

Account Manager for uclanutrition.org , [Traffic Analysis Available Now](#)

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NAMI2 Main Page

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I. Introduction and Warnings

Introduction: This document will explain how to utilize NAMI2 to manage many aspects of your hosting account. Please keep this handy for future reference.

About Quotation Marks: This document regularly uses quotation marks to tell you what to type or provide links. When typing, do not include the quotation marks.

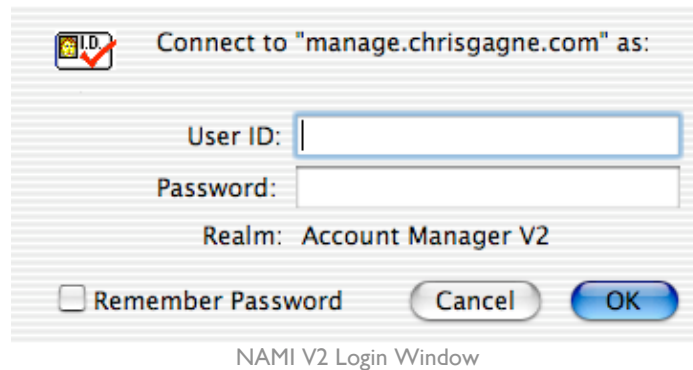
WARNING: Use of NAMI2 in a physically insecure location may place your site at risk of attack. Some aspects of NAMI2 will reveal important passwords as clear text on your computer screen without any type of obfuscation. This is for your convenience. If you feel that you are in a location where your web browsing is likely to be monitored by a third party (either by physical proximity, TEMPEST attack, or other electronic surveillance), do not use NAMI2. **Your use of NAMI2 is at your own risk.** Please contact NOLS immediately if you have any concerns or believe that your site's integrity may have been compromised.


WARNING: To protect the security of your account, do not provide any account related password to anyone except on a strict need-to-know basis. NEVER send passwords to anyone via unencrypted email for any reason. Change your master password regularly, using secure passwords (such as Rvf#49@Cdl*s or MarYh4041i77131Am8). Do not use single words, names, or personal information, even if you attempt to obfuscate the password, as you will be vulnerable to an attack. Neither NOLS nor its representatives will ever solicit you for your password. If you receive a solicitation for any of your passwords through any means or suspect that your password may have been compromised, please contact NOLS immediately to protect the integrity of your account.

2. Logging into NOLS Account Management Interface v2.0 (hereafter NAMI2)

To login to NAMI2:

1. Visit “http://manage.chrisgagne.com/” using a standard web browser (such as Internet Explorer, Safari, or Mozilla). You will be presented with a dialog box that will look similar to the following:



2. Enter your primary domain name (chrisgagne.com) in lower case as your User ID.
3. Enter your master password as your Password. This field is case sensitive.
4. Select .

WARNING: Do not select “Remember Password” or permit the browser to remember passwords on a shared computer or any other computer that is not 100% secure. Enabling “Remember Password” will permit anyone with access to your computer to access NAMI2.

If you receive something similar to the following notice, please press refresh on your browser and try to login again. Check to see if your CAPS LOCK key is depressed as both fields are case sensitive. If you have forgotten your password, please contact NOLS for assistance.

Authentication required!

This server could not verify that you are authorized to access the URL "/". You either supplied the wrong credentials (e.g., bad password), or your browser ...

