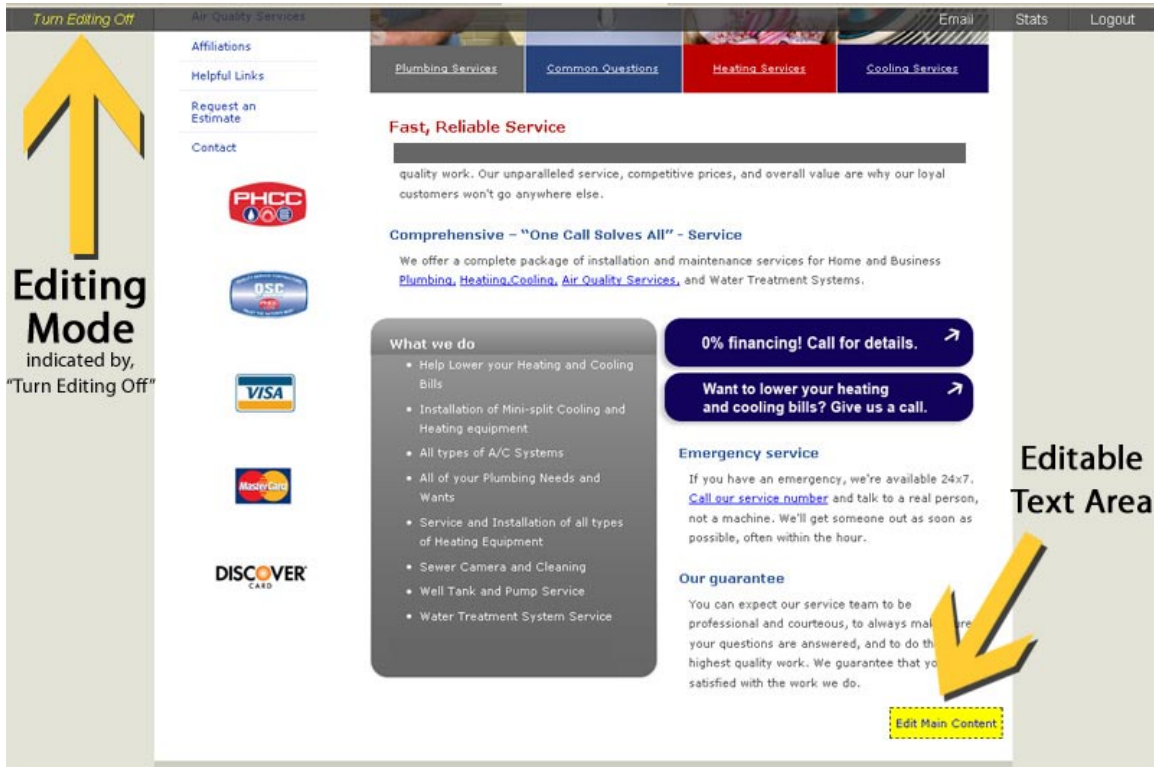
For an outline of the features provided by Market Hardware’s Website Manager, please see [Website Statistics Explored](#).

Exploring the Website Editor

To access the site editor, click, “Turn Editing On” found at the top left of your screen (figure 3.1, below).

After you click, “Turn Editing On”, your site is officially in editing mode. You’ll notice yellow buttons throughout the site which indicate the editable areas of your website. (see figure 3.1, below.)

Figure 3.1 – Site Editor, Editing Mode



When the yellow “Edit” button is clicked, the editor will pop-up.

You can use this editor to change text and images within an editable area of your site, much as you would in Microsoft Word (though if you’d prefer to edit the HTML code directly, you can do so by accessing HTML button under the advanced capabilities which are outlined in the [“Advanced Editing Capabilities”](#) section).

Let’s explore the capabilities of each feature within the editor:

Basic Capabilities:

The editor’s initial view includes the basic editing capabilities below:



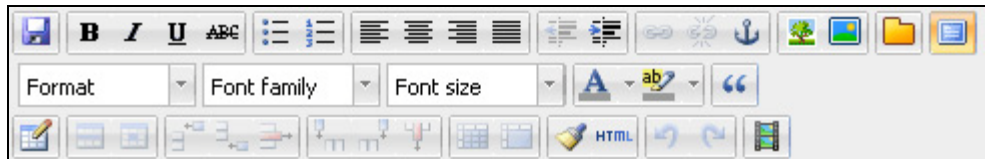
	Basic text formatting: Bold, italicize, and underline text by selecting the text and clicking on any of these icons.
	Bulleting/numbering text
	Aligning text
	Indenting/out denting text
	Linking/unlinking text
	Inserting/editing images
	Saving your edits: When you are finished editing a page, you can click on the disc icon in the top left of the page. You can also click the “Save Changes” button in the bottom right corner of the page.

Advanced Editing Capabilities:

To access the advanced capabilities within the editor, click the picture on the right side of the first row, “Toggle full screen mode”:
















You’ll notice several editing options appear in the first row, along with two new rows of options.



These more complex editing features are outlined below:

	Aligning text to ‘full’
	Inserting anchor links

	Inserting links to documents (file download)
	Formatting Text (text type, font family, font size)
	Changing the color of text
	Highlighting text
	Inserting quotes
Working with tables	
	<ul style="list-style-type: none"> • Inserting tables
	<ul style="list-style-type: none"> • Working with table properties
	<ul style="list-style-type: none"> • Adding or removing rows and columns
	<ul style="list-style-type: none"> • Merging/splitting table cells
	Cleaning-up Messy HTML
	Editing HTML
	Undo/redo buttons
	Inserting/embedding media

Email Capabilities

The “Email” link, found in the upper right hand corner of figure 2.1, gives you access to the following options:

- Email Accounts: To create POP 3 email accounts
- Email Forwards: Set up email forwarding which redirect mail going to one address and send it to one or more addresses.
- Webmail Link: Login to the email accounts you created. You can also access webmail at **domainname.mywebsitebuild.com/webmail** (e.g., *test.com.mywebsitebuild.com/webmail*).

