

INSTALLATION

ONBOARDING



MAILINBLACK

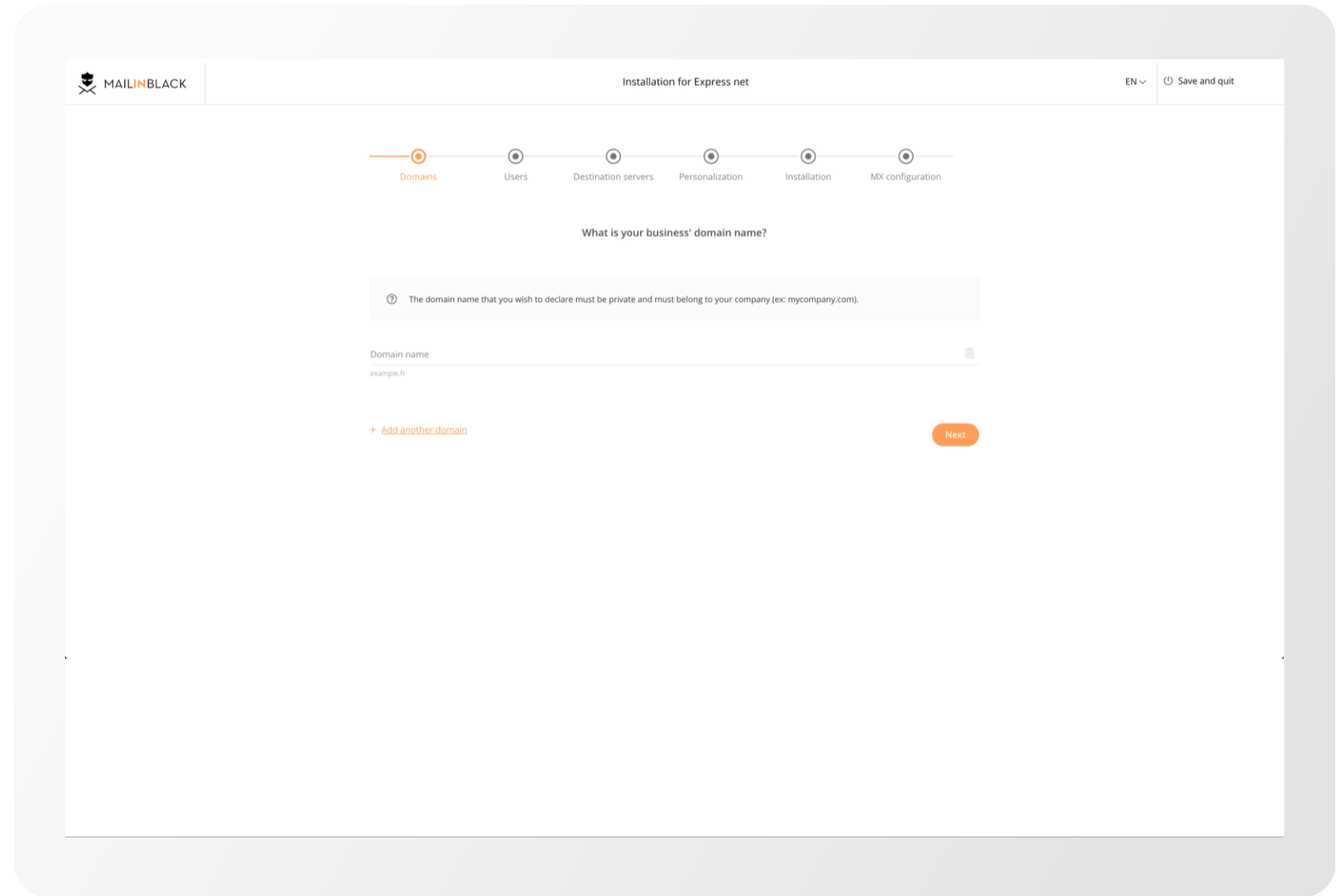
Bodyguard your inbox.

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.

The screenshot displays the MAILINBLACK installation interface for Express net. At the top, the MAILINBLACK logo is on the left, and the title 'Installation for Express net' is centered. On the right, there is a language dropdown set to 'EN' and a 'Save and quit' button. Below the header is a progress bar with six steps: 'Domains', 'Users', 'Destination servers', 'Personalization', 'Installation', and 'MX configuration'. The 'Users' step is currently active and highlighted in orange. Below the progress bar, the section is titled 'Add all contributors/users'. A warning message states: 'It is important to declare all email addresses belonging to the domain name(s) declared to ensure the routing of all emails. However, you do not have to protect them all.' Below this message is a progress indicator showing 'You are currently protecting 0 users on the 20 ordered licenses.' Underneath, there is a section 'Select a user declaration mode' with three buttons: 'Manual (1 at a time)', 'Import (csv)', and 'Synchronization (LDAP)'. Below that is the 'Added users' section, which is currently empty, showing a table with columns for 'Last name', 'Emails', and 'Mailinblack protection'. A confirmation checkbox is present at the bottom: 'I confirm I have provided all of the email addresses belonging to my client's domain name expressnet.com'. At the very bottom right, there are 'Previous' and 'Next' navigation buttons.