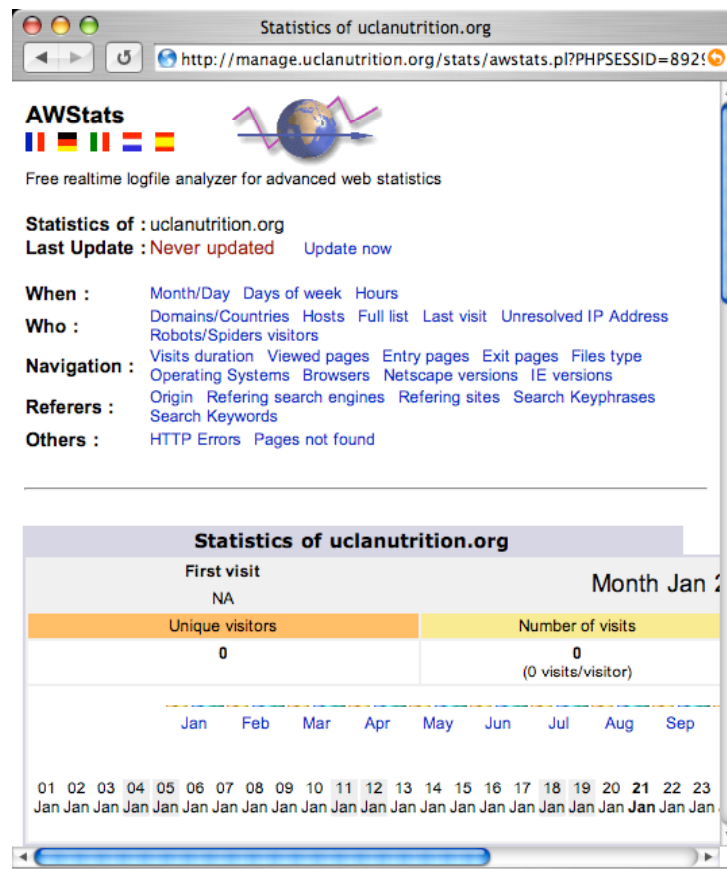
Login Failed Notice

3. Viewing statistics about your website's traffic

NOLS automatically logs every visit to your website to ensure the highest quality of service and provide additional security. Depending on your account, you may have access to AWStats (Advanced Web Statistics) or Quantified® Urchin® Dedicated Statistics, two excellent server-based application that will enable you to view easy to read statistics about your website.

3.1 AWStats (if available)

Most new NOLS accounts include free access to AWStats, a basic web statistics application. If AWStats is enabled on your account, you will see the link "[Traffic Analysis Available Now](#)". To get the latest statistics about your website, click "[Update now](#)". Please note that AWStats is provided as-is and no technical support will be provided.



AWStats Main Page

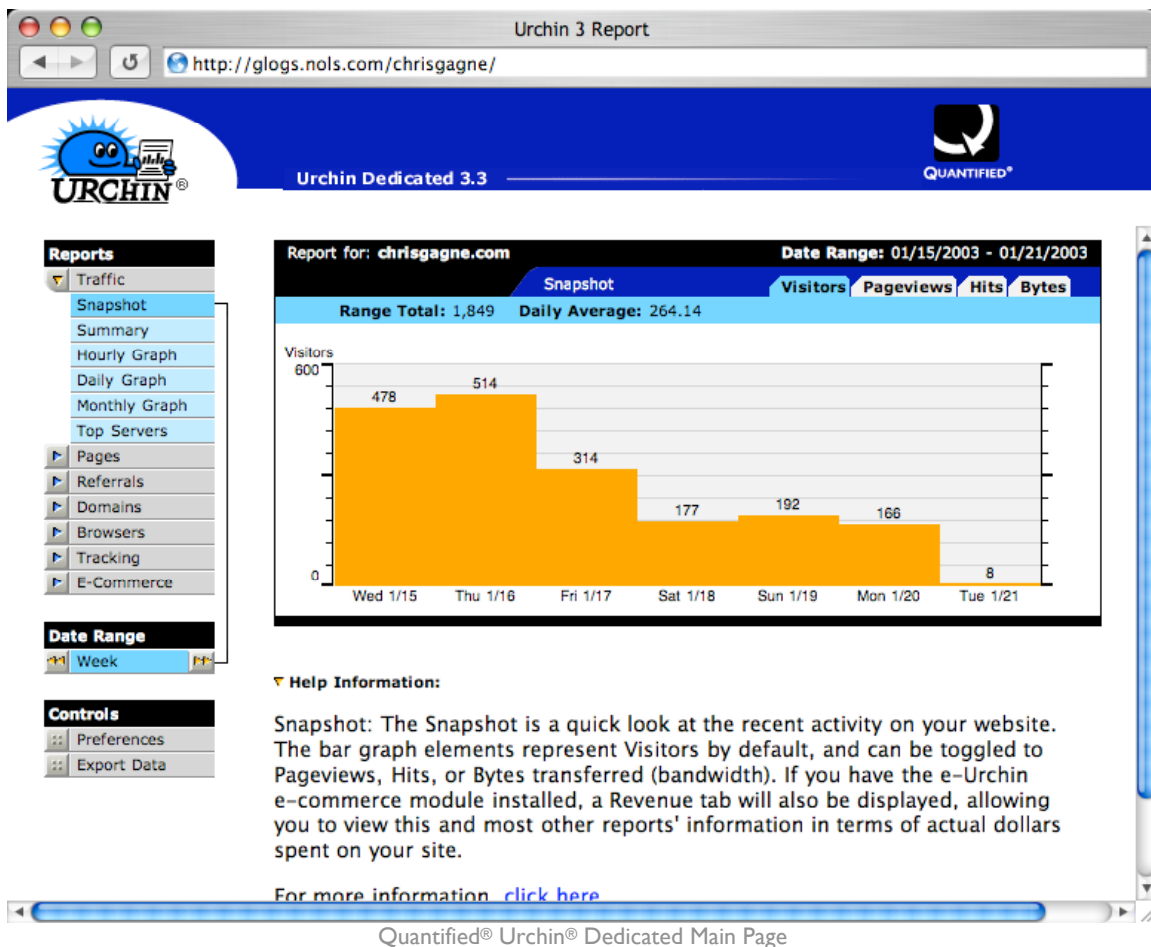
3.1 Quantified® Urchin Dedicated® Statistics (if available)