Each of the above options is explored below.

The simplest way to set up email on your site is to set up a forwarding account so that mail sent to an email account on your domain, (e.g., info@test.com) is forwarded to an e-mail address you’re already using.

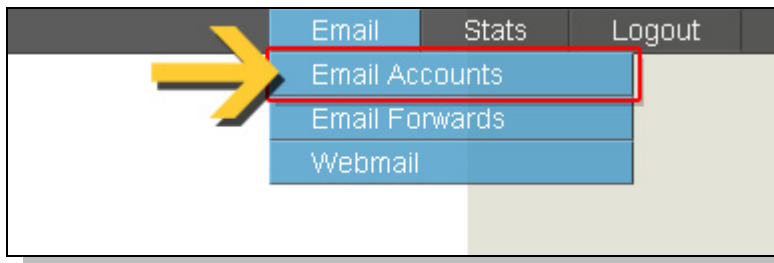
If you’d prefer to use Outlook or Webmail, you can set up a POP 3 account.

For either of those options, you’ll first need to create the email accounts in the website manager.


Email Accounts: Creating Email Accounts

To create an email account on your domain, follow the steps below:

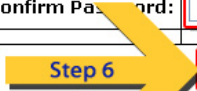
1. Login to the Website Editor by following the steps outlined in, [Logging into the Website Manager](#).
2. Click, “Email Accounts” under “Email” (found on the top right of the page).



3. Click, “Add Email Account” button.

Email Accounts		
Login	Change Password	Delete Account
 <input type="button" value="ADD EMAIL ACCOUNT"/>		

4. Enter New Email Account (excluding your domain name).

Add Email Account for test.com	
New Email Account:	<input type="text" value="Step 4"/> @ test.com
New Password:	<input type="text" value="Step 5"/>
Confirm Password:	<input type="text" value="Step 5"/>
 <input type="button" value="SUBMIT FORM"/> <input type="button" value="RESET FORM"/>	

5. Enter a password, and confirm that password.¹


6. Click "submit" to create the email account.

Email Accounts		
Login	Change Password	Delete Account
<input type="button" value="ADD EMAIL ACCOUNT"/>		

7. A confirmation page confirms successful creation of the email account.

Success: info@test.com added

Email Accounts		
Login	Change Password	Delete Account
info@test.com	<input type="button" value="change password"/>	<input type="button" value="delete"/>
<input type="button" value="ADD EMAIL ACCOUNT"/>		



NOTE: If your password isn't a mix of upper and lower case letters, you may see a warning similar to the warning below. Please note that the email account was nevertheless successfully created.

Warning! For best security your password should be a mix of upper and lower case letters and contain at least one number.

a. To add more email accounts, begin again with step 3 above.

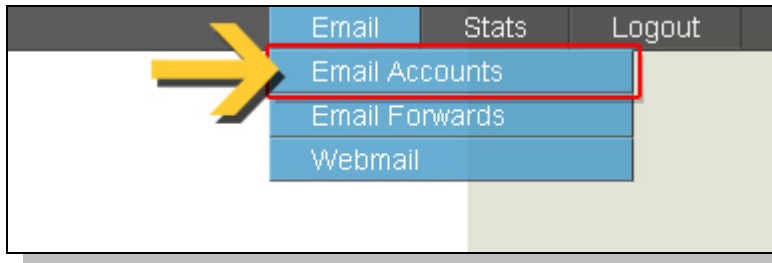
¹ For best security your password should be a mix of upper and lower case letters, be more than 5 characters, and contain at least one number.

- b. To delete email accounts, please follow [Email Accounts: Deleting Email Accounts](#).
- c. To change your password, please follow, [Email Accounts: Changing Password on my email Account](#).

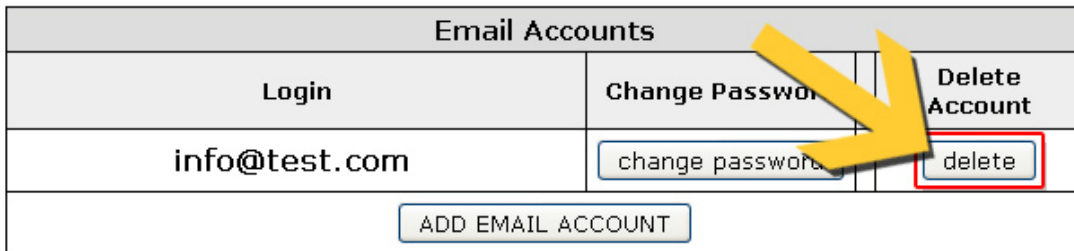
Email Accounts: Deleting Email Accounts

To delete an email account on your domain, follow the steps below:

1. Login to the Website Editor by following the steps outlined in, [Logging into the Website Manager](#).
2. Click, "Email Accounts" under "Email" (found on the top right of the page).