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.

The screenshot shows a multi-step configuration process. At the top, a progress bar indicates the current step is 'Users', with other steps being 'Domains', 'Destination servers', 'Personalization', 'Installation', and 'MX configuration'. The main heading is 'Add all contributors/users'. A warning box states: 'It is important to declare all email addresses belonging to the domain name(s) declared to ensure the routing of all emails. However, you do not have to protect them all.' Below this is a progress indicator: 'You are currently protecting 0 users on the 20 ordered licenses.' The 'Select a user declaration mode' section offers three options: 'Manual (1 at a time)' (selected), 'Import (csv)', and 'Synchronization (LDAP)'. Under 'Option 1: Manually add the users and their email addresses', there are input fields for 'First name', 'Last name', and 'Email'. A link '+ Add additional information' is present. A checkbox 'Apply the Mailinblack spam protection to this user' is checked. A 'Declare the user' button is at the bottom of this section. The 'Added users' section shows a table with columns for 'Last name', 'Emails', and 'Mailinblack protection'. The table is currently empty, with the text 'No user' centered below it. At the bottom, there is a confirmation checkbox: 'I confirm I have provided all of the email addresses belonging to my client's domain name expressnet.com'. 'Previous' and 'Next' navigation buttons are located at the bottom right.

Adding users

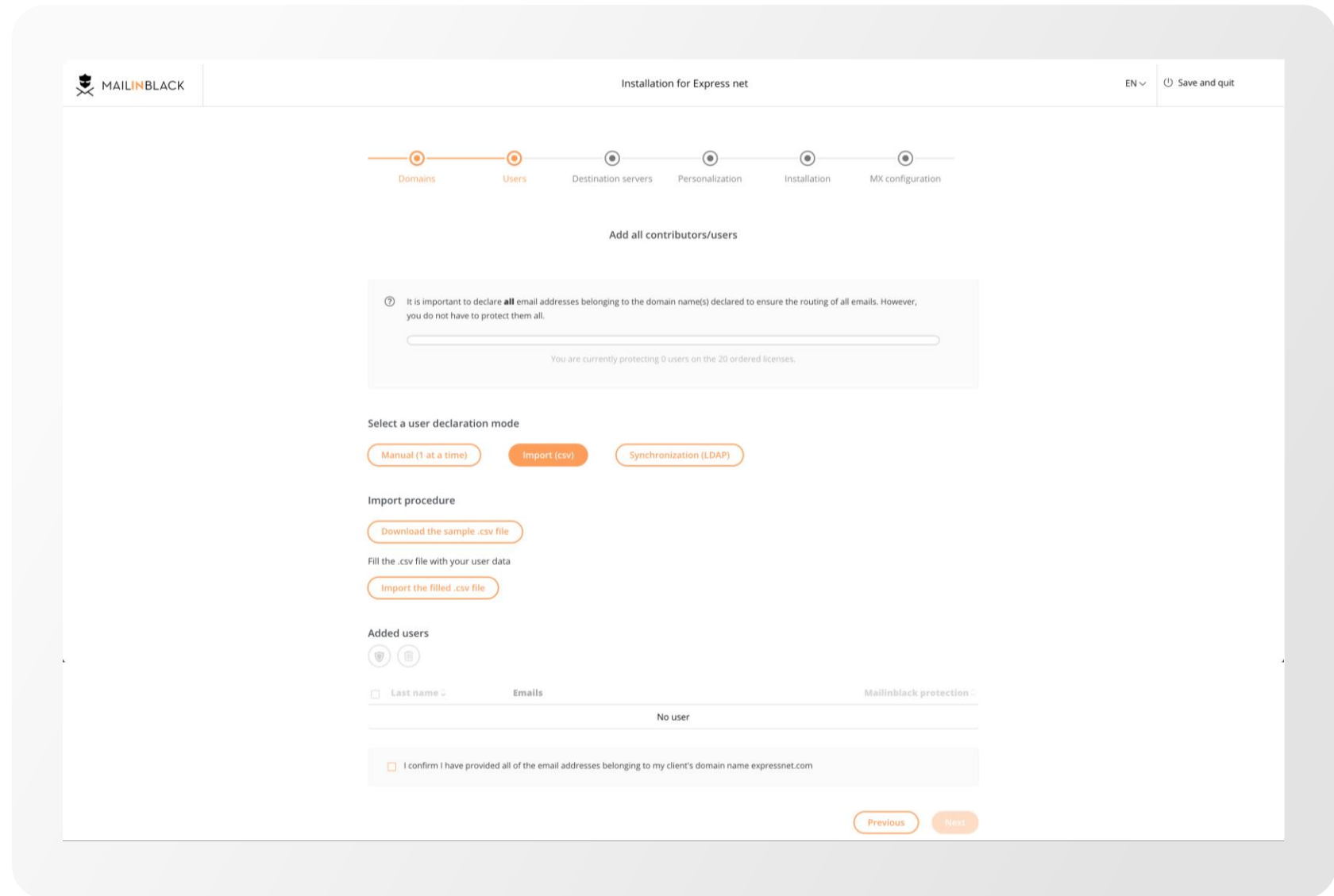
[Import a file](#)

