
NTT/VERIO

VPS/MPS

Getting Started Guide

CPX Control Panel

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Introduction

Welcome to your CPX Getting Started Guide! This document is designed to ensure that you are able to use the basic features of your new account. In addition to this guide, you can access online Help from any window in your CPX Control Panel. This document is designed to give you an overview of how the CPX interface for your new account works.

Note: Print this file to keep a hard copy for reference later if you have issues with your control panel.

Sections of the Getting Started Guide:

- Logging In to Your Control Panel on page 2 describes how to use the information we sent you in the confirmation email message to log into your account.
- Changing Your Password on page 3 describes how to increase the security of your account by changing your default password.
- Logging Out of Your Control Panel on page 4 describes how to exit your control panel.
- Viewing Account Information on page 5 describes how to view data pertaining to your account.
- Uploading a Home Page on page 6 describes how to change your home page.
- Setting Up New Email Addresses on page 7 describes how to add email addresses to your account without adding users.
- Editing the Mail Catchall on page 8 describes how to ensure that no email messages sent to your domain are improperly delivered.
- Adding Domain Administrators on page 9 describes how to add a domain administrator to your account.
- Adding End Users on page 11 describes how to add an end user to your account.
- Adding a Domain to a User Profile on page 12 describes how to add a domain to a user profile.

Logging In to Your Control Panel

Important: In order to keep your passwords secure, you should always log in to your Control Panel via https, not http.

To log in to your Control Panel:

1. Start your Web browser.
2. Type https:// your_domain /ControlPanel/ in the address bar; then press **Enter**. (Replace your_domain with your domain name). The Login window appears.
3. Type your user ID and password in the appropriate fields.
4. Click **Login**. The Control Panel appears. If your user ID/password combination does not work, make sure the caps lock is not on and try logging in again. If the login still does not work, contact Support.

Changing Your Password

Important: You should immediately change your password after logging into your account for the first time.

Hackers devote a significant amount of money and time to find and decipher passwords. Creating your password as a non-dictionary, alphanumeric combination using upper and lower case letters will help protect your server from such attacks.

To change your password:

1. On the Control Panel home page, click **Change My Password**. The Change My Password window appears.
2. Type your new password in the New Password field. Your password needs to be eight characters long and at least one of the characters must be a non-letter.
3. Type your new password again in the Confirm Password field.
4. Click **Save**. A message appears informing you that your changes have been saved.

Logging Out of Your Control Panel

To log out, click **Logout** in the upper-right corner.

Setting Automatic Logout

You can set the length of time that you want to remain logged onto your system when there is no activity.

To set your automatic-logout time duration:

1. On the Control Panel home page, click **Auto-Logout**. The Auto-Logout Preferences window appears.
2. Next to Logout, select how long you want your system to remain logged on when there is no activity (1, 2, 8, or 24 hours).
3. Click **Save**. A message appears informing you that your changes have been saved.

Note: When the system automatically ends your session and you attempt to do anything in your Control Panel, the Login screen appears. Type your user ID and password; then click **Login** to start a new session.

Viewing Account Information

Your Account Information window provides you with the following information:

- Your Server Name, displaying the name you have assigned to this server.
- The server IP Address, displaying the location of the server on the Internet.
- Disk Usage figure, displaying used disk space and your total allotted disk space.
- Number of Open Files, displaying the number of files currently open.
- Number of Processes, displaying the number of processes currently running on the server.
- Number of Virtual Hosts, describing how many virtual hosts you have set up.
- Number of Users, describing how many users you have set up.

To view your account information:

From your control panel, click **View Account Information**. The View Account information window appears, displaying your account information.

Uploading a Home Page

Once you have changed your password and set up your login/logout features, you can now upload a home page for your account.

Note: This section of the documentation assumes you know how to create basic HTML pages or know how to use an HTML editor such as Microsoft FrontPage to start your site.

To upload a home page:

Create a web page in your favorite HTML editor, and save the file to your local hard drive with the name index.html.

1. Open your CPX control panel.
2. Click **File List**. Your File List window appears, displaying your file structure.
3. Browse to the following directory: All Files / usr / local / apache / htdocs
4. Click **Rename** in the Actions column for the index.html file. The File List> Rename File: window appears.
5. In the New Name field, type **index_old.html**.
6. Click **OK**. The File List window reappears with a confirmation message.
7. Click **Upload File...** The Upload File(s) dialog box appears, providing instructions on how to upload a file from your computer.
8. Click **Browse**. Find the index.html file.
9. Open the file. The file name and path appear in the Browse field of the Upload File(s) dialog box.
10. Click **Upload File**. The dialog box refreshes with the name of the file in the Uploaded File section.

Important: If you leave the Replace existing files (should they exist) checkbox selected, you over-write any file that might exist in this directory. You should have renamed your index.html file to ensure you will not lose it the upload does not work.

11. Click **Done**. The File List window refreshes with the new index.html file in place.
12. Open a new browser, and type in the URL or IP address of your account. The home page you just uploaded appears.

Setting Up New Email Addresses

The master email account was set up for you when we provisioned your VPS. The user ID and password are the same you used to log into your account the first time. If you want, you can create new email addresses for yourself. You can do this by creating addresses that route incoming email messages to other existing accounts or remote email addresses.

To set up a new email address:

1. On the Control Panel, click **Email Addresses**. The Email Addresses window appears.
2. Type the email address you want in the Email Address field.
3. Select the domain you want from the @ drop-down list.
4. Select an Email Delivery option. The Email Delivery option affects all incoming messages sent to this email address. You can set up the system to reject, discard or deliver email messages to one or more recipients. Mail delivery recipients can include either a local user, or (one or more) external email addresses:
 - For local recipients, click the **Local mailbox - deliver to user** drop-down list and select a user.
 - For one or more external email addresses type each full external email address in the List - Deliver mail to the following... field.

Note: If you type multiple addresses, separate each one with a comma or place different email addresses on separate lines.

5. Click **Save**. A message appears informing you that your new address has been added.

Editing the Mail Catchall

The email catchall receives all email messages that your system does not specifically route to an existing mailbox (including mail with the correct domain, but with an incorrectly spelled email address).

Important: Consider carefully how you use this feature; spammers often send email to generic email addresses associated with your domain. If you use a catchall address where you deliver the email messages to a valid email account, you may receive a lot of spam.

To edit an account's mail catchall:

1. On the Control Panel home page, click **Domain List**. The Domains List window appears.
2. In the Actions column, click **properties** for the domain you want to add the catchall. The Properties window for the selected domain appears.
3. Next to Domain Setup, click **Edit**. The Edit Domain Setup window appears.
4. Next to Mail Catchall, select the option you want. You can reject messages, discard messages, deliver them to the Domain Administrator, or to a specific address. If you want catchall mail delivered to a specific address, select **Deliver mail to** and type the address in the Deliver mail to field.

Note: If you type multiple addresses, separate each one with a comma.

5. Click **Save**. A message appears informing you that your domain has been changed.

Adding Domain Administrators

If you want domain administrators to perform various functions on your account, you can create them as users and provide them the ability to do things like create end users and perform other duties as you assign.

Important: In order to keep your passwords secure, you should always log in to your Control Panel via https, not http.

Notes:

- If you enable the Mail privilege for your domain administrators, you create a mailbox on the server for them. Enabling the Mail privilege for domain administrators gives them an email address on the server domain, and an email address on all of the virtual host domains added to their account.
- If you enable File Management access for your domain administrators, you give them access to a personal home directory for file storage on the server, and the ability to transfer files to and from the directory. Granting this privilege to domain administrators provides file management access to the web directory for each domain in their account.
- If you enable Shell access for your domain administrators, you allow them to access shell functions on the server, using the command line interface through an SSH or Telnet client. This access is quite powerful and should be given to domain administrators with great care.

To add a domain administrator:

1. On your control panel, click **Add Domain Admin**. The Add Domain Admin Profile window appears.
2. Type the domain administrator's full name in the Full Name field.
3. Type the domain administrator's login ID in the Login ID field.
4. Type the domain administrator's password in the Password field. The password must be at least eight characters in length, and one of those characters must be a non-letter.
5. Type the domain administrator's password again in the Confirm Password field.
6. Type the domain administrator's disk space quota (in MB). The amount you place here will be the total disk space allotted to the domain administrator and all accounts created from that account.
7. Select the privileges (Mail, File Management Access, Shell Access) that you want. If you withhold privileges from the domain administrator, sub-users created by the domain administrator cannot be assigned those privileges either.
8. If you selected Shell Access, click the **Shell Access** drop-down list and select the shell you want.
9. Type a virtual host domain in the Domain: field.
10. Click **Next**. The Mail Setup window appears containing the Mailbox Name for the domain administrator, an associated email address, and a Mail Applications section that enables you to turn on or off filtering and antivirus features.
11. If you wish to change the default email address, type a different address in the Email Address field.
12. If you wish to change the default mail applications, de-select the checkboxes for Webmail client, SpamAssassin, and/or Clam Antivirus.
13. Click **Next**. The Domain Setup window appears containing the Domain Alias option, the Web Services options, the End Users options, the Email Addresses options, the Website Logs options, the Domain Contact, and Mail Catchall options.
14. For Domain, select **Enable www domain alias** if you want to ensure that website

visitors typing the www. prefix or just typing the domain name will arrive at the domain you have created.

15. For Web Services, select the CGI or SSL options if you want the domain administrator to be able to use either feature.
16. Type the number of end users the domain administrator can create in the End Users field. Or, select the **An unlimited number of end users** option to allow an unlimited number of end users.
17. Type the number of email addresses the domain administrator can create in the Email Addresses field. Or, select the **An unlimited number of email addresses** option to allow an unlimited number of email addresses.
18. For Website Logs, select **Do not create or store website logs** if you do not want logs created for the domain administrator's site.
19. Select **Create and store website logs** if you want logs created for the domain administrator's site.
20. Select **Never rotate website logs** if you do not want new logs created at intervals for the domain administrator's site.
21. Select **Rotate** and click the drop-down arrows to specify the interval you want to rotate and the number of days you want to save logs for the domain administrator's site.
22. For Domain Contact, enter the email address for the webmaster of the domain.
23. For Mail Catchall, select **Reject mail** if you want all misdirected mail returned to sender with an unknown user message.
24. Select **Silently discard mail** if you want all misdirected mail deleted without a message returned to sender.
25. Select **Deliver mail to Domain Admin** if you want all misdirected mail sent to the domain administrator's address.
26. Select **Deliver mail to:** if you want all misdirected mail sent to an email address you type in the Deliver mail to: field.
27. Click **Next**. The Add Domain Admin: Preview window appears with all of the options you have chosen.
28. Click **Previous** if you want to go back and make changes.
29. Click **Save** if you want to save the information.
30. Click **Save and Create Another** if you want to save the information and create another domain administrator.
31. Click **Cancel** if you want to cancel your changes.

Adding End Users

If you want to create users with less authority than domain administrators, you can create end users instead. These users cannot create sub-users; if you want a user to have the ability to create sub-users then you must create a domain administrator user for them. See Adding Domain Administrators on page 9 for more information on adding domain administrators.

Important: In order to keep your passwords secure, you should always log in to your Control Panel via https, not http.

Notes:

- If you enable the Mail privilege for your users, you create a mailbox on the server for them. Enabling the Mail privilege for users gives them an email address on the domain you choose.
- If you enable File Management access for your users, you give them access to a personal home directory for file storage on the server, and the ability to transfer files to and from the directory. Granting this privilege to users provides access to the web directory for each domain assigned to them.
- If you enable File Management for users, you allow them access to the online File Manager in the CPX interface.
- If you enable Shell access for your users, you allow them to access shell functions on the server, using the command line interface through an SSH or Telnet client. This access is quite powerful and should be given to users with great care.

To add an end user:

1. On the Control Panel, click **Add End User**. The Add End User Profile page appears.
2. Type the new user's full name in the Full Name field.
3. Type the user's login ID in the Login ID field. The Login ID must be unique. If it matches a name you have already submitted for another user, CPX displays an error message when you try to submit the name.
4. Type the user's password in the Password field. This password must be at least eight characters in length and one of the characters must be a non-letter.
5. Type the user's password again in the Confirm Password field.
6. Type the user's disk space quota (in MB).
7. Select the privileges (Mail, File Management Access, Shell Access) that you want for this user.
8. If you selected Shell Access, click the **Shell Access** drop-down list and select the shell you want.
9. Select the user's associated domain from the Domain drop-down list.
10. Click **Next**. If the user has mail privileges, the Add End User Mail Setup window appears with the mailbox name and email address in the appropriate fields.
11. Select the Mail applications (Webmail, SpamAssassin, Clam AntiVirus) you want for this user.
12. Click **Next**. The Add End User Preview window appears displaying the information you have selected for this user. If all the information is correct, go to the next step. To change the Mail Applications information, click **Previous** and make the desired changes, then click **Next** to return to the Preview window. To change any other information, click **Previous** twice to get to the Profile window and make any desired changes, then click **Next** twice to return to the Preview window.
13. Click **Save**. The User List window appears with a message informing you that the user has been added.

Adding a Domain to a User Profile

Note: After a domain is added, the domain name cannot be changed. If you create a “catchall” mail address, you could get a lot of spam.

1. Click **Add Domain**. The Add Domain Setup window appears.
2. Click **Add the domain to the following user** and select the domain administrator you want from the associated drop-down menu.
3. Type the new domain in the Domain field.
4. Select the Web services you want:
 - Select **CGI** to permit CGI scripts in the domain's cgi-bin directory.
 - Select **SSL** to permit a secure HTTPS connection using a shared certificate.
5. Type the number of end users the domain administrator can create in the End Users field. Or, select the **An unlimited number of end users** option to allow an unlimited number of end users.
6. Type the number of email addresses the domain administrator can create in the Email Addresses field. Or, select the **An unlimited number of email addresses** option to allow an unlimited number of email addresses.
7. Next to Website Logs, select the Website log options you want.
 - Select **Do not create or store website logs** if you do not want the site to use logs.
 - Select **Create and store website logs** if you want to use third-party stats packages.
 - Select **Never rotate website logs** if you do not want to delete any logs.
 - Click **Rotate** and select the frequency of the log rotation you want from the associated drop-down menu.
 - Select the number of logs you want to save from the **and save** drop-down menu.
8. Type the email address of the person to be contacted if error messages are generated by the system in the Domain Contact field.
9. Select the Mail Catchall option you want:
 - Select **Reject mail - return as unknown user** if you want misaddressed mail returned to the user with an “unknown user” reply message.
 - Select **Silently discard mail** if you want misaddressed mail if you want misaddressed mail deleted without a reply message sent to the sender.
 - Select **Deliver mail to Domain Admin** if you want misaddressed mail sent to the email address of the domain administrator.
 - Select **Deliver mail to:** if you want misaddressed mail delivered to the email address you type in the associated field. If you type multiple addresses, separate each one with a comma.
10. When you are finished, click **Next**. The Add Domain Preview window appears displaying the options you have selected for this domain. To make any changes, click **Previous**, make the desired changes, and then click **Next** to go to the Preview window.
11. Click **Save** if you are finished. A confirmation message appears.
 - Click **Save/Create Another** if you want to add another domain. A message appears confirming that the domain has been added and the window refreshes with blank fields.
 - Click **Cancel** to cancel your changes.