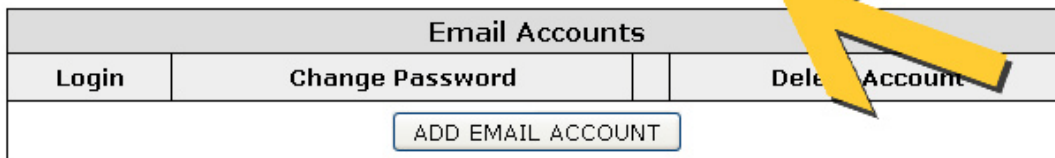


3. Click, "Delete" button.



4. A confirmation page confirms that the Email Account was successfully deleted.

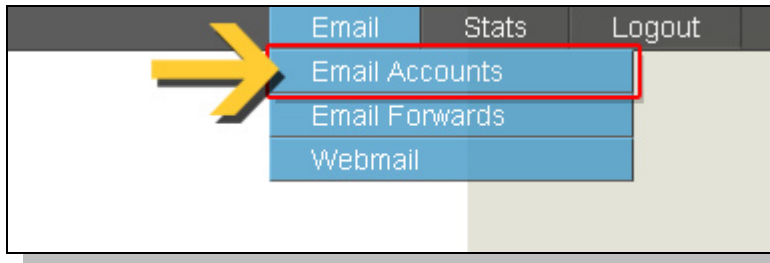
Success: info@test.com deleted.



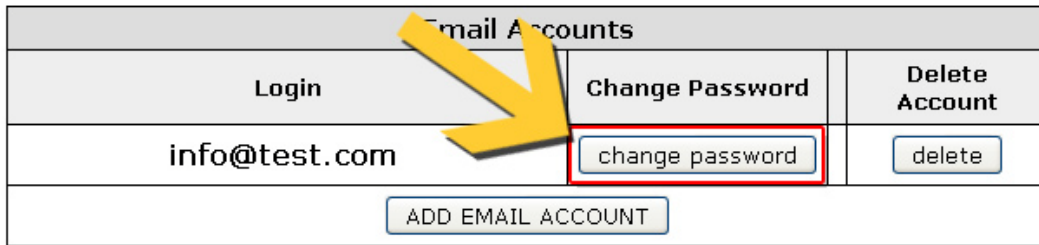
Email Accounts: Changing Password on my Email Account

To change the password on an email account on your domain, follow the steps below:

1. Login to the Website Editor by following the steps outlined in, [Logging into the Website Manager](#).
2. Click, "Email Accounts" under "Email" (found on the top right of the page).



3. Click, "Change Password" button.

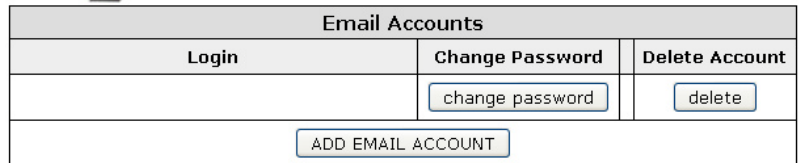


4. Enter the new password, and then enter it again to confirm it.²

Change Password for info@test.com	
New Password:	Step 4
Confirm:	Step 4
Step 5	
SUBMIT FORM	
RESET FORM	

5. Then, click, "Submit Form".

6. A confirmation page confirms that the password for the email account was successfully updated.



² For best security your password should be a mix of upper and lower case letters, be more than 5 characters, and contain at least one number.

Success: Password for info@test.com updated.



Email Accounts		
Login	Change Password	Delete Account
info@test.com	<input type="button" value="change password"/>	<input type="button" value="delete"/>
<input type="button" value="ADD EMAIL ACCOUNT"/>		

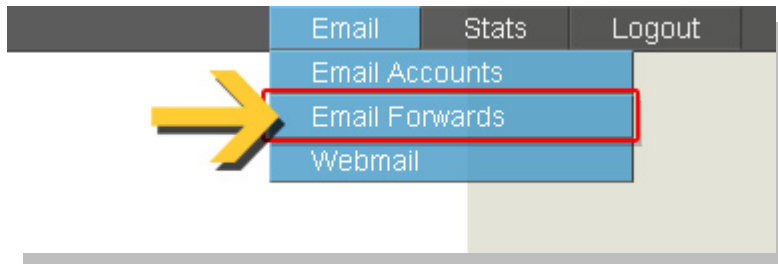
NOTE: If your password isn't a mix of upper and lower case letters, you may see a warning similar to the warning below. Please note that the password was still successfully updated.

Warning! For best security your password should be a mix of upper and lower case letters and contain at least one number.

Email Forwards: Setting up Email Forwarding

If you'd like the email accounts on your domain to forward to other account(s), for example, if you'd like to forward info@test.com to yourpersonalemail@yahoo.com and myotheremail@test.com, follow the steps below:

1. Login to the Website Editor by following the steps outlined in, [Logging into the Website Manager](#).
2. Click, "Email Forwards" under "Email" (found on the top right of the page).



3. Click, "Add Email Forward" button.



4. Enter the email account on your domain that you'd like to forward in the field next to, "Email Account". (e.g., info@test.com)


5. Then, next to, "Forwards to:" enter the email account(s) that you'd like the email on your domain to forward to. You can enter as many email accounts as you'd like, separated by the "enter" key. (e.g., yourpersonalemail@yahoo.com, my other email@test.com)

Add an Email Forward	
Email Account:	<input type="text" value="info"/> @ test.com
Forwards To: (one email per line)	<input type="text" value="yourpersonalemail@yahoo.com"/> <input type="text" value="myotheremail@test.com"/>
	<input type="button" value="SUBMIT FORM"/> <input type="button" value="RESET FORM"/>
Email Forwards	
<input type="button" value="ADD EMAIL FORWARD"/>	

6. Once you've completed steps 4 and 5, click "Submit Form".
7. When submitted, a confirmation page will show a successful forwarding setup.