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.



The screenshot displays the MAILINBLACK installation interface for Express net. The top navigation bar includes the MAILINBLACK logo, the title "Installation for Express net", and a "Save and quit" button. A progress indicator shows six steps: Domains, Users, Destination servers, Personalization, Installation, and MX configuration, with "Users" currently selected.

The main content area is titled "Add all contributors/users" and contains a warning message: "It is important to declare all email addresses belonging to the domain name(s) declared to ensure the routing of all emails. However, you do not have to protect them all." Below this is a progress bar indicating "You are currently protecting 0 users on the 20 ordered licenses."

The "Select a user declaration mode" section offers three options: "Manual (1 at a time)", "Import (csv)", and "Synchronization (LDAP)".

The "Import procedure" section includes a "Download the sample .csv file" button and a note: "Fill the .csv file with your user data". Below this is an "Import the filled .csv file" button.

The "Added users" section features a table with columns for "Last name", "Emails", and "Mailinblack protection". The table is currently empty, showing "No user".

At the bottom, there is a confirmation checkbox: "I confirm I have provided all of the email addresses belonging to my client's domain name expressnet.com".

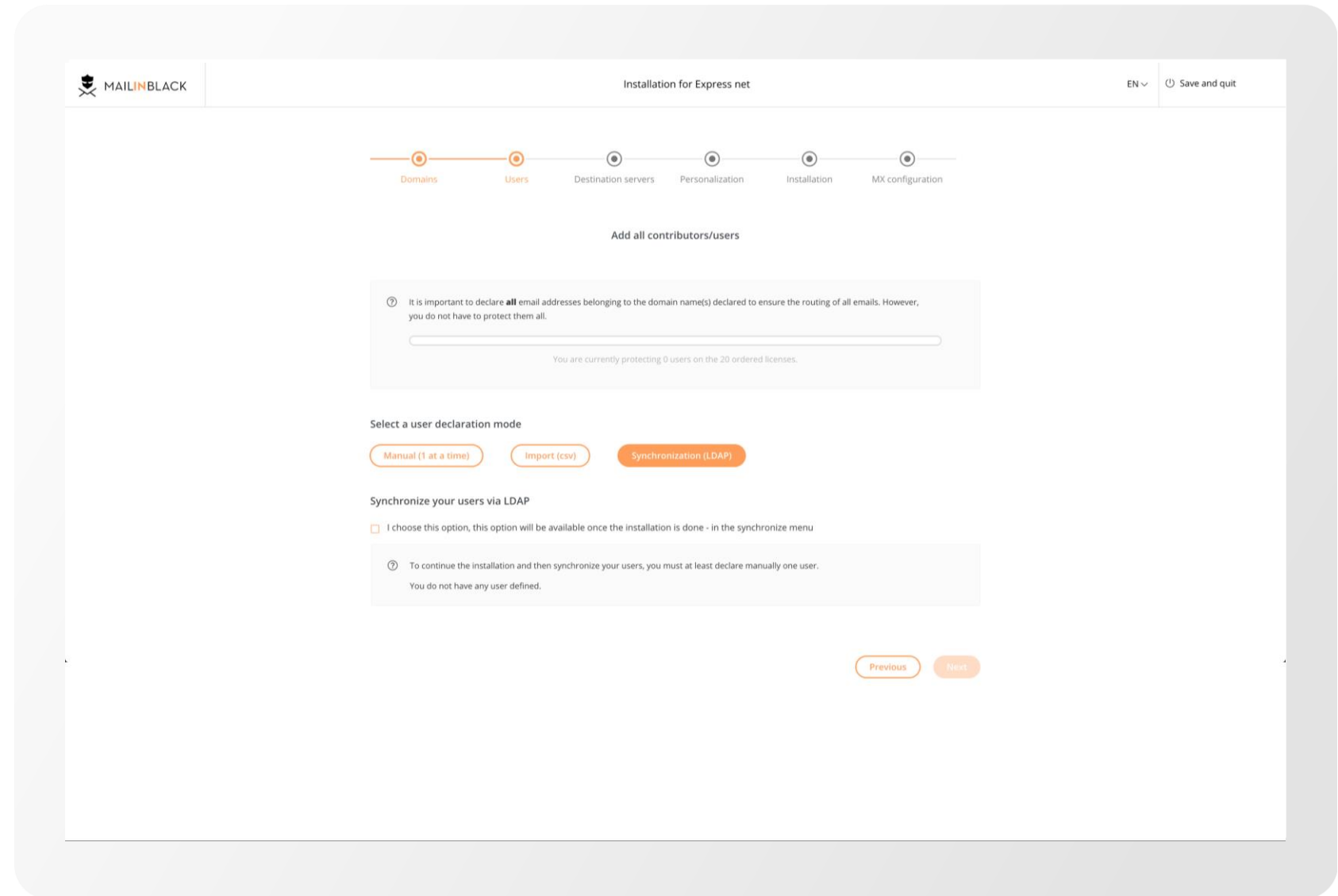
Navigation buttons for "Previous" and "Next" are located at the bottom right of the interface.

