INSTALLATION
ONBOARDING

MAILINBLACK

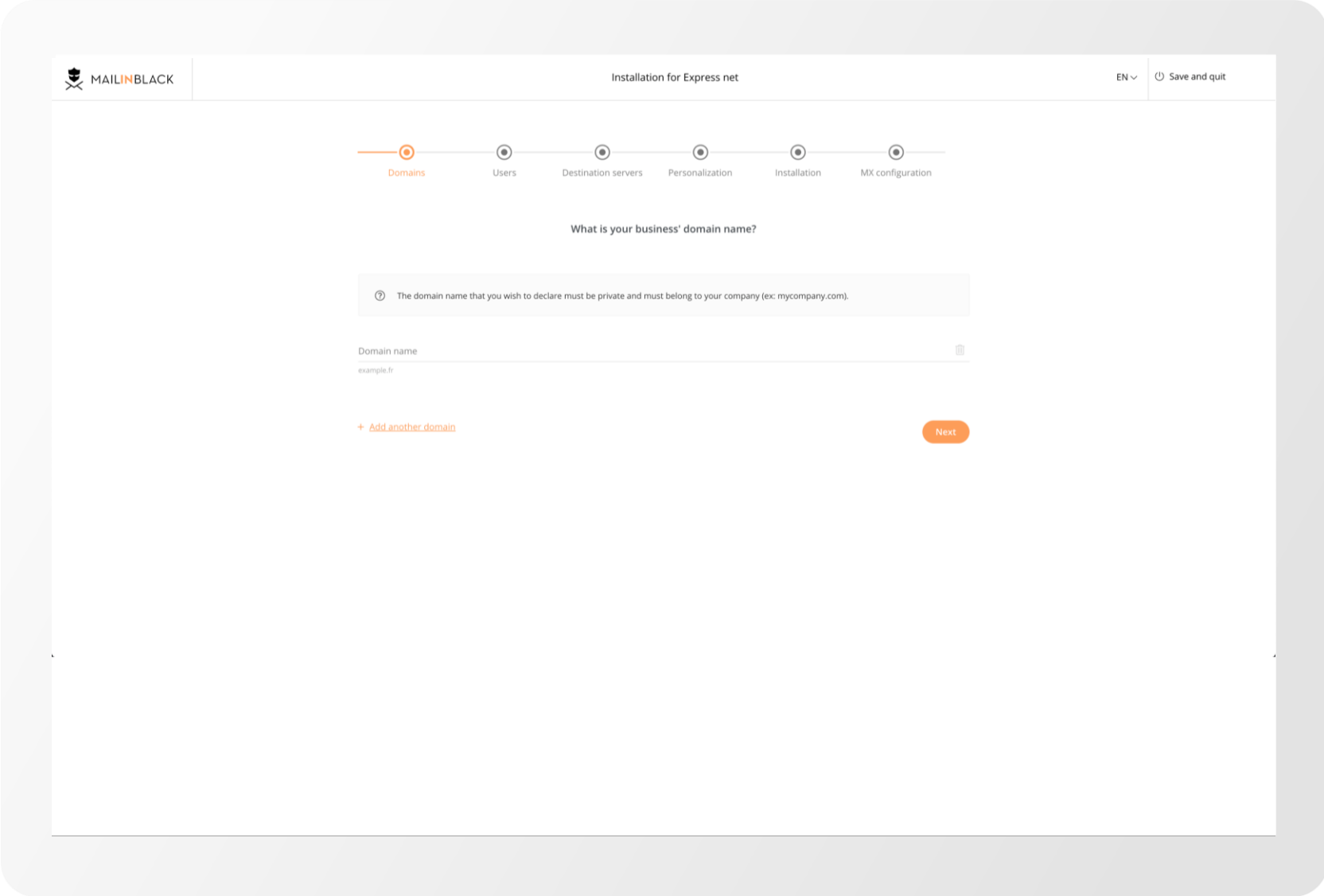
Bodyguard your inbox.

Adding domains

You have to enter the domain or domains that you want the solution to protect

REMINDER:

The solution can only protect a private domain name.