Success: info@test.com now forwards to yourpersonalemail@yahoo.com and myotheremail@test.com

Email Forwards			
info@test.com	forwards to	yourpersonalemail@yahoo.com myotheremail@test.com	edit forward delete
ADD EMAIL FORWARD			

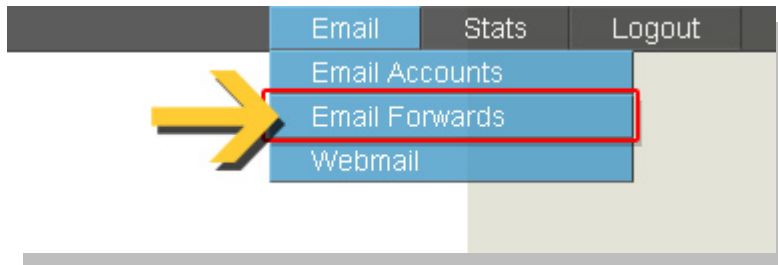


- a. To forward more email accounts, click, “Add Email Forward” and follow step 4 above.

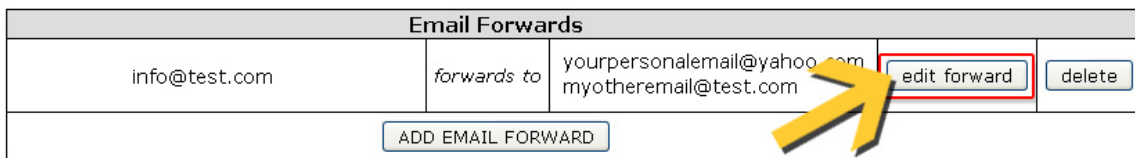
Email Forwards: Editing an Email Forward

To edit a current email forwarding configuration, follow the steps below.

1. Login to the Website Editor by following the steps outlined in, [Logging into the Website Manager](#).
2. Click, "Email Forwards" under "Email" (found on the top right of the page).



3. Click, "Edit Forward" button.



4. Next to, "Forwards to:", enter the updated email account(s) that you'd like the email on your domain to forward to. You can enter as many email accounts as you'd like, separated by the "enter" key.


5. Once you've edited the "forwards to" field, click "Submit Form".



6. When submitted, a confirmation page will show the successful forwarding account edit.

Success: info@test.com now forwards to yourpersonalemail@yahoo.com and mynewemail@test.com

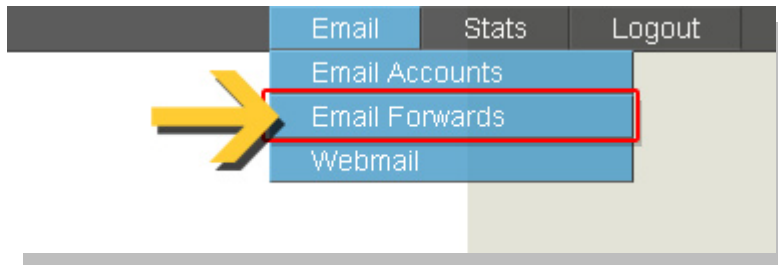
Email Forwards			
info@test.com	forwards to	yourpersonalemail@yahoo.com mynewemail@test.com	<input type="button" value="edit forward"/> <input type="button" value="delete"/>
<input type="button" value="ADD EMAIL FORWARD"/>			



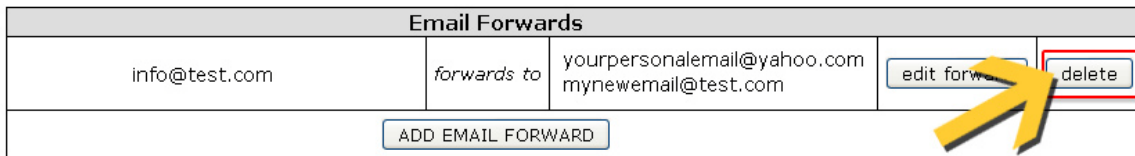
Email Forwards: Deleting an Email Forward

To delete a current email forwarding configuration, follow the steps below:

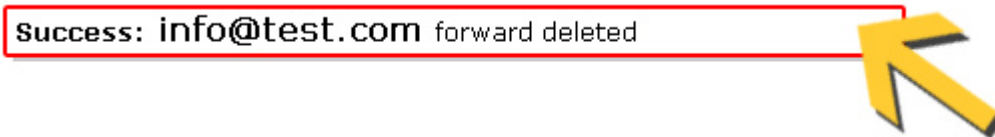
1. Login to the Website Editor by following the steps outlined in, [Logging into the Website Manager](#).
2. Click, "Email Forwards" under "Email" (found on the top right of the page).



3. Click, "Delete" button.



4. A confirmation page will show that the forwarding account was deleted.



Advanced Email Forwards

If your forwarding address matches the POP 3 address, you must add the POP 3 address to the forward. For example, if you have a pop3 address [info@test.com](#) and that address is set to forward to [yourpersonalemail@yahoo.com](#) that forward must ALSO go to [info@test.com](#).

Webmail: Checking your email

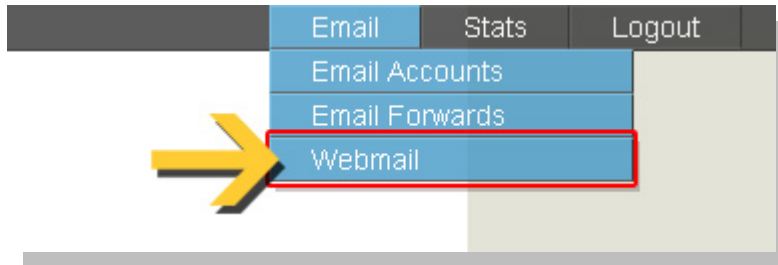
Every email account you've added (see "[Creating Email Accounts](#)" above) can be accessed with your webmail interface. This method is similar to Yahoo! Mail or MSN Mail in which you can read, compose, send, and forward your email all within your browser.