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.

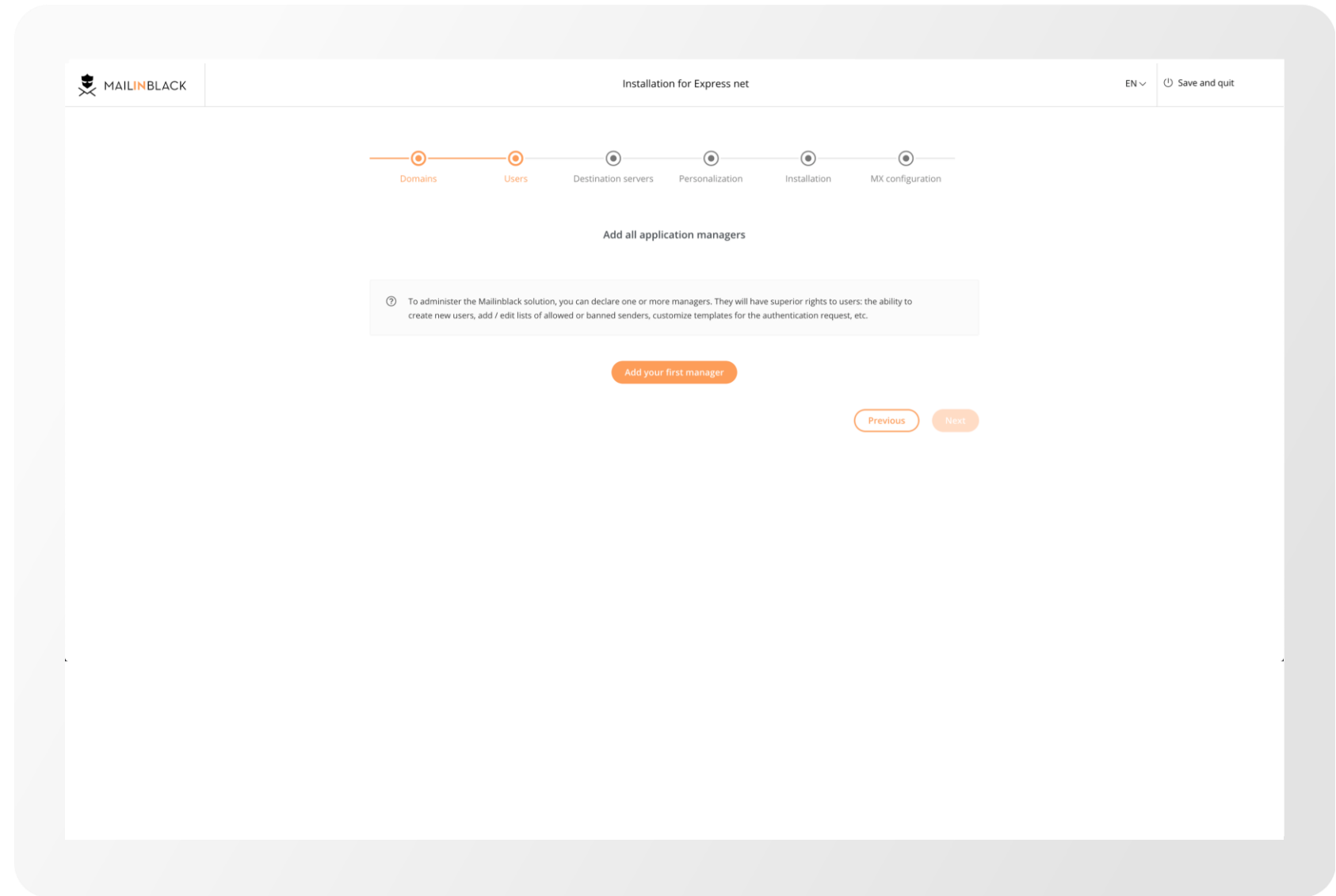


The screenshot displays the MAILINBLACK installation interface for Express net. At the top, the MAILINBLACK logo is on the left, and 'Installation for Express net' is centered, with 'EN' and 'Save and quit' on the right. A progress bar below shows six steps: Domains, Users, Destination servers, Personalization, Installation, and MX configuration. The 'Users' step is currently active. Below the progress bar, the heading 'Add all contributors/users' is centered. A warning box contains the text: 'It is important to declare all email addresses belonging to the domain name(s) declared to ensure the routing of all emails. However, you do not have to protect them all.' Below this is a progress indicator showing 'You are currently protecting 0 users on the 20 ordered