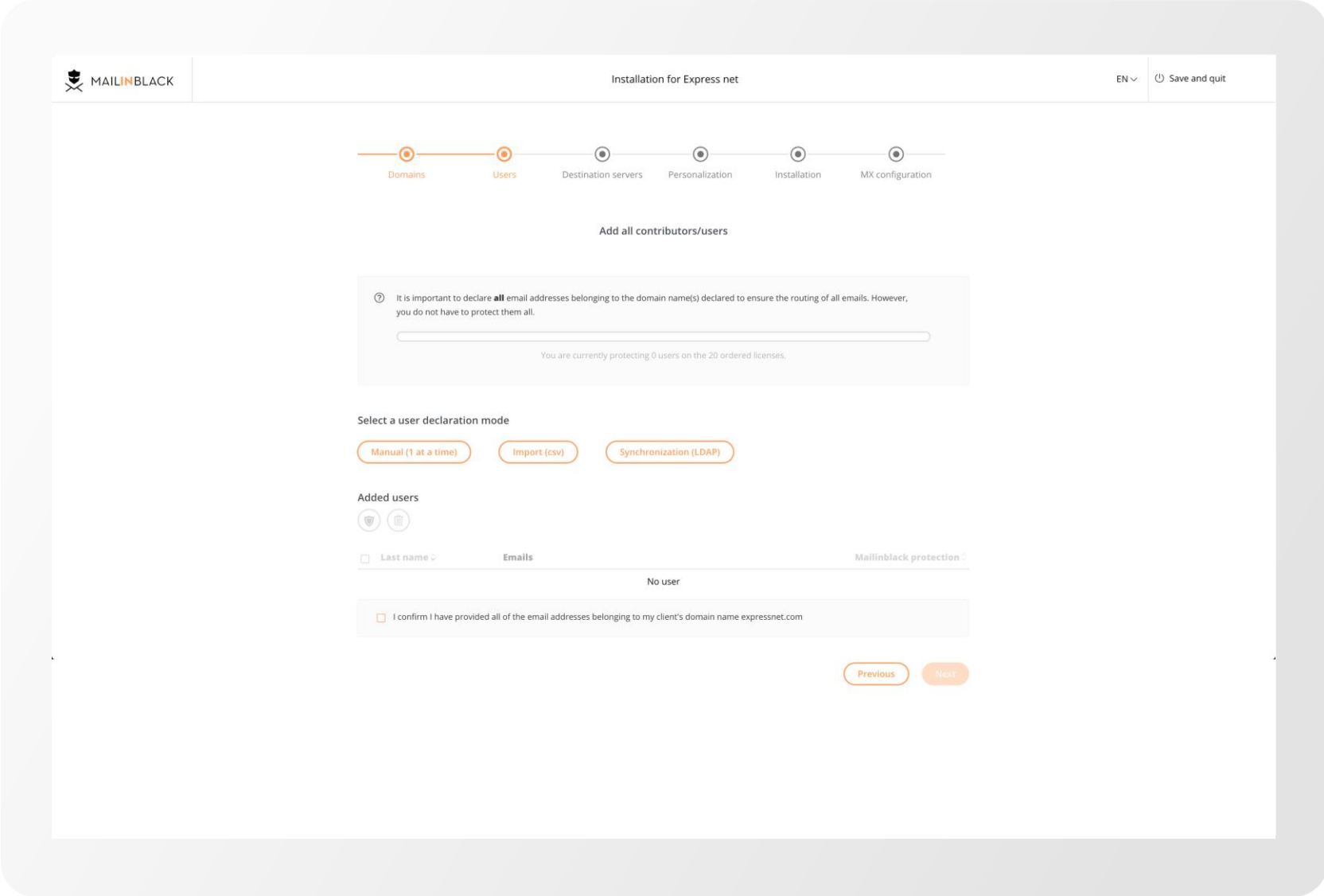


Adding users

You have three possibilities:
- Add manually
- Import a list
- Synchronisation

CAUTION!

It is very important to enter all of your email addresses with the domain or domains protected by the solution, otherwise these addresses will no longer receive any email.