Quantified® Urchin Dedicated® Statistics is an optional addition to any NOLS hosting account. It provides a great deal of useful data in an easy to use interface with excellent

contextual help. Urchin Dedicated® Statistics is used by thousands of high-traffic websites world-wide. Through an existing relationship with Urchin Software Corporation, NOLS is able to provide the use of Urchin Dedicated® Statistics at a greatly reduced rate. If you would like to enable Urchin Dedicated® Statistics for your account, please contact NOLS.

If Urchin is enabled on your account, you will be able to view your statistics by visiting “http://glogs.nols.com/chrisgagne/”. Because it is likely that you will want to share this information with third parties, it is not password protected by default. There is no sensitive information within this interface. If you would like your statistics page to be password protected, please contact NOLS.

Please note that our servers updates these statistics once daily at approximately 0300 Eastern. As a result what is demarcated as today’s statistics include roughly three hours of traffic, not the full day.



4. Mail Accounts

NOLS provides unlimited email accounts for most hosting accounts. An email account is much like an additional mailbox at the post office and is different from mail forwarding, which will be discussed in section **5. Mail Forwarding**. Your email account can be accessed via POP3, IMAP, and Webmail using a standard web browser. This section describes some of the features of NOLS email accounts and provides information about their management on the server. For assistance on configuring your email client to connect to our mail server, please see section **8. Help Desk** or contact NOLS.

4.1 Features

NOLS email accounts provide a wealth of useful features including:

- A large quota up to 5 megabytes (2 megabyte by default, may be increased to 5 megabytes by following the directions in section **4.5 Editing an existing email account**) and 4 megabyte maximum incoming message size.
- An extremely powerful “spam” prevention tool that uses a heuristics-based artificial intelligence engine to filter out junk mail while delivering the rest of your email safely. Unlike content-based filters which can remove useful mail (for example, most content-based filters delete emails containing the term “Viagra” which may be normal mail for physicians), our filter checks for thousands of factors to determine what is junk mail and what isn’t.
- Access via POP3, IMAP, and Webmail.

4.2 Email client settings

You will need at least some of the following information to configure your email client.

POP/IMAP Server Address	chrisgagne.com
POP Port	110 (default)
POP3s Port	995 (default)
IMAP Port	143 (default)
IMAPs Port	993 (default)
SMTP Server Address	chrisgagne.com
SMTP Port	25 (default)
Username:	Your full email address (such as info@chrisgagne.com)
Password:	Specified in NAMI2, see sections 4.4 and 4.5

Note: Your email client must authenticate with the SMTP server to send email.

4.3 About Webmail

Most NOLS accounts include access to email via using a standard web browser, anywhere where you can get Internet access. This makes checking your email while on vacation a breeze.

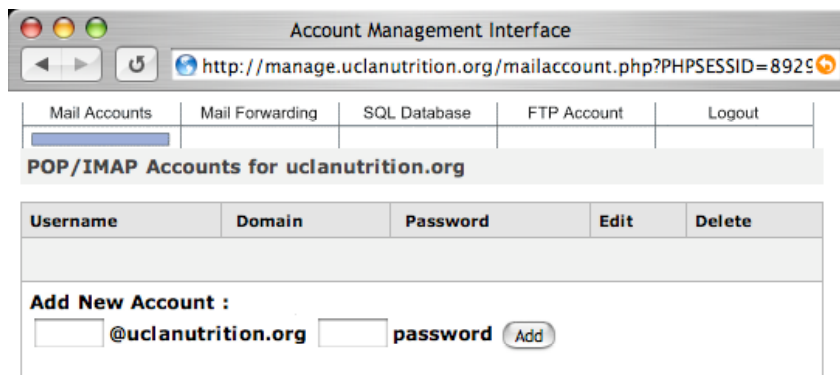
To login to webmail:

1. Visit “http://webmail.chrisgagne.com” from any standard browser.
2. Use the user name and password information specified in **4.2 Email client settings** to login.