licenses.' Underneath, the section 'Select a user declaration mode' features three buttons: 'Manual (1 at a time)', 'Import (csv)', and 'Synchronization (LDAP)', with the latter being selected. Below this, the section 'Synchronize your users via LDAP' includes a checkbox labeled 'I choose this option, this option will be available once the installation is done - in the synchronize menu' which is currently unchecked. A final warning box states: 'To continue the installation and then synchronize your users, you must at least declare manually one user. You do not have any user defined.' At the bottom right, there are 'Previous' and 'Next' navigation buttons.

Adding users

Declare a manager

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

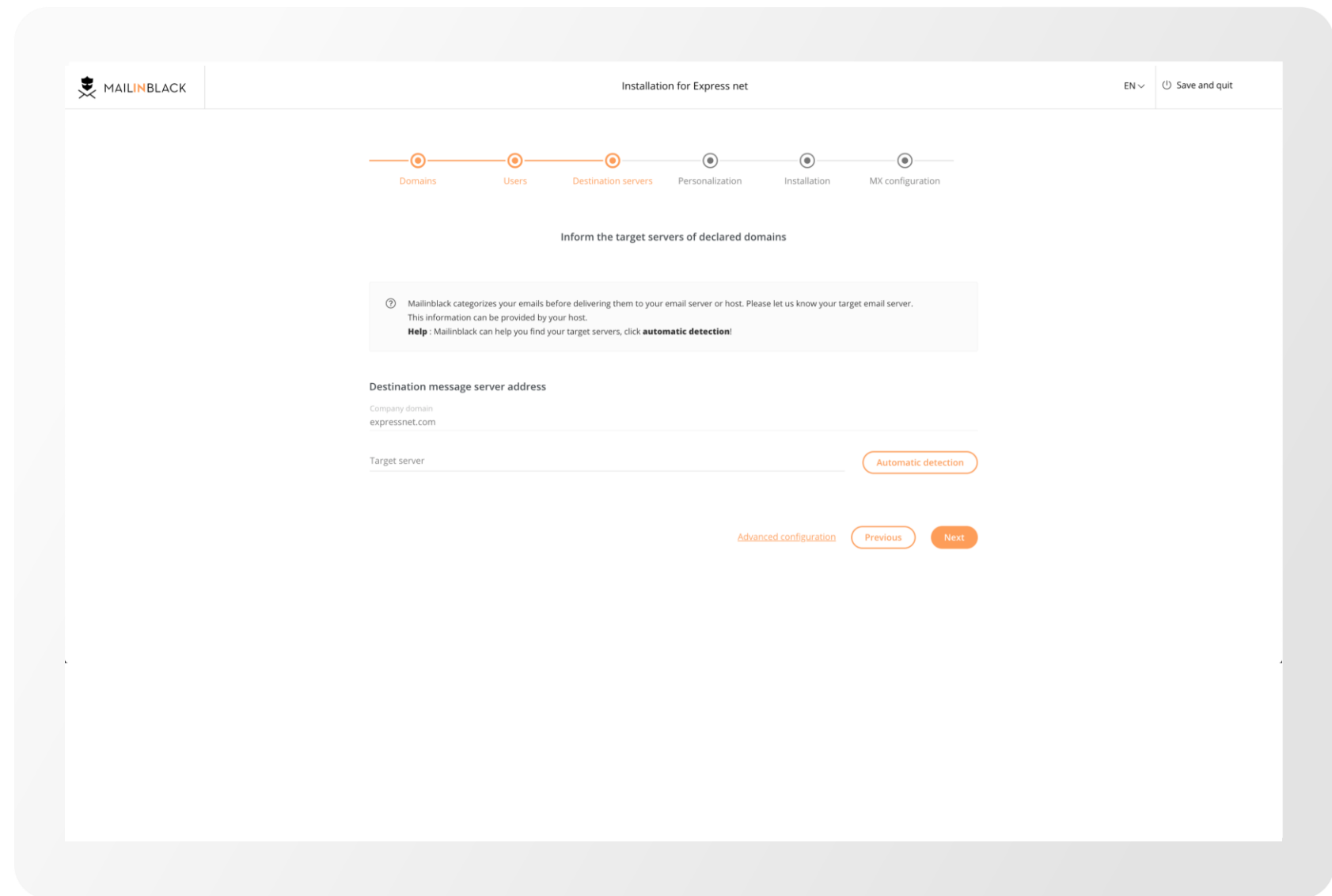


Declare the target server

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:

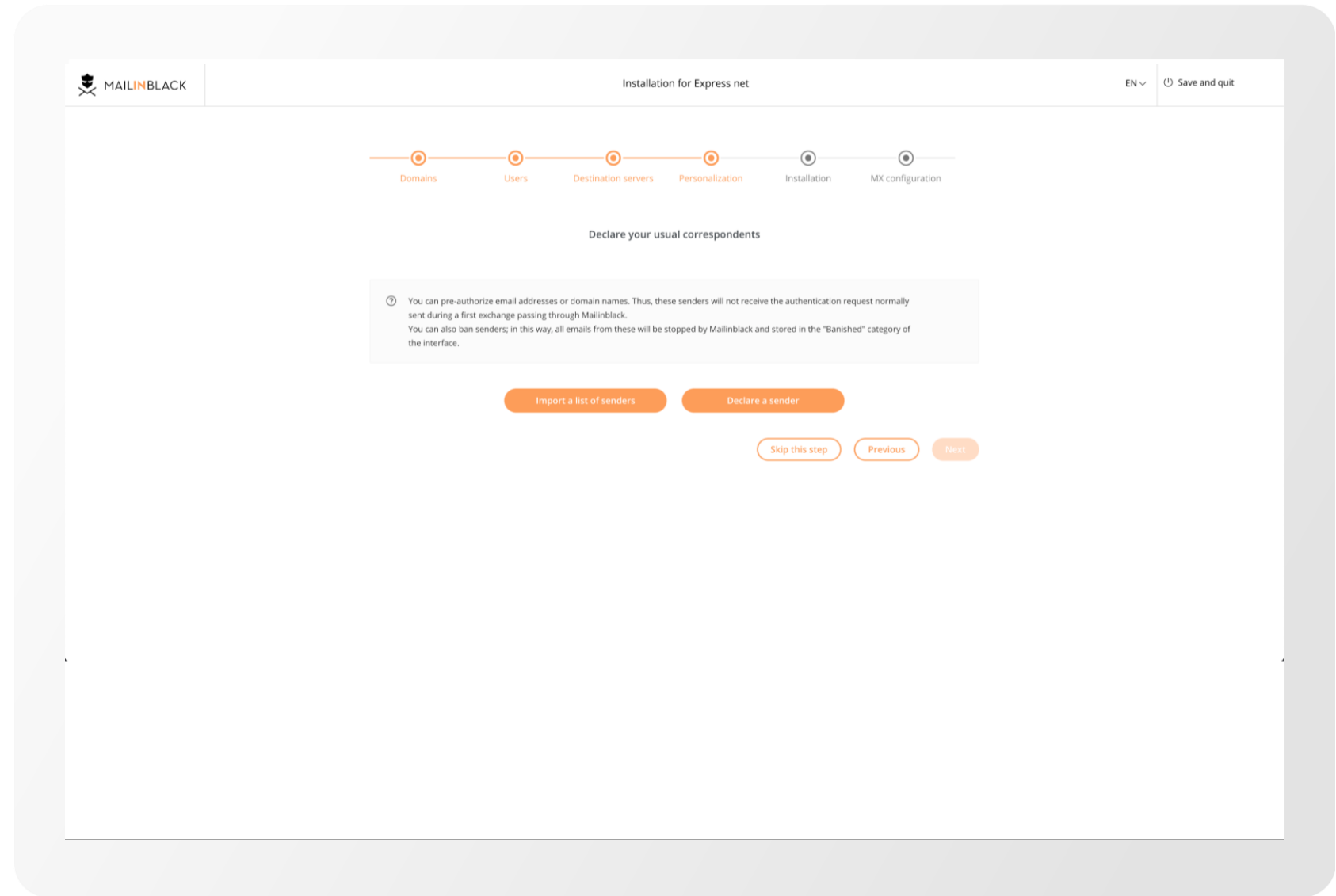
The authentication request is sent to the people who write you for the first time.