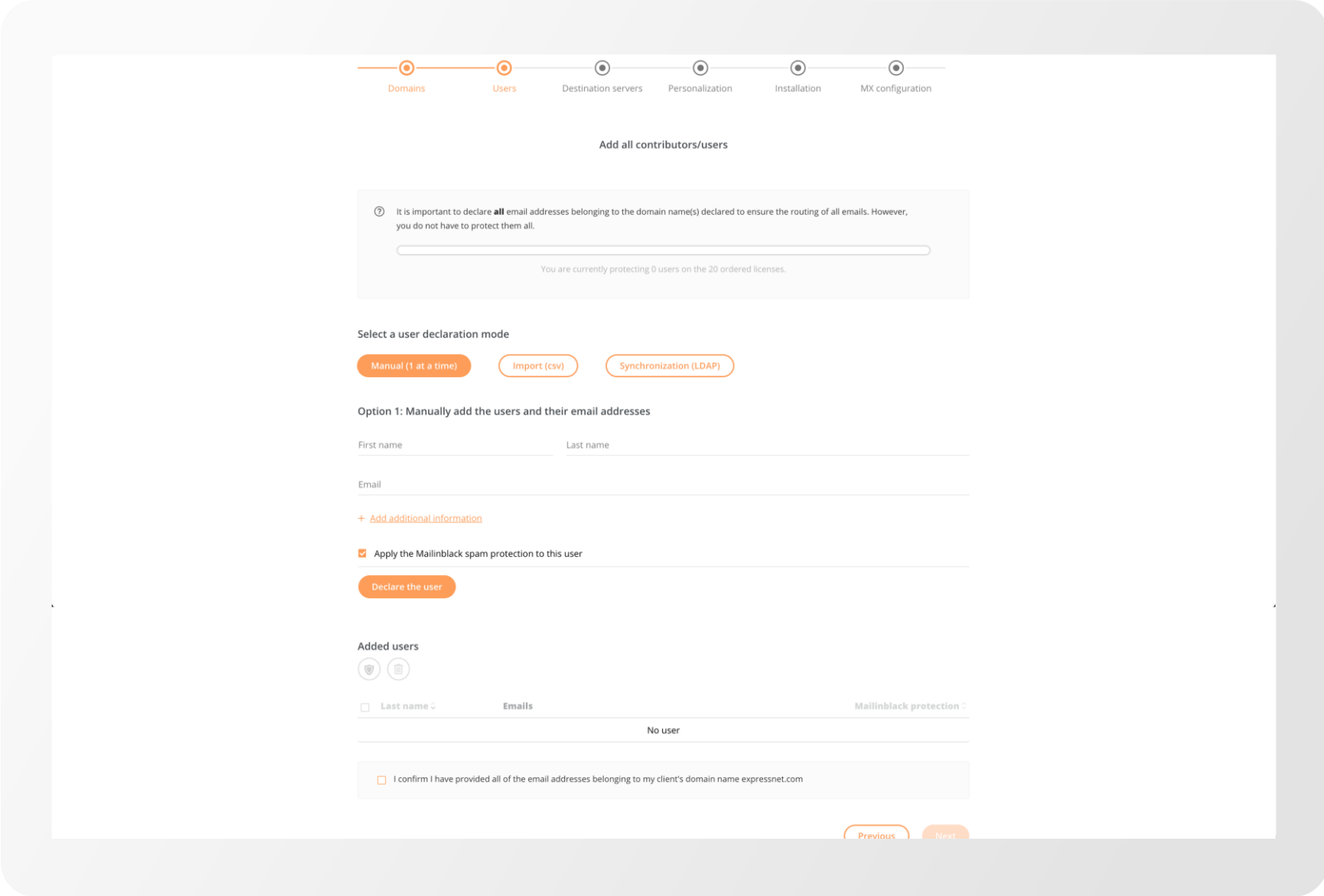
Adding users

Add manually

Enter the first name, surname and email address of the user.

You can also add aliases attached to the user's main address.

Once your users are entered, confirm that you have declared all of the email addresses belonging to the domain to go to the next step.



Adding users

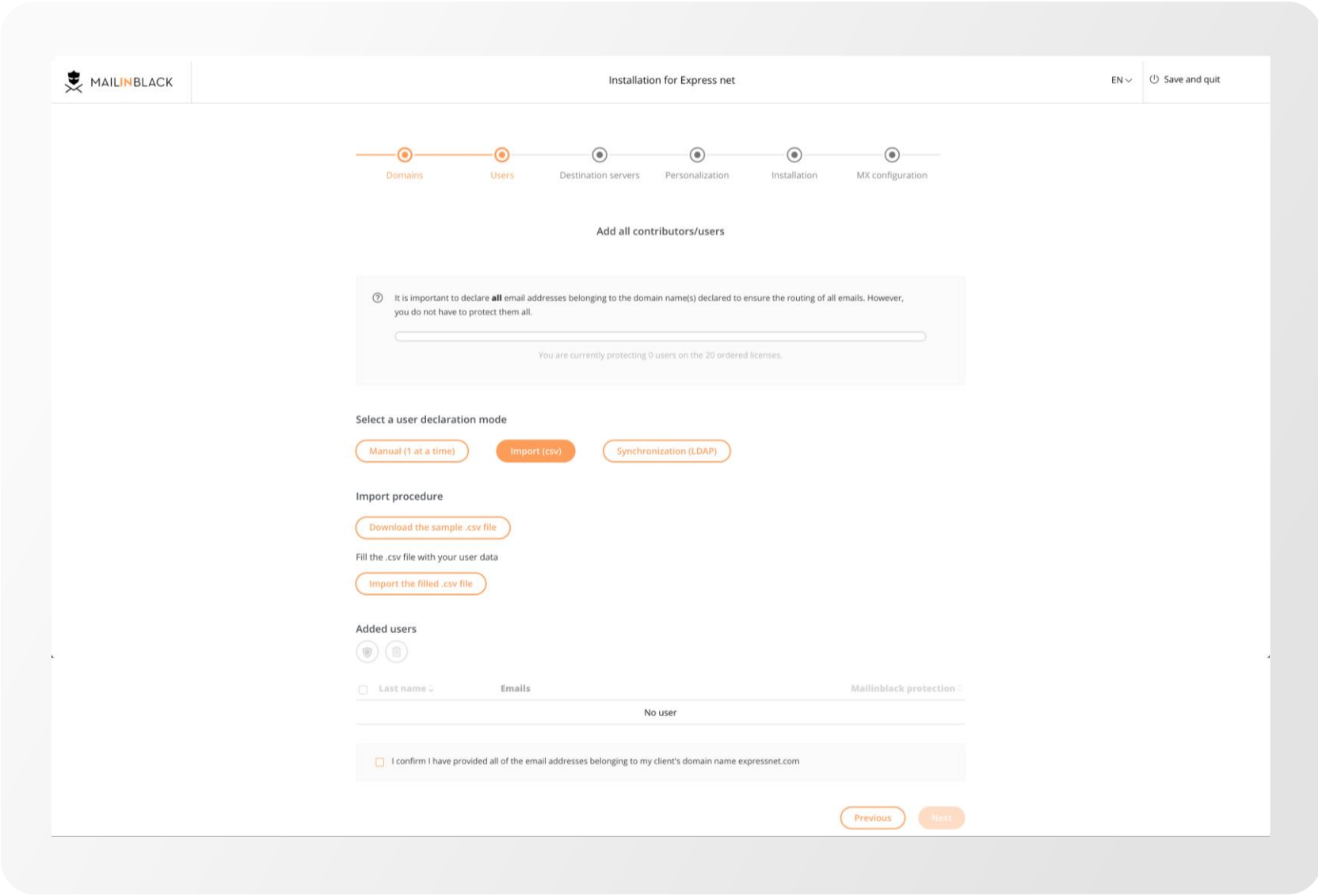
Import a file

A users file can be imported by downloading a blank .csv file that you fill in as follows:

- First column: First name
- Second column: Surname
- Third column: Email address

Then import the complete file.

Once your users are entered, confirm that you have declared all of the email addresses belonging to the domain to go to the next step.

