G-Lock Easy**Mail7**

Client-Server Email Marketing Solution for Windows

Admin Guide

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To learn more about G-Lock EasyMail7, visit http://easymail7.com

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This document is your admin guide for G-Lock EasyMail7 product. It is designed to provide you with information you need to know how manage the EasyMail7 Server, server backups, users and workplaces, how to move the EasyMail7 Server to a new location without losing any important data and how to activate the server after the license upgrade.

The following parts are included:

1. Manage EasyMail7 Server

2. EasyMail7 Server Settings

3. Manage EasyMail7 Server Backups

4. Manage Users

5. Connect to EasyMail7 Server within Local Network

6. Authenticate with Windows Credentials

7. Manage Workplaces

8. Assign User to Workplace

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10. Move EasyMail7 Data Folder to a New Location

11. Activate EasyMail7 Server with the License Key

12. Reset SuperAdmin Password

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1. Manage EasyMail7 Server

All the program data is stored on the EasyMail7 Server which does most of the work: sends out messages, checks for incoming returned messages and updates the contact lists.

If the program is successfully installed, the EasyMail7 Server automatically starts and runs as a service on the background.

You must be logged as **"SuperAdmin"** to be able to manage the EasyMail7 Server. Users logged as "Admin", "User", "Guest" or others do not have the right to manage the EasyMail7 Server.

The first user who connects to the EasyMail7 Server from Client and changes the default Admin password becomes SuperAdmin.

SuperAdmin can start, stop the EasyMail7 Server, get the server status and events.

To manage the EasyMail7 Server:

1. Go to the "Settings" menu.

2. Click on "Server Settings".

3. Click on the "Manage Server" tab.

4. Enter the EasyMail7 Server address.

5. Click on "Connect".

6. Enter your SuperAdmin user name and password.

7. Click OK.