4.4 Adding a new email account

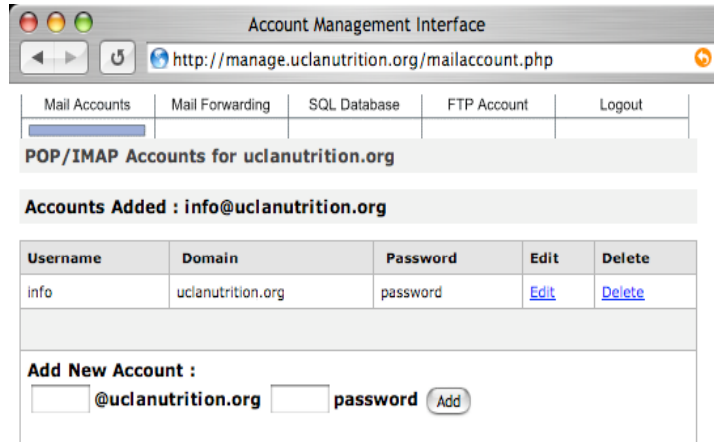
To add a new email account:

1. Click on Mail Accounts from anywhere inside NAMI2. You will be presented with the following page:



Mail Accounts

2. Enter a user name here: **@chrisgagne.com**. For example, enter “john.doe” to get the email address “john.doe@chrisgagne.com”. The user name is *case-insensitive* may contain the characters a-z, 1-0, “-”, and “.” and must start with a letter or number.
3. Enter a password here: **password**. The password will be displayed as “•” or “*” characters as you enter it. This password should not be the same as your master password.
4. Click .
5. If successful, the following page will be displayed:




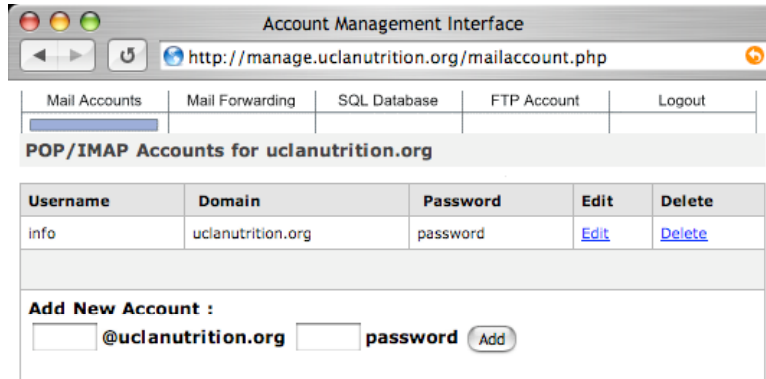
Email Account Successfully Created

- Send an email to the account you just created from any other email address. For example, if you just created info@chrisgagne.com, send an email to that address. If you do not do so you will not be able to log in to your email account via POP3, IMAP, or Webmail until at least one email has been received by that account.

4.5 Editing an existing account

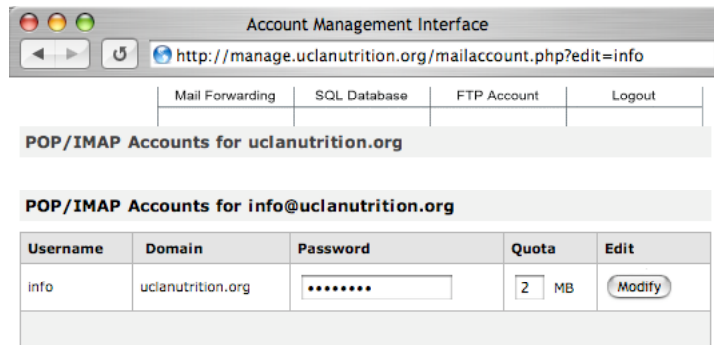
To edit an existing mail account:

1. Click on  from anywhere inside NAMI2. You will be presented with the following page which will contain all of your existing email accounts:



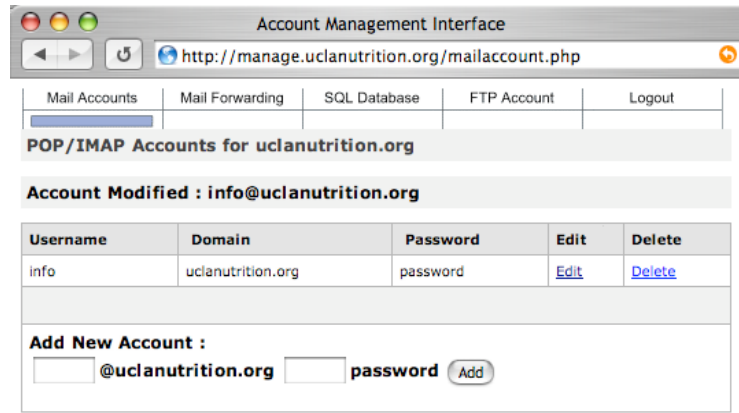
Mail Accounts

2. Click on "[Edit](#)" to the right of the account you wish to edit. You will be presented with the following page:



Edit an Existing Mail Account

3. You may change your password by selecting the entire contents of the field and typing in a new password. This password should not be the same as your master password.
4. You may change your mail quota by entering an integer from 1 to 5. This is the total amount of data in megabytes the server sets aside for your mailbox. The server will reject any email that would cause it to exceed your mailbox quota. You should set the quota to 5 megabytes for a particularly active mail account, while the default of 2 megabytes is appropriate for most mail accounts. It is important to delete mail from the server when you are finished downloading it (in the case of POP3) or finished with it completely (in the case of IMAP or Webmail).
5. When you are done editing the mail account, select [Modify](#). You will be presented with the following page:

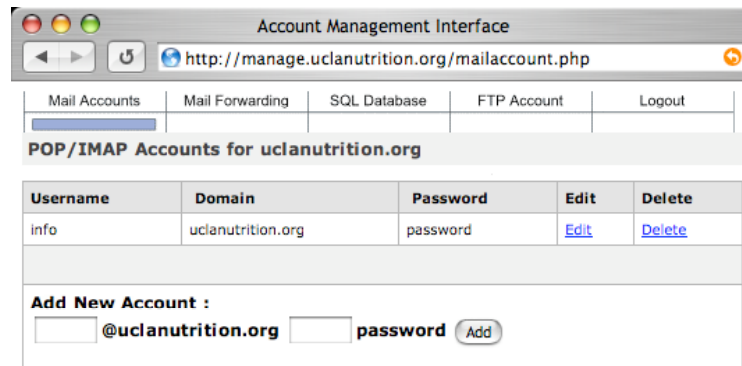


Email Account Successfully Modified

4.6 Deleting an existing account

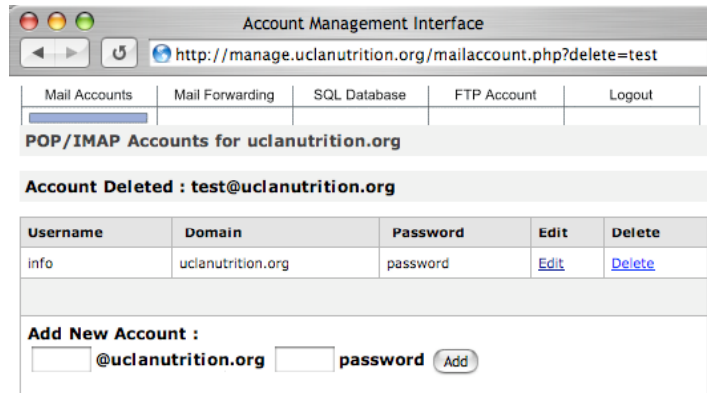
WARNING: Pay very particular attention to which account you are deleting. Following the steps below will result in the immediate and unrecoverable deletion of every single aspect of the affected email account without confirmation of your intentions. All mail residing on the server for this account WILL BE DELETED IMMEDIATELY. NOLS CANNOT RECOVER DELETED MAIL.

- To begin editing an existing account, click on Mail Accounts from anywhere inside NAMI2. You will be presented with the following page which will contain all of your existing email accounts:



Mail Accounts

- Click on "[Delete](#)" to the right of the account you wish to edit. You will be presented with the following page:



Email Account Successfully Deleted

5. Mail Forwarding

NOLS provides unlimited email forwarders for most hosting accounts. An email forwarding is much like an forwarding order at the post office, and is different from the email accounts discussed in section **4. Mail Accounts**. It is useful for creating additional email identities without adding a mailbox that needs to be checked separately.

5.1 Features

- NOLS email forwarders allow you to send email from any address at chrisgagne.com to any other email address, whether a chrisgagne.com email address or other address (such as aol.com, hotmail.com, etc), automatically.
- NOLS email forwarders provide the same “spam” filtering protection as our normal email accounts. However, an email address not hosted by NOLS may still receive “spam” directly
- NOLS email forwarders can be used to further protect your mailbox from spam by enabling you to create disposable email addresses for use with contests, advertisers, retailers, or other sources of junk mail. For example, you could provide the address car.contest@chrisgagne.com on a car contest entry form. If you have a “@” email forwarder set up as described below, you will not need to add an additional email address or forwarder ahead of time. At any time you can generate a mail forwarder to send email from car.contest@chrisgagne.com to a bogus (or victim’s) mailing address.

5.2 About the “@” email forwarder

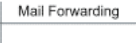
The “@” email forwarder is a special type of email forwarder that acts as a catch-basin for your entire domain name. It tells our email server where to send mail addressed to chrisgagne.com when the email address does not match an existing email account or forwarder address.