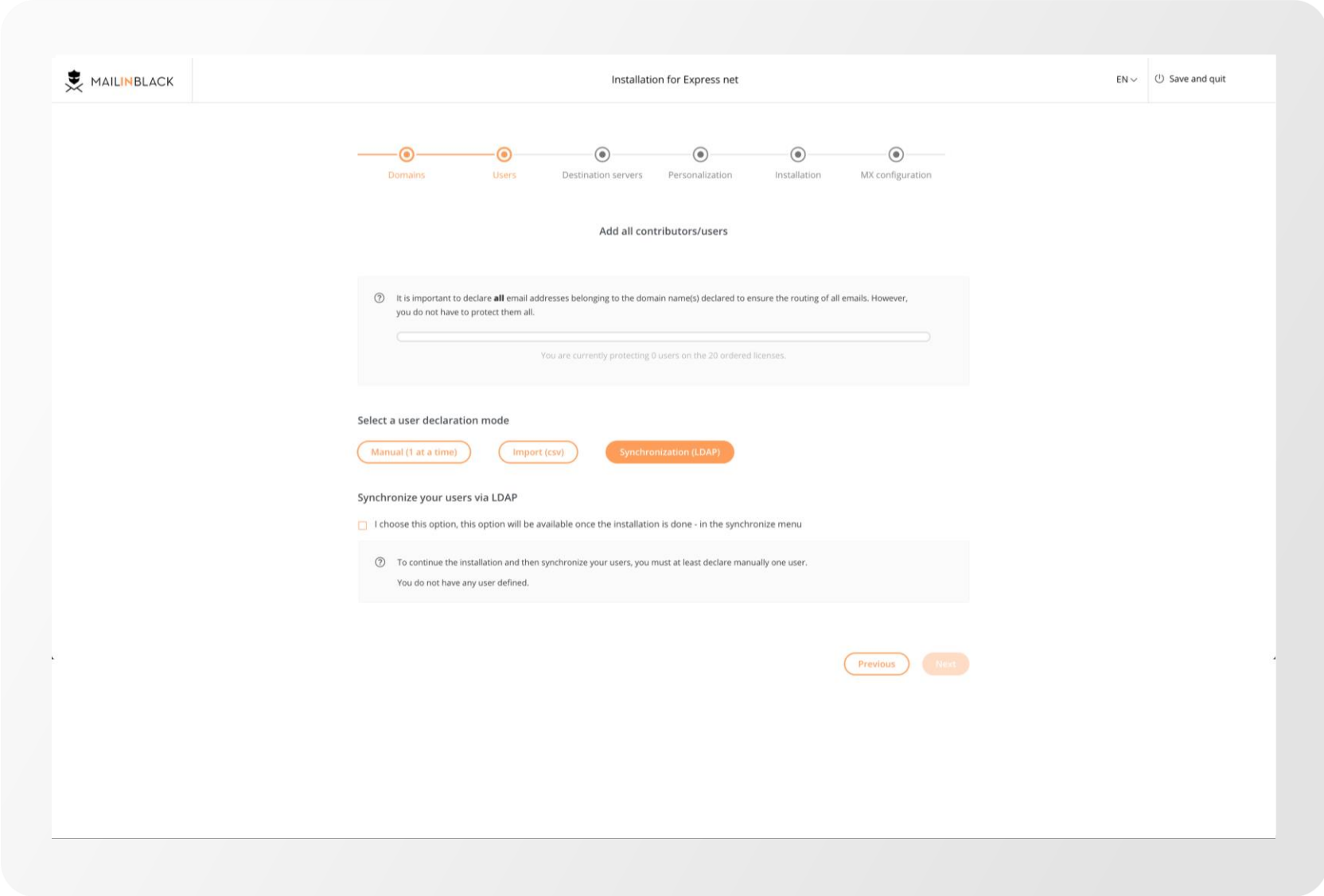


Adding users

Synchronisation

If you choose this option, you only have to fill in your account manually, then confirm this option in the synchronisation tab.

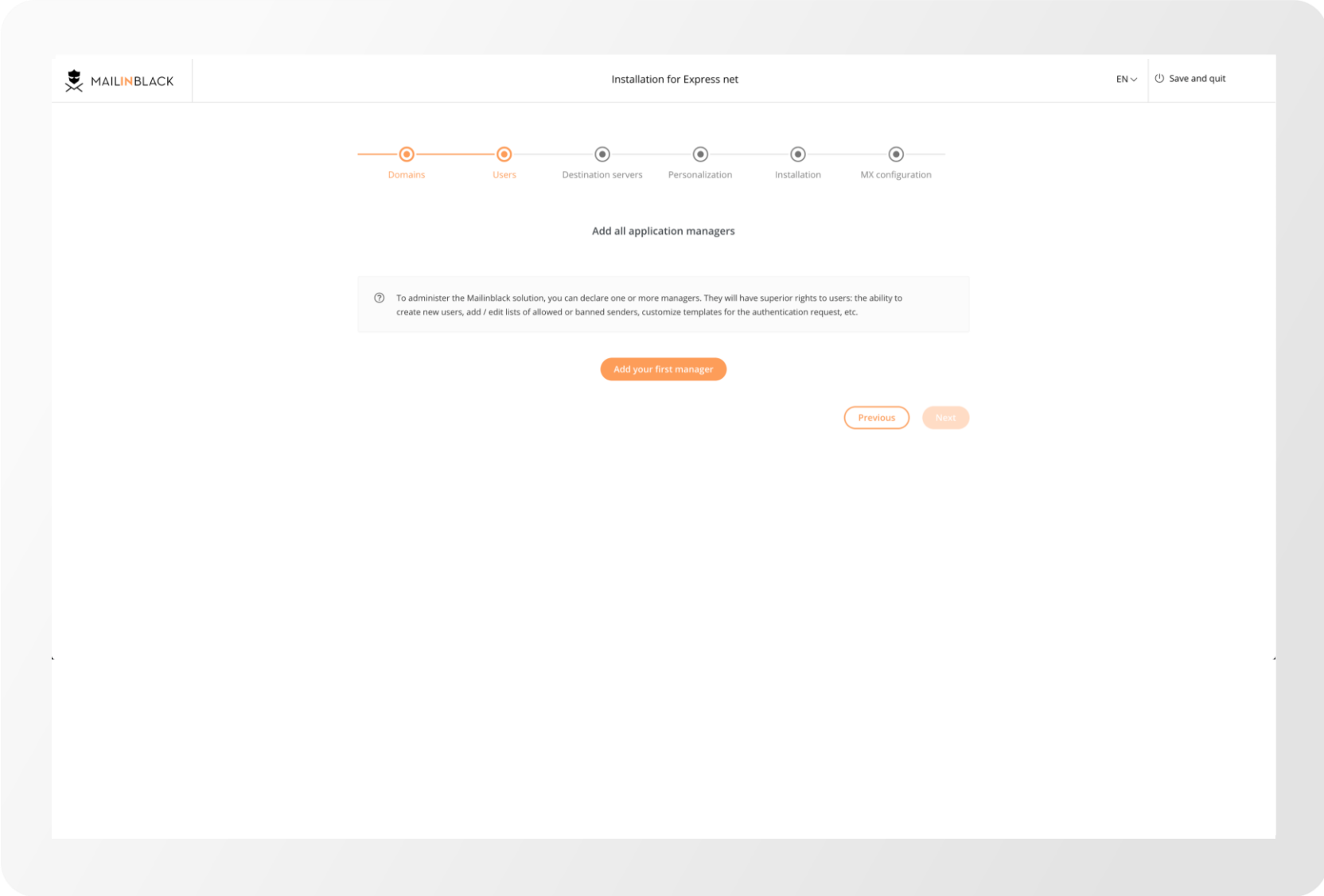
The synchronisation will then be done in your administration interface.