Once you've created the email accounts on your domain, and set up the necessary email forwards you can login to check your email through the Website Manager by following the steps below:

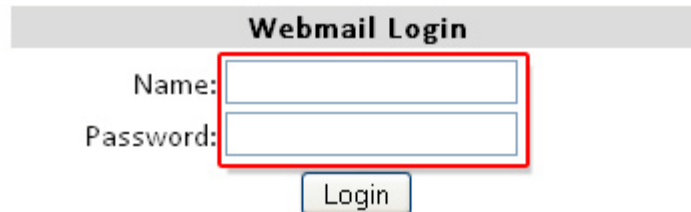
1. Login to the Website Editor by following the steps outlined in, [Logging into the Website Manager](#).
2. Click, "Webmail" under "Email" (found on the top right of the page).

NOTE: You can also get to the webmail login screen by going to:

domain name.mywebsitebuild.com/webmail (e.g., *test.com.mywebsitebuild.com/webmail*)



3. You'll be prompted to enter your "Name" and "Password"

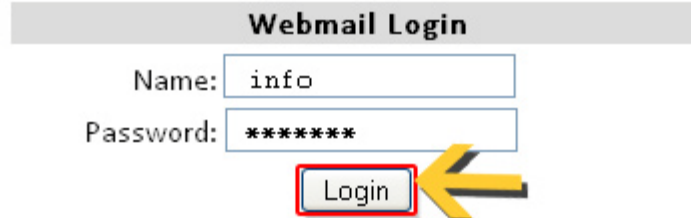
A screenshot of the 'Webmail Login' form. It has a grey header with the text 'Webmail Login'. Below the header are two input fields: 'Name:' and 'Password:'. Both fields are empty and have a red border. Below the fields is a 'Login' button.

4. The name is the first part of your email account (before the @ symbol). (e.g., if your email address is *info@test.com*, you'd need to enter, "info" to the "Name" field).

A screenshot of the 'Webmail Login' form. The 'Name:' field now contains the text 'info' and has a red border. A yellow arrow points to the 'info' text. The 'Password:' field is empty. Below the fields is a 'Login' button.

5. Password: Enter the password you created when you setup the account.

6. Click “Login”



The image shows a webmail login interface. At the top, there is a grey header bar with the text "Webmail Login". Below this, there are two input fields: "Name:" with the text "info" and "Password:" with "*****". A yellow arrow points from the password field to a "Login" button, which is highlighted with a red rectangular border.

There, you’ll see your inbox.



Here’s an overview of the features included within webmail:

- **To setup your webmail preferences:** Click on the Options link at the top of the page to set up how your mail is organized, displayed, and filtered.
- **To read email you’ve received:** To read and then reply to (or forward) email you’ve received, click on the link that appears under the subject column.
- **To create a new email message:** Click on the Compose link to create and then send a new email message.
- **To add a signature to your email messages:** First, create a signature by clicking on the Options link at the top of the page, and then clicking on the Personal Information section. Add text in the Signature form, and click the Submit button. Then, when you are composing a message, click on the Signature button to add that text to your message.
- **To insert an attachment in your message:** When creating a new message, click on the Browse link at the bottom of the page. When you’ve navigated to the file you’d like to send, click “open”, and then click the Add button to attach it to your message.
- **To add addresses to your address book:** Click on the Addresses link to add contacts to your webmail address book.
- **To create and delete folders:** Click on the Folders link to add folders to your list, rename them, and delete them. If you’d like to remove a created folder from the list without deleting it completely, use the “unsubscribe” feature at the bottom of the Folders page.
- **To search your email:** Click on the Search link to do a keyword search of your email.

- **To use your calendar:** Click on the Calendar link lets you add, delete, and edit events in your calendar.

For more information regarding the features of the webmail system, or if you have any questions, please visit <http://www.squirrelmail.org/docs/user/user.html>.

Configuring your Email Client to Send and Receive Email

In addition to your webmail, you can also configure Outlook or other email clients to send and retrieve your email.

If you use Microsoft Outlook to retrieve your email, please refer to "[Setting up Outlook to Retrieve Your Email](#)," below.

If you don't use Microsoft Outlook to retrieve your email, or you are an advanced user, you can use the "Quick Information" provided here to set up your email client.

Quick Information

- **Account type:** POP 3
- **Username:** Full email address you created (*e.g. info@test.com*)
- **Password:** The account password you created
- **Incoming (POP) Server:** mail.yourdomain.com (note, there' no "[www.](#)" before your domain name)
Outgoing SMTP Server: mail.yourdomain.com (NOTE: you may need to use the outbound SMTP server provided by your ISP.³)

If you use our outbound server, you will need to setup your email client to authenticate when sending:

Under, "Tools": Account Settings → Change Email Account → Outgoing Server Tab → Check the box: "My outgoing server (SMTP requires authentication)" → Select button, "Use same settings as my incoming mail server" → Done

NOTE: Some Internet Service Providers (ISPs), including Verizon and Comcast, are beginning to require specific outbound email account settings in addition to the Outbound (SMTP) Server. Please check with your ISP if you're having problems sending outbound email. If you can't get the information you need from your ISP, be sure to let us know.

³ If your ISP allows outbound email traffic out of their network, you can use mail.yourdomain.com, with one additional caveat: you will have to set up your email client to use authentication with the same username and password as your email account.

Setting Up Outlook to Retrieve Your Email

Once you have created email accounts for your domain (see "[Creating Email Accounts](#)," above) you can set up your Outlook email client to receive email on your domain.