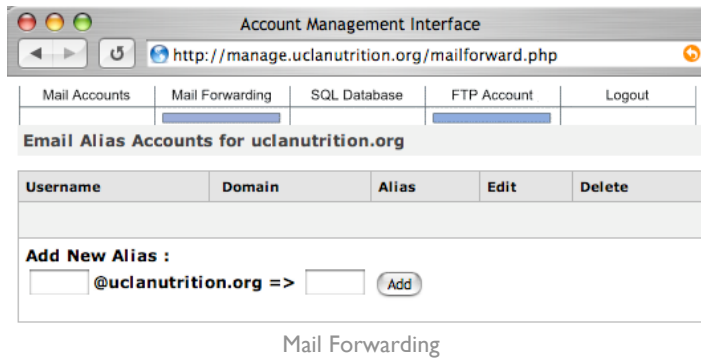
For example, pretend that chrisgagne.com only has one email address—info@chrisgagne.com—and no forwarders. If an email is sent to sue@chrisgagne.com, it will be returned to the sender because there is no existing account or forwarder that matches that email address.

A “@” email forwarder tells the server where to deliver email when an email address is not explicitly set up as a email account or forwarder. Adding an “@” email forwarder will enable the server to automatically deliver sue@chrisgagne.com (or any other email address) to the email address of your choice, regardless of whether or not it is a chrisgagne.com address, even if it has not been explicitly added ahead of time.

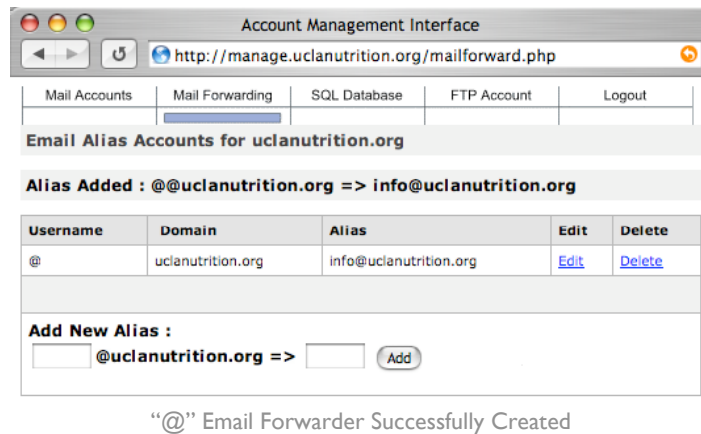
5.3 Adding the “@” email forwarder

To add a new “@” email forwarder:

1. Click on  from anywhere inside NAMI2. You will be presented with the following page which will contain all of your existing email forwarders (if any):




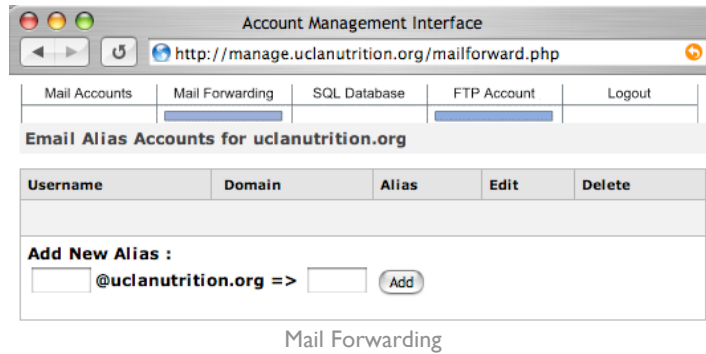
2. Enter “@” here: **@chrisgagne.com.**
3. Enter a destination email address here: => .
4. Click .
5. If successful, the following page will be displayed:



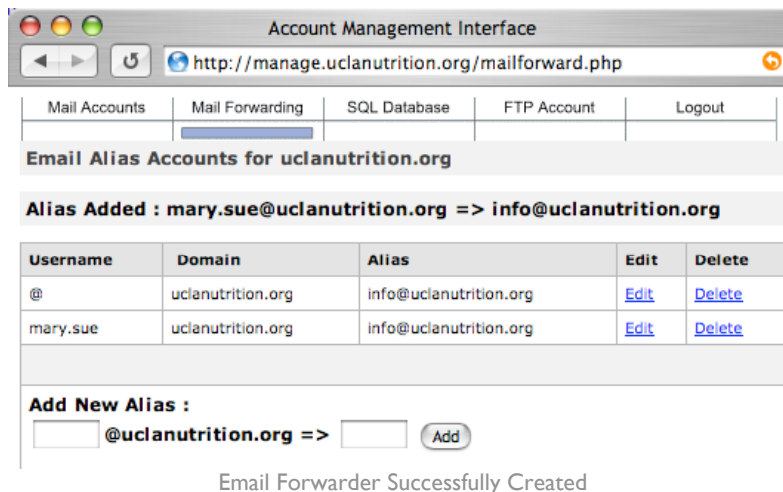
5.4 Adding a normal email forwarder

To add a normal email forwarder:

1. Click on  from anywhere inside NAMI2. You will be presented with the following page which will contain all of your existing email forwarders: page which will contain all of your existing email forwarders (if any):



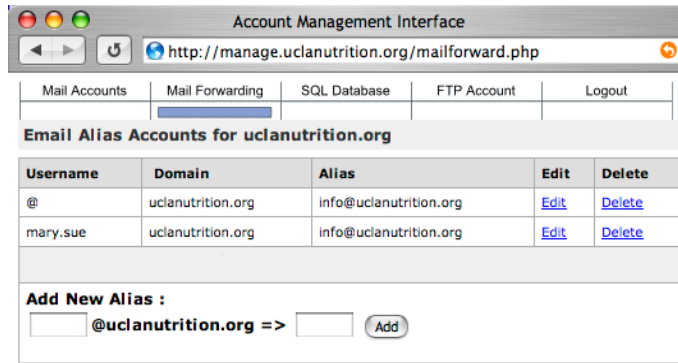
2. Enter a user name here: **@chrisgagne.com**. For example, enter “mary.sue” to get the email forwarder “mary.sue@chrisgagne.com”. The user name is *case-insensitive* may contain the characters a-z, 1-0, “-“, and “.” and must start with a letter or number.
3. Enter a destination email address here: => .
4. Click .
5. If successful, the following page will be displayed:



5.5 Editing an existing email forwarder

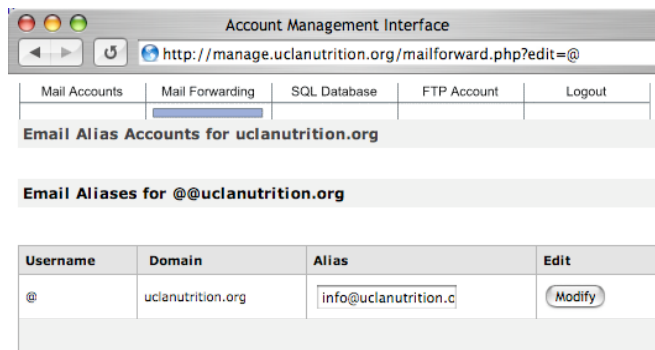
To edit an existing email forwarder:

1. Click on from anywhere inside NAMI2. You will be presented with the following page which will contain all of your existing email forwarders: page which will contain all of your existing email forwarders (if any):



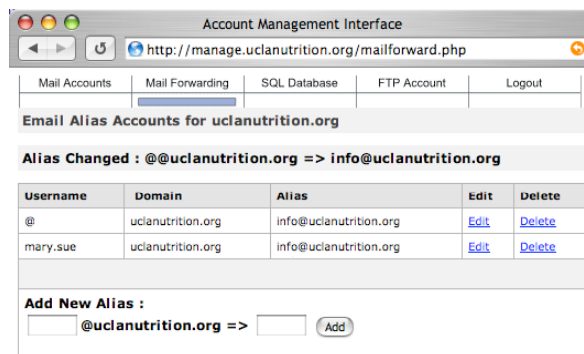
Mail Forwarders

2. Click on “[Edit](#)” to the right of the account you wish to edit. You will be presented with the following page:



Edit an Existing Mail Forwarder

3. You may change the email address to which mail will be forwarded.
4. When you are done editing the mail forwarder, select [Modify](#). You will be presented with the following page:

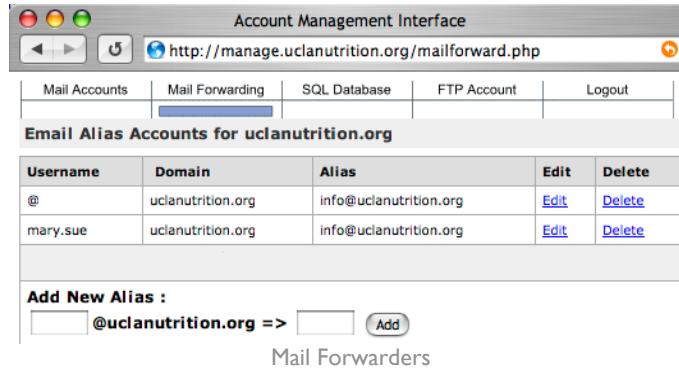


Email Account Successfully Modified

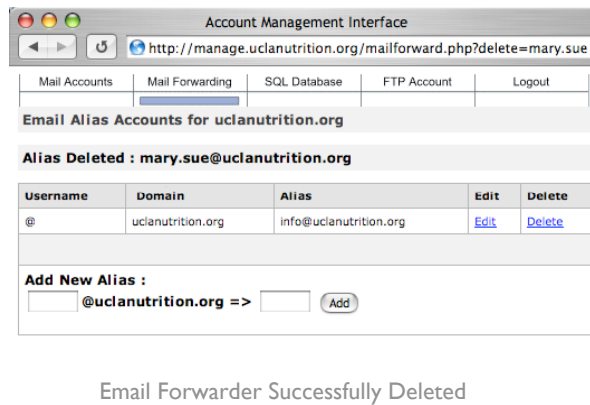
5.6 Deleting an existing mail forwarder

To delete an existing mail forwarder:

1. Click on [Mail Forwarding](#) from anywhere inside NAMI2. You will be presented with the following page which will contain all of your existing email forwarders:



2. Click on [“Delete”](#) to the right of the account you wish to edit. You will be presented with the following page:



6. SQL Database

This option is for the use of NOLS system administrators and advanced users, and cannot adequately be explained in this instructional document. For more information, please contact NOLS.

WARNING: If NOLS has created a database-driven application for you, please do not tamper with this feature. Doing so may result in irreversible loss of data or malfunctioning of your website.

7. FTP Account and Master Password

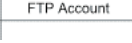
Your hosting comes with an FTP account, the primary mechanism for the transferring of files to and from your account. Unless specified otherwise, your FTP password is also your master password.

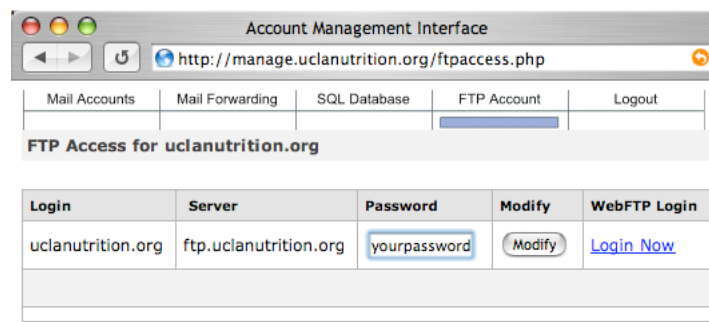
7.1 FTP Client Settings

FTP Server	chrisgagne.com
FTP Port	21 (default)
FTP User Name	chrisgagne.com
FTP Password	Your master password, specified in NAMI2

7.2 Changing Your Master Password

To change your master password:



1. Click on  from anywhere inside NAMI2. You will be presented with the following page:



FTP Account Page

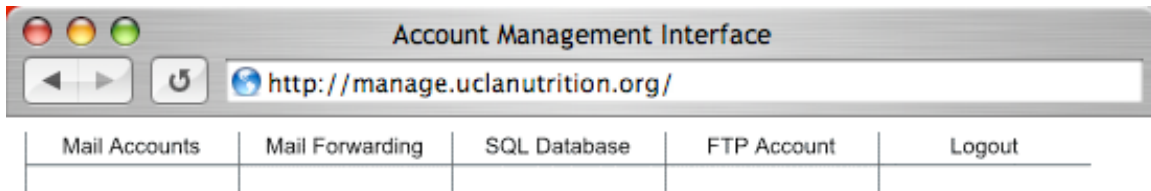
2. Enter a new password in the password field replacing your old password.

WARNING: Change your master password regularly, using secure passwords (such as Rvf#49@Cdl*s or MarYh404li77I3IAm8). Do not use single words, names, or personal information, even if you attempt to obfuscate the password, as you will be vulnerable to an attack. If you suspect that your password may have been compromised, please contact NOLS immediately to protect the integrity of your account.

3. Click .
4. Your master password has been changed. Because your browser only remembers your old password, you may receive a request to log in again shortly after clicking  or attempting to visit another page within NAMI2. Should you desire to continue managing your account, you will need to enter your new password along with your user name (chrisgagne.com). Otherwise you may safely close your browser window as you are not logged in.

8. Help Desk

The Help Desk section on the front page of NAMI2, pictured below, provides useful information about how to configure your email and FTP clients. However, some of the account specific information may be out of date. Please see this manual for the latest information about you account. If you have any questions please do not hesitate to contact us.



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Welcome to Domain Account Manager, Select one of the above sections to take control or below to learn

HelpDesk

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- [Outlook 98](#)
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9. Logout

After each and every use of NAMI2, it is very important that you select  from the menu at the top of any NAMI2 page. This prevents unauthorized use of your account. Please do this even if your browser is set to remember the login password.