Adding users

Declare a manager

You can raise users to the rank of manager so they can access the solution's administration space.

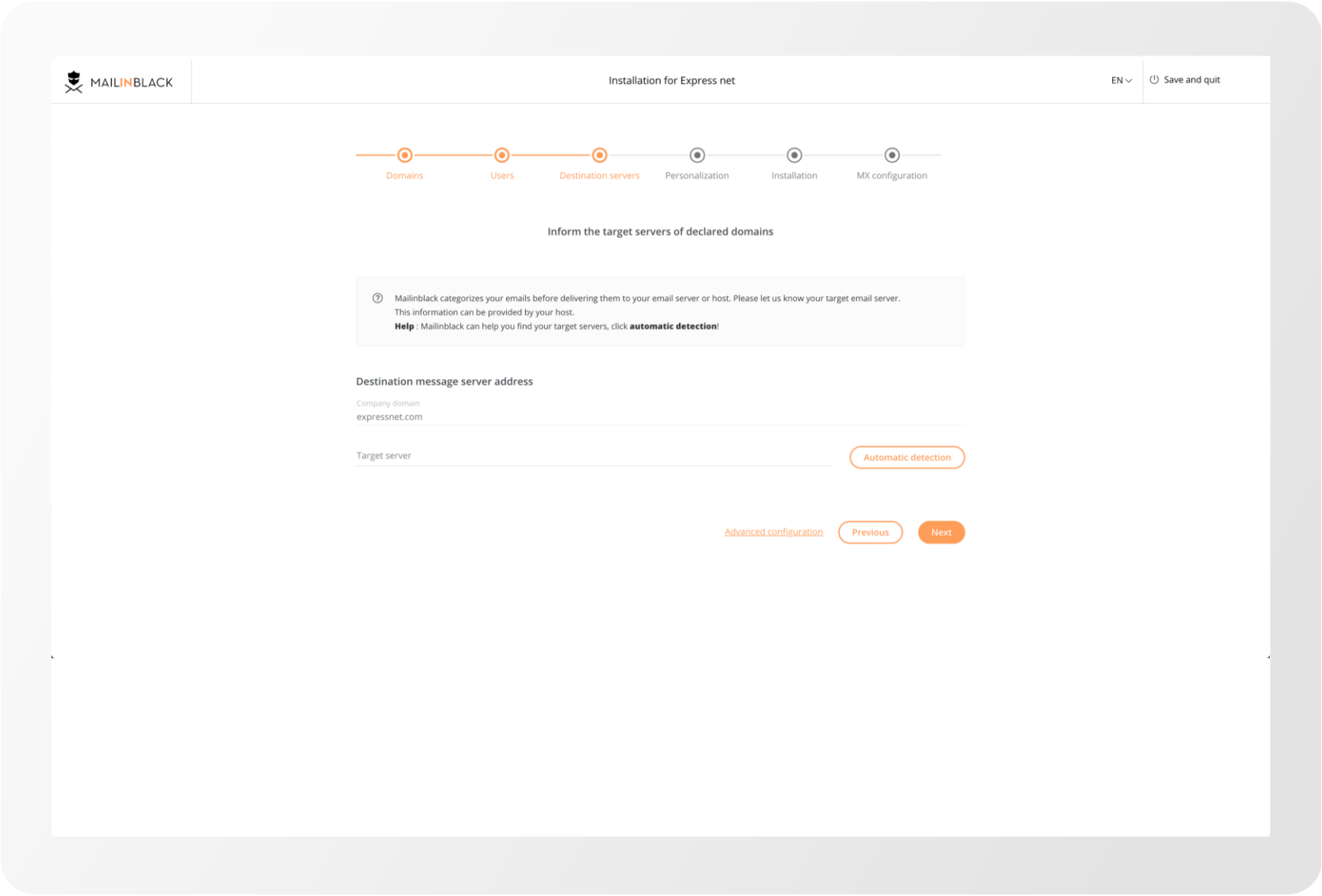


Declare the target server

The target server corresponds to the server on which we will redirect the flow of filtered emails.