For each individual that you are setting up email for:

1. Make sure you know the email account and password
2. Determine what version of Outlook they are using.
 - Start Outlook
 - On Outlook's Menu Bar, Choose "Help" → "About Microsoft Outlook"
 - Note the version number
 - We have included detailed instructions below if you have:
 - Outlook 98
 - Outlook 2000
 - Outlook 2002
 - Outlook 2007
 - Or, Outlook XP

To set up your account in Outlook 98

- Choose Tools menu → Accounts
- Click the "Add" button → choose "Mail"
- Enter your Name and click the "Next" button
- Enter the email address you created (e.g. info@test.com) and click the "Next" button
- On the next screen:
 - For "type of server," choose "POP3"
 - "Incoming Mail (POP) Server" should be: mail.yourdomain.com (replace 'yourdomain' with your domain name)
 - Outgoing mail server: mail.yourdomain.com (NOTE: you may need to use the outbound SMTP server provided by your ISP.⁴)

Some Internet Service Providers (ISPs), including Verizon and Comcast, are beginning to require specific outbound email account settings in addition to the Outbound (SMTP) Server. Please check with your ISP if you're having problems sending outbound email. If you can't get the information you need from your ISP, be sure to let us know.

- After filling in these values, click the "Next" button
- On the next screen, your username is the first part of your main email address, i.e. "you" and your password whatever you created for the account.

⁴ If your ISP allows outbound email traffic out of their network, you can use mail.yourdomain.com, with one additional caveat: you will have to set up your email client to use authentication with the same username and password as your email account.

- Click the "Next" button when the values are completed
- On the next screen, choose the proper connection type (typically, this is "LAN"; you can check one of your other accounts if you're not sure.)
- Click "Next" at the bottom of the "connection type" screen
- Click "Finish" on the final screen

At this point, you should be able to send and receive e-mail. If there are problems, double-check to make sure you have entered the all the information accurately. If you still have errors, please contact us and we'll try to help you resolve the difficulties

To set up your account in Outlook 2000

- Choose Tools menu → Accounts
- Click the "Add" button → choose "Mail"
- Enter your Name and click the "Next" button
- Enter the email address you created (e.g. you@yourdomain.com) and click the "Next" button
- On the next screen:
 - For "type of server," choose "POP3"
 - "Incoming Mail (POP) Server" should be: mail.yourdomain.com
 - Outgoing mail server: mail.yourdomain.com (NOTE: you may need to use the outbound SMTP server provided by your ISP.⁵)

Some Internet Service Providers (ISPs), including Verizon and Comcast, are beginning to require specific outbound email account settings in addition to the Outbound (SMTP) Server. Please check with your ISP if you're having problems sending outbound email. If you can't get the information you need from your ISP, be sure to let us know.

- After filling in these values, click the "Next" button
- On the next screen, your username is the first part of your main email address, i.e. "you" and your password is whatever you created for the account. Click the "Next" button after filling in the values
- On the next screen, you will be prompted for a "friendly account name." You can change this to something that easily identifies this account, or leave the pre-filled value.
- On the next screen, choose the proper connection type (typically, this is "LAN"; you can check one of your other accounts if you're not sure.
- Click "Next" at the bottom of the "connection type" screen

⁵ If your ISP allows outbound email traffic out of their network, you can use mail.yourdomain.com, with one additional caveat: you will have to set up your email client to use authentication with the same username and password as your email account.

- Click "Finish" on the final screen

At this point, you should be able to send and receive e-mail. If there are problems, double-check to make sure you have entered the all the information accurately. If you still have errors, please contact us and we'll try to help you resolve the difficulties.

To set up your account in Outlook 2007

- Choose Tools menu → Account Settings
- Select the Add a **new** email account option from the box that appears and click on the "Next" button
- Select "POP3" as your "Server Type" in the next box that appears and click on the "Next" button
- The next screen collects your email settings. Input the following values:
 - Your Name: Firstname Lastname
 - Email address: Enter the email address you created (e.g. you@yourdomain.com, replacing 'yourdomain' with your domain name)
 - Password: Enter the password created for the account (then, retype password)
 - At the bottom of the page, select 'Manually configure server settings or additional server types', then click 'Next.'
 - On the Choose Email Service page, select 'Internet E-mail', then click Next.
 - On the Internet E-mail Settings page, enter the following information:
 - Your name: first name, last name
 - Email Address: Enter the email address you created (e.g. you@yourdomain.com, replacing 'yourdomain' with your domain name)
 - Account type: POP 3
 - Incoming mail server: mail.yourdomain.com
 - Outgoing mail server: mail.yourdomain.com (NOTE: you may need to use the outbound SMTP server provided by your ISP. ⁶)

Some Internet Service Providers (ISPs), including Verizon and Comcast, are beginning to require specific outbound email account settings in addition to the Outbound (SMTP) Server. Please check with your ISP if you're having problems sending outbound email. If you can't get the information you need from your ISP, be sure to let us know.

⁶ If your ISP allows outbound email traffic out of their network, you can use mail.yourdomain.com, with one additional caveat: you will have to set up your email client to use authentication with the same username and password as your email account.