The screenshot displays the Mailinblack installation interface for Express net. The top navigation bar includes the Mailinblack logo, the title "Installation for Express net", and a language dropdown set to "EN" along with a "Save and quit" button. A progress indicator at the top shows six steps: Domains, Users, Destination servers, Personalization (the current step), Installation, and MX configuration. The main content area is titled "Customize the authentication sent to senders". It contains a help icon and a text box explaining that Mailinblack verifies the sender's identity during a first exchange and suggests customizing the email with the client's graphic elements. Below this, the "Graphic elements of the authentication request" section allows users to set a dominant color (currently #FD9D59) and upload a logo. A "Send the logo" button is positioned over a dashed box representing the logo area. To the right, a "Typical example of the request for authentication" shows a preview of the email request, which includes the Mailinblack logo, a greeting, a security notice, a request to click a button to verify the email, and a thank-you message. At the bottom of the interface, there are three buttons: "Skip this step", "Previous", and "Next".

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.

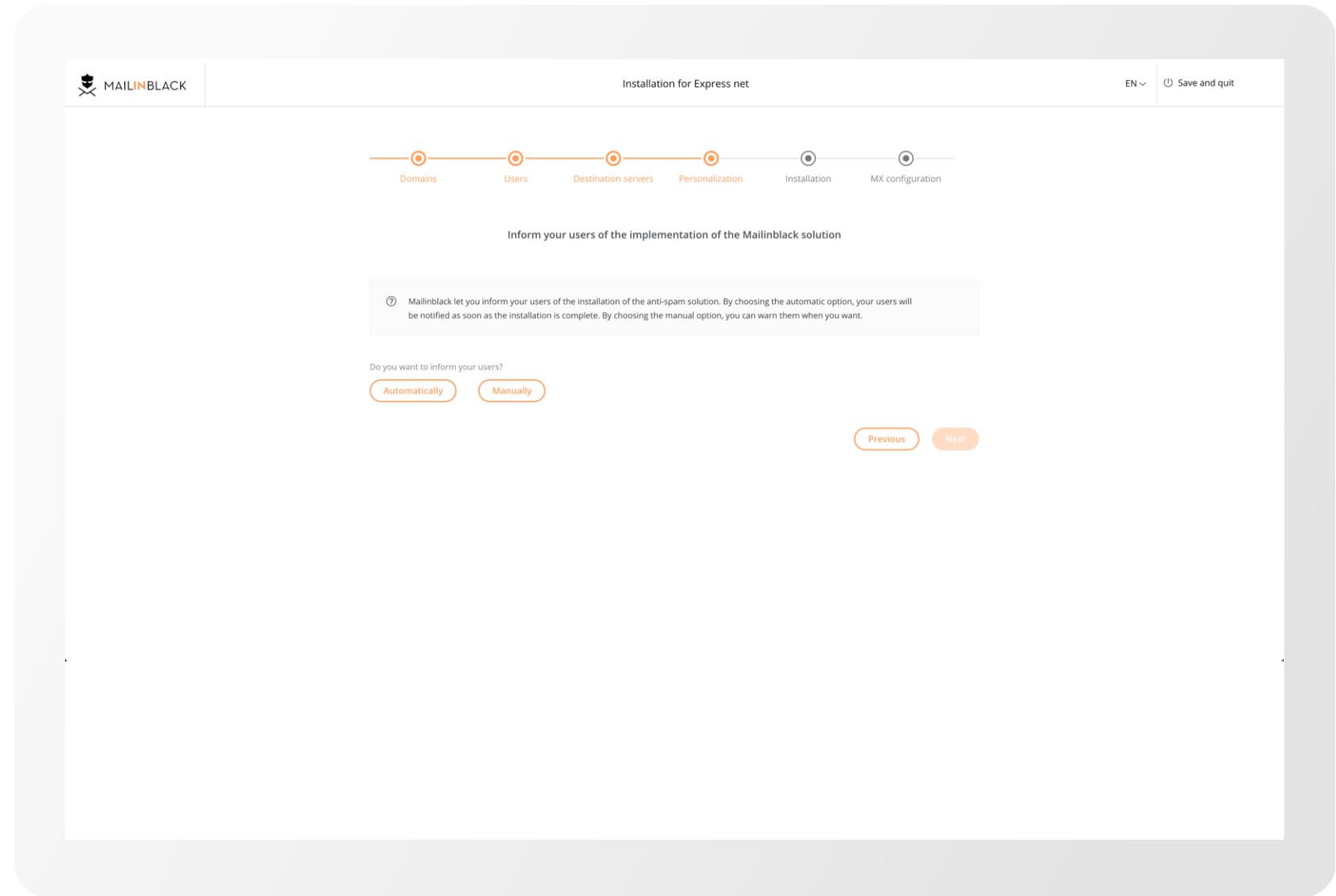
You can choose between:

- **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.