You can make a manual addition or an automatic detection.

An advanced configuration can be used to enter several target servers.



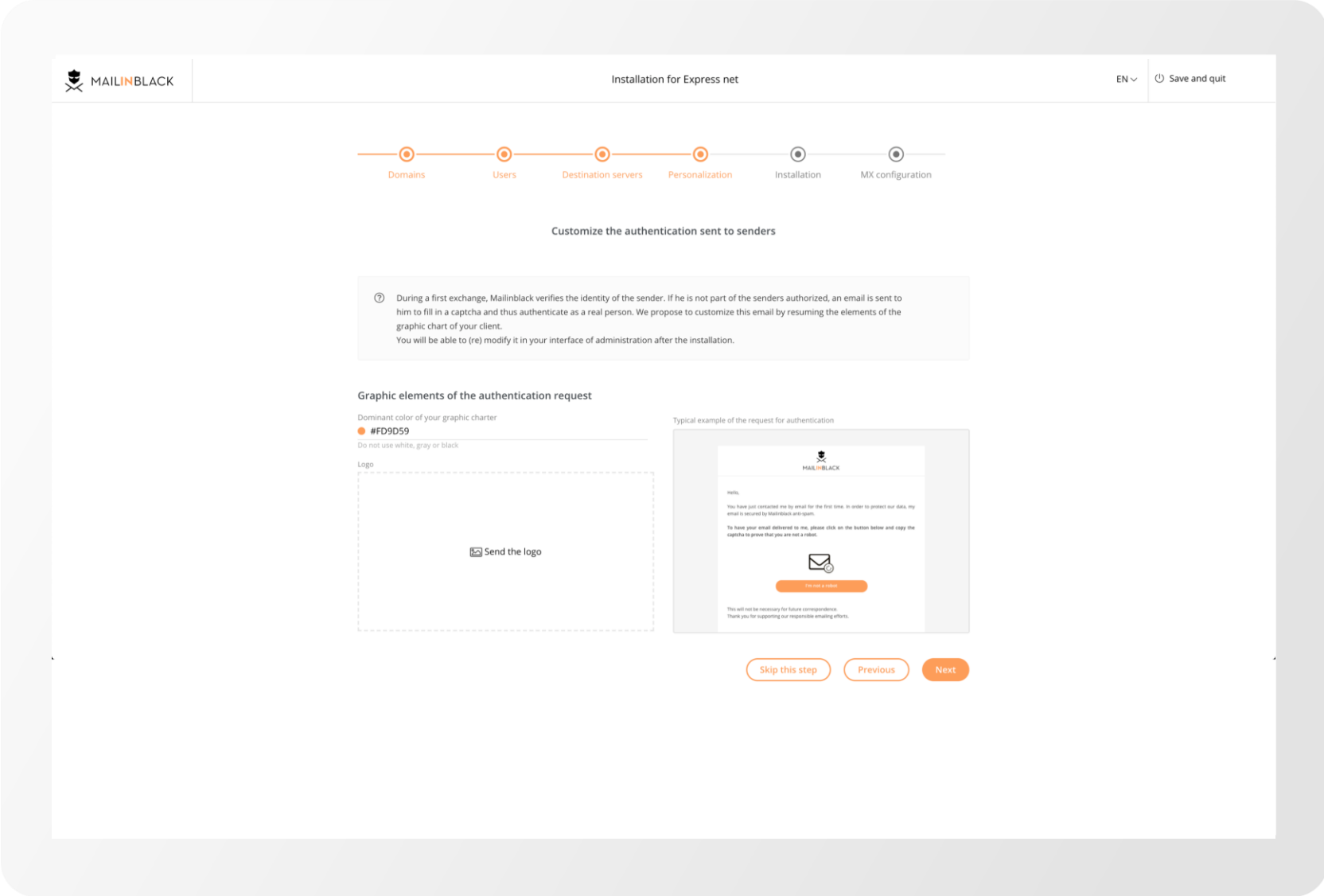
Customising the authentication request

Enter the first name, surname and email address of the user.

You can add a logo and dominant colour that will be visible on the authentication request.

REMINDER:

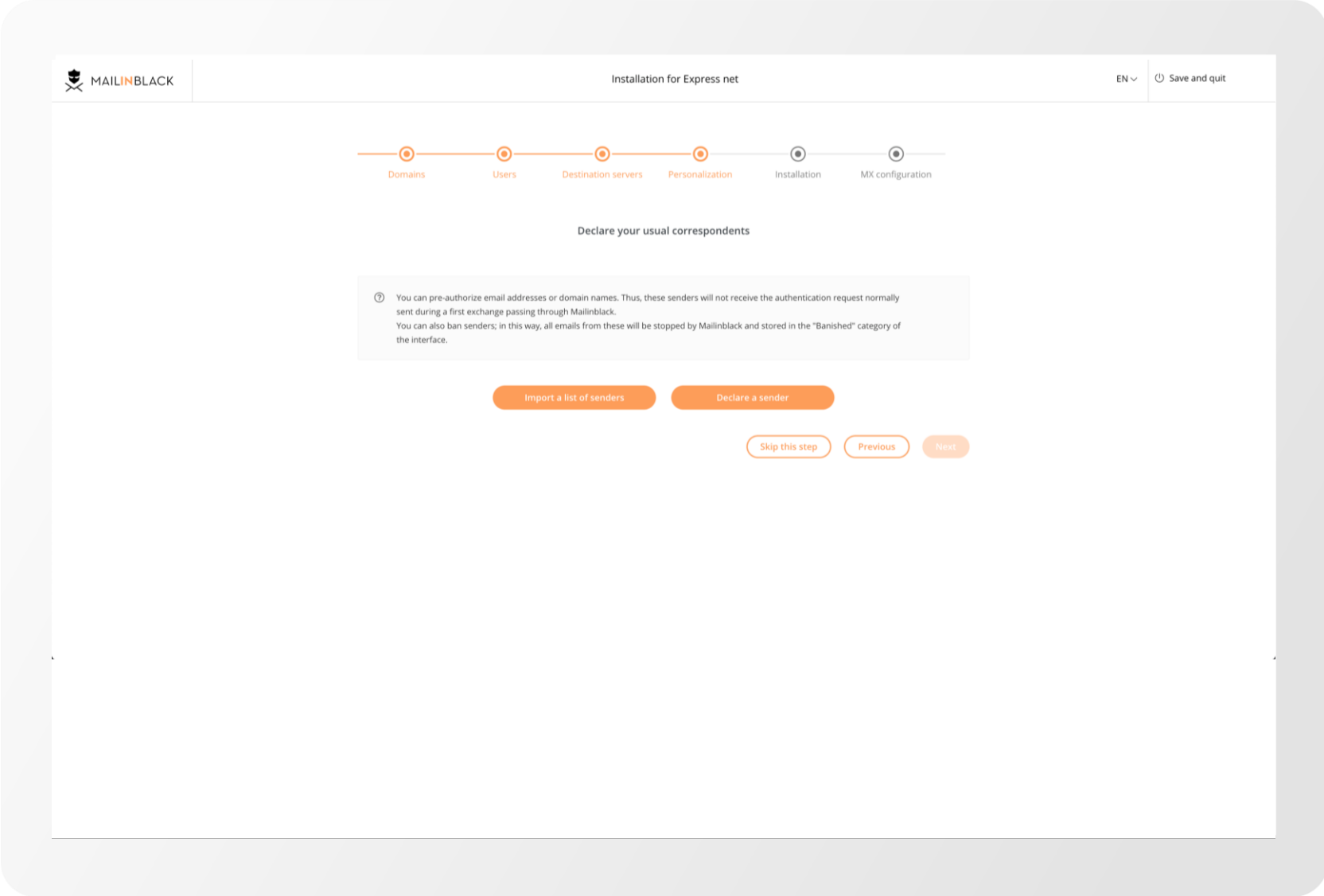
The authentication request is sent to the people who write you for the first time.



Customising the authentication request

Add sender lists

Email addresses or domain names can be added beforehand as authorised or barred senders, either manually or by importing lists.



Customising the authentication request

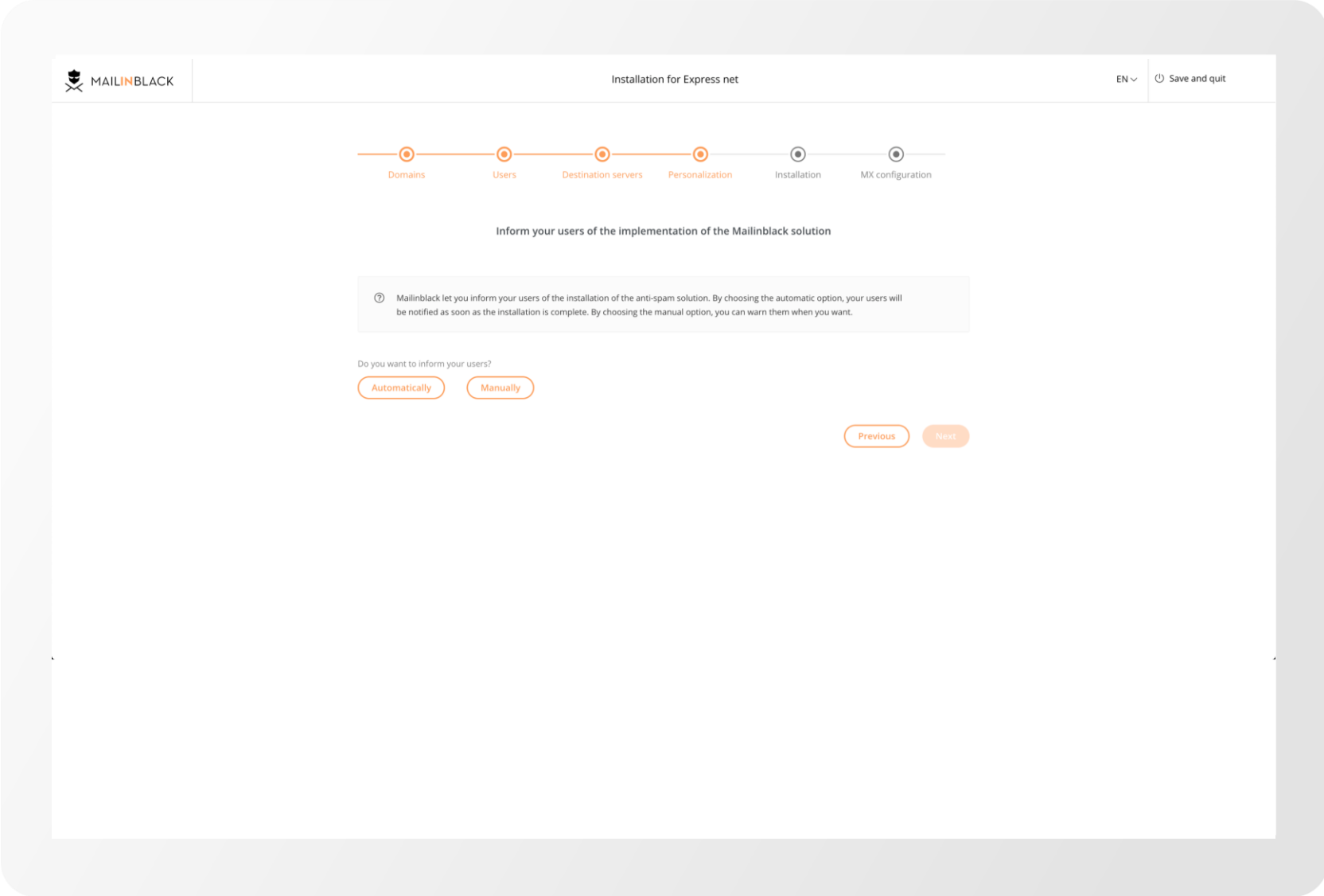
Sending welcome emails

The solution will inform users of the solution's implementation via email.

You can choose between:

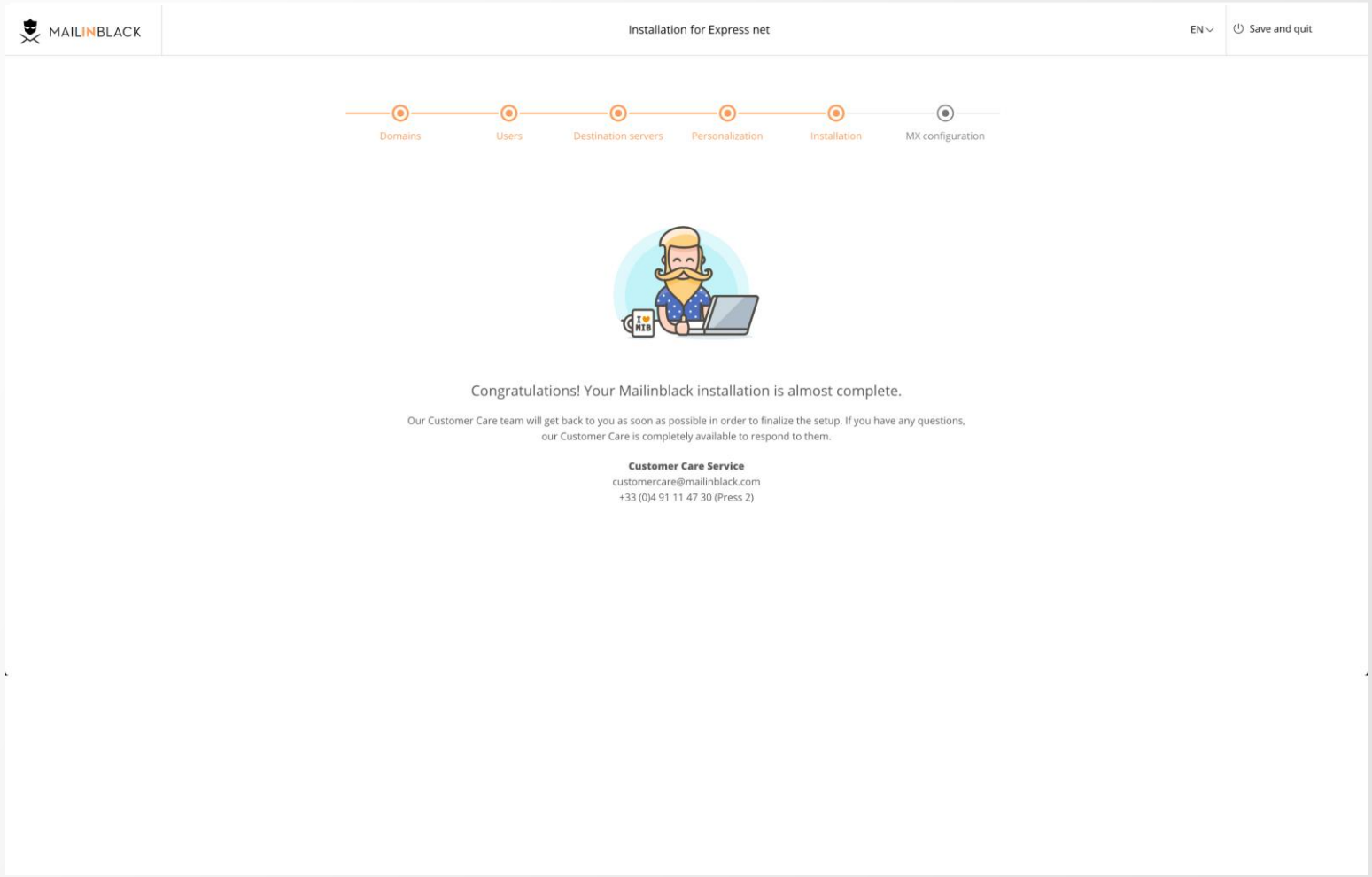
- **Sending an automatic email**
When redirecting the MX, Mailinblack will automatically send an email to users so they choose a password and log in to their personal space.

- **Sending a manual email**
You trigger sending these emails at the desired time from your administration space.



Installation complete!

The Customer Care department will send you the two MX to enter in the DNS zone of your domain name to enable the solution.



MAILINBLACK

Bodyguard your inbox.

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