- Username: enter your email address again (e.g. you@yourdomain.com, replacing 'yourdomain' with your domain name)
- Password: the password that you created for the account
 - Select, 'Remember Password' checkbox, then click 'More Settings'
 - Click OK
- If you are connected to the Internet, you can click on the "Test Account Settings..." button. If you click on this, Outlook will test your account settings. If there are problems, make sure you have entered the above information accurately. If you still have errors, please contact us and we'll try to help you resolve the difficulties.
- Click "Next" at the bottom of the email account settings screen
- Click "Finish" on the final screen

To set up your account in Outlook XP or Outlook 2002

- Choose Tools menu → Email Accounts
- Select the Add a new email account option from the box that appears and click on the "Next" button
- Select "POP3" as your "Server Type" in the next box that appears and click on the "Next" button
- The next screen collects your email settings. Input the following values:
 - Your Name: Firstname Lastname
 - Email address: Enter the email address you created (e.g. you@yourdomain.com, replacing 'yourdomain' with your domain name)
 - Incoming mail server: mail.yourdomain.com
 - Outgoing mail server: mail.yourdomain.com (NOTE: you may need to use the outbound SMTP server provided by your ISP. ⁷)
Some Internet Service Providers (ISPs), including Verizon and Comcast, are beginning to require specific outbound email account settings in addition to the Outbound (SMTP) Server. Please check with your ISP if you're having problems sending outbound email. If you can't get the information you need from your ISP, be sure to let us know.
- Username: enter the name before the @ in your email address, e.g. 'you'
- Password: the password that you created for the account
- If you are connected to the Internet, you can click on the "Test Account Settings..." button. If you click on this, Outlook will test your account settings. If there are problems, make sure you have entered the above information accurately. If you still have errors, please contact us and we'll try to help you resolve the difficulties.
- Click "Next" at the bottom of the email account settings screen

⁷ If your ISP allows outbound email traffic out of their network, you can use mail.yourdomain.com, with one additional caveat: you will have to set up your email client to use authentication with the same username and password as your email account.

- Click "Finish" on the final screen

To set up your account in Outlook Express

- Click on Tools
- Click on Accounts
- Click on Add Mail
- Type in the name you'd like to appear in the "From" field when you send an e-mail
- Type in your e-mail address, username@yourdomain.com
- Select Pop3 in the first box
- For incoming mail, enter "mail.yourdomain.com" (without the quotes)
- For outgoing mail, enter your current smtp configuration
- For account name, use your full e-mail address: username@yourdomain.com
- For password, use the password you used when you set up your email account
- Click "finish" to exit.

If You Check Email from Multiple Computers

If you use Outlook (or any other POP client) to check email from multiple computers (at your home and at your office, for example), please be aware that you will typically end up with some email stored on one computer, and some email stored on the other.

This is due to the fact that most email clients, by default, are set to remove messages from the email server when they retrieve them. As a result, the computer on which you read your email will store the retrieved copies of your email and the email will be inaccessible to the other computers you use.

There is a remedy to this problem, however. Choose one computer to be your primary email repository. Then, on every other computer, set Outlook (or your other POP email client) to "leave a copy of the message on the server." (This option is typically found in the "advanced" tab of your email account settings.)

In this setup, an entire set of your email will be stored on your primary computer, while still allowing you to check email from your other computer(s).

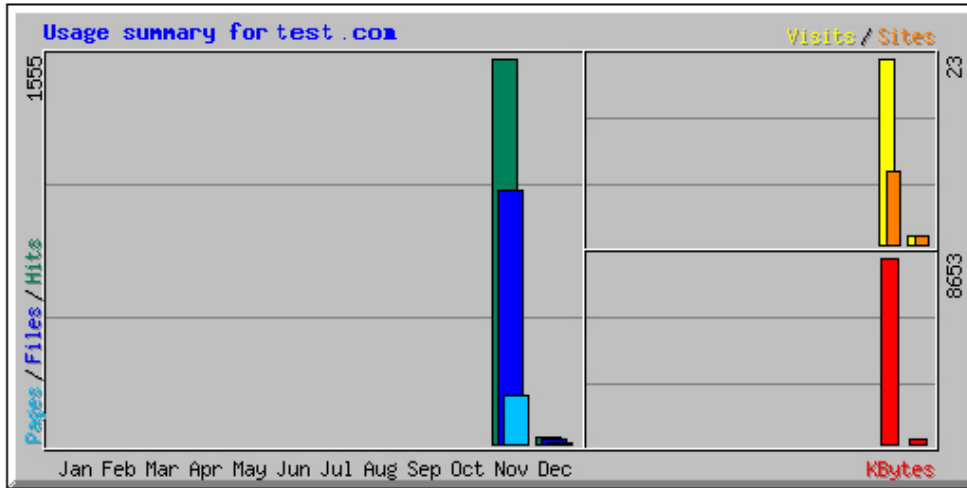
Website Statistics Explored

The website statistics for your site is provided by Webalizer and can be reviewed by clicking, "Stats" in the upper right hand corner of figure 2.1

These statistics produce accurate and highly detailed usage reports.. The reports are easily configurable and can be viewed with a standard web browser.

Overview Report

The first page of the statistic feature is an overview report which summarizes data by the month.



Here's an explanation of the elements within the overview statistic report⁸:

Summary by Month										
Month	Daily Avg				Monthly Totals					
	Hits	Files	Pages	Visits	Sites	KBytes	Visits	Pages	Files	Hits
Dec 2008	24	22	1	1	1	182	1	1	22	24
Nov 2008	74	48	9	1	9	8653	23	193	1022	1555
Totals						8835	24	194	1044	1579