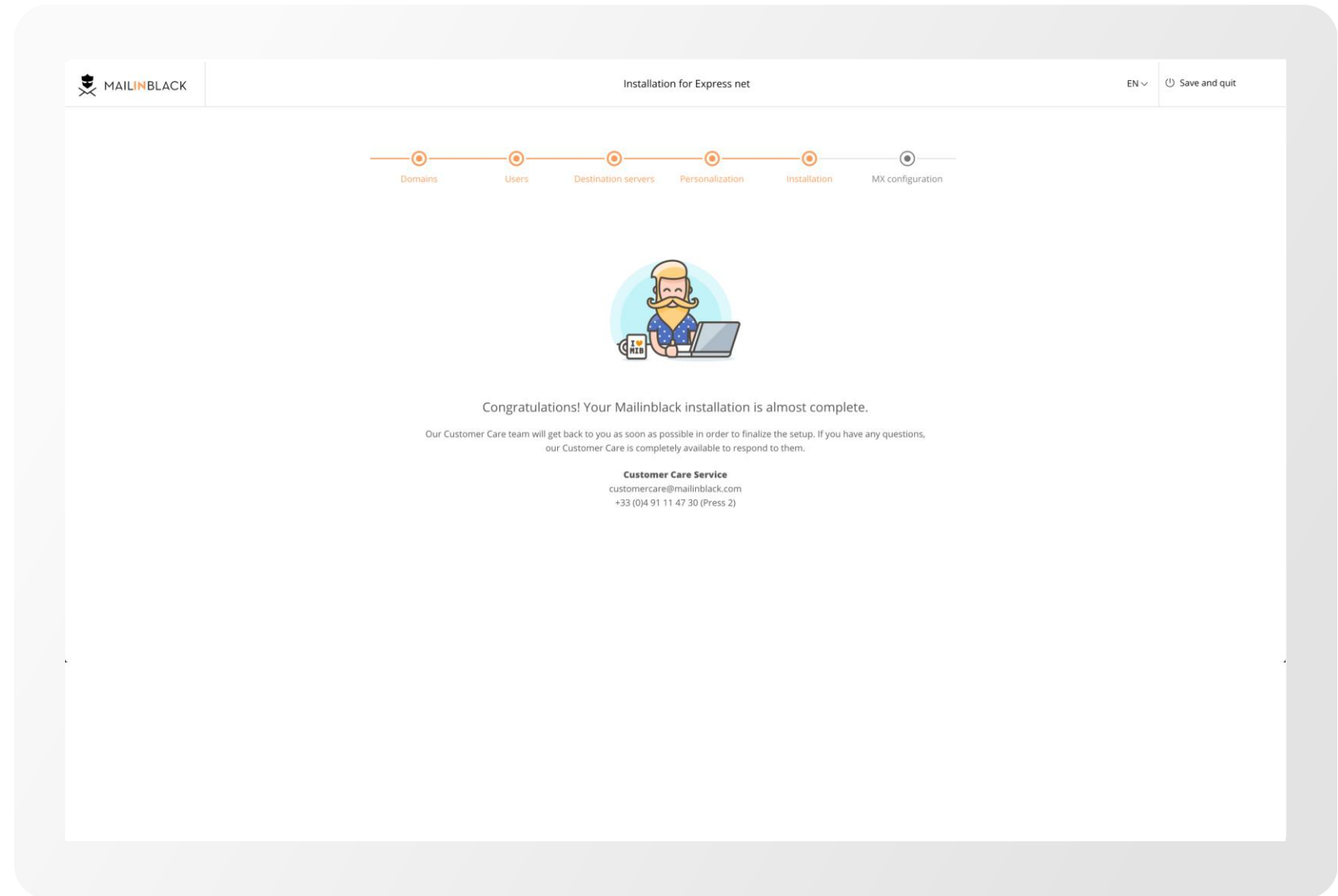
- **Sending a manual email**

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.



The screenshot shows the Mailinblack installation interface. At the top left is the Mailinblack logo. The page title is "Installation for Express net". In the top right corner, there is a language dropdown set to "EN" and a "Save and quit" button. A progress bar below the title shows six steps: Domains, Users, Destination servers, Personalization, Installation, and MX configuration. The "Installation" step is currently active, indicated by a filled circle. Below the progress bar is a cartoon illustration of a customer care agent with a beard and a blue shirt, sitting at a desk with a laptop and a phone. The main text reads: "Congratulations! Your Mailinblack installation is almost complete. Our Customer Care team will get back to you as soon as possible in order to finalize the setup. If you have any questions, our Customer Care is completely available to respond to them." Below this text, the "Customer Care Service" contact information is provided: "customercare@mailinblack.com" and "+33 (0)4 91 11 47 30 (Press 2)".



MAILINBLACK

Bodyguard your inbox.

CONTACT
US



Customer Success



+33 (0)4 88 60 07 80 (dial 2)



customercare@mailinblack.com



www.mailinblack.com