- **Hits** represent the total number of requests made to the server during the given time period (month, day, hour etc.). A single request for a page may contain multiple "hits" as one page may include requests for multiple text and image files.
- **Files** represent the total number of hits (requests) that actually resulted in something being sent back to the user. Not all hits will send data, such as 404-Not Found requests and requests for pages that are already in the browsers cache.
NOTE: By looking at the difference between hits and files, you can get a rough indication of repeat visitors, as the greater the difference between the two, the more people are requesting pages they already have cached (have viewed already).
- **Sites** is the number of unique IP addresses/hostnames that made requests to the server. Care should be taken when using this metric for anything other than that. Many users can appear to come from a single site, and they can also appear to come from many IP Addresses so it should be used simply as a rough gauge as to the number of visitors to your server.
- **Visits** occur when some remote site makes a request for a page on your server for the first time. As long as the same site keeps making requests within a given timeout period, they will all be considered part of the same Visit. If the site makes a request to your server, and the length of time since the last request is greater than the specified timeout period (default is 30 minutes), a new Visit is started and counted, and the sequence repeats. Since only pages will trigger a visit, remotes sites that link to graphic and other non- page URLs will not be counted in the visit totals, reducing the number of false visits.
- **Pages** are those URLs that would be considered the actual page being requested, and not all of the individual items that make it up (such as graphics and audio clips). Some people call this metric *page views* or *page impressions*, and defaults to any URL that has an extension of **.htm**, **.html** or **.cgi**.

⁸ Based on information from the "Webalizer Quick Help" at http://www.webalizer.com/webalizer_help.html

- A **KByte** (KB) is 1024 bytes (1 Kilobyte). Used to show the amount of data that was transferred between the server and the remote machine, based on the data found in the server log.

The key metric to watch on this page is “**Visits**” which is the most accurate reflection of the number of people who have come to your site. For example, if you have 1 visit and 24 hits for the month of November, you can conclude that the 1 visitor clicked through the pages of your site 24 times.

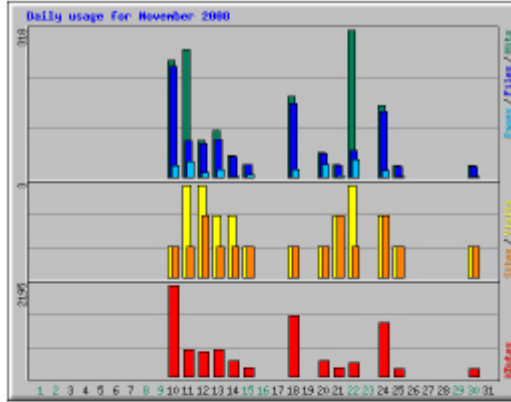
Advanced Statistics

Once you enter website statistics, you can access more in-depth information by clicking on a particular month (listed within the left column statistics chart). You will then be taken to another page that has a variety of statistics about your site during that month.

[\[Daily Statistics\]](#) [\[Hourly Statistics\]](#) [\[URLs\]](#) [\[Entry\]](#) [\[Exit\]](#) [\[Sites\]](#) [\[Referrers\]](#) [\[Search\]](#) [\[Agents\]](#) [\[Countries\]](#)

Monthly Statistics for November 2008		
Total Hits	1555	
Total Files	1022	
Total Pages	193	
Total Visits	23	
Total KBytes	8653	
Total Unique Sites	9	
Total Unique URLs	36	
Total Unique Referrers	22	
Total Unique User Agents	12	
	Avg	Max
Hits per Hour	3	310
Hits per Day	74	318
Files per Day	48	239
Pages per Day	9	38
Visits per Day	1	3
KBytes per Day	412	2195
Hits by Response Code		
Code 200 - OK	1022	
Code 304 - Not Modified	504	
Code 404 - Not Found	29	

Here’s an example of the graph and chart for the daily usage report:



Daily Statistics for November 2008						
Day	Hits	Files	Pages	Visits	Sites	KBytes
10	253 16.27%	239 23.39%	25 12.95%	1 4.35%	1 11.11%	2195 25.37%
11	275 17.68%	80 7.83%	33 17.10%	3 13.04%	1 11.11%	630 7.29%
12	78 5.02%	72 7.05%	9 4.66%	3 13.04%	2 22.22%	588 6.79%
13	100 6.43%	81 7.93%	16 8.29%	2 8.70%	1 11.11%	637 7.36%
14	46 2.96%	44 4.31%	2 1.04%	2 8.70%	1 11.11%	364 4.20%
15	28 1.80%	27 2.64%	5 2.59%	1 4.35%	1 11.11%	211 2.43%
16	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
17	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
18	175 11.25%	160 15.66%	16 8.29%	1 4.35%	1 11.11%	1456 16.83%
19	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
20	52 3.34%	50 4.89%	28 14.51%	1 4.35%	1 11.11%	366 4.22%
21	27 1.74%	25 2.45%	4 2.07%	2 8.70%	2 22.22%	206 2.39%
22	318 20.45%	57 5.58%	38 19.69%	3 13.04%	1 11.11%	322 3.84%
23	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
24	154 9.90%	142 13.89%	14 7.25%	2 8.70%	2 22.22%	1296 14.98%
25	25 1.61%	23 2.25%	2 1.04%	1 4.35%	1 11.11%	191 2.20%
26	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
27	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
28	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
29	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
30	24 1.54%	22 2.15%	1 0.52%	1 4.35%	1 11.11%	182 2.11%

There are a few sections that are quite informative, and outlined below:

Referrers

Under this category, you can see where your clients are coming from (search engines, directly, directories, etc.) The information is listed in percentage format.

Resource Usage

Log into your website and click on the Resource Usage link in your Site Management Menu. This page compares the resources you've used with the resources you're allotted, including disk space, data transfer, number of email accounts, and number of mailing lists.

More Statistics

If you're interested in integrating more detailed report for your site, such as Google Analytics, you would need to contact the third party directly and create an account with them.

Need more?

If you have any questions, or you'd like your account representative to walk you through these items, don't hesitate to contact us at customerservice@markethardware.com or (888) 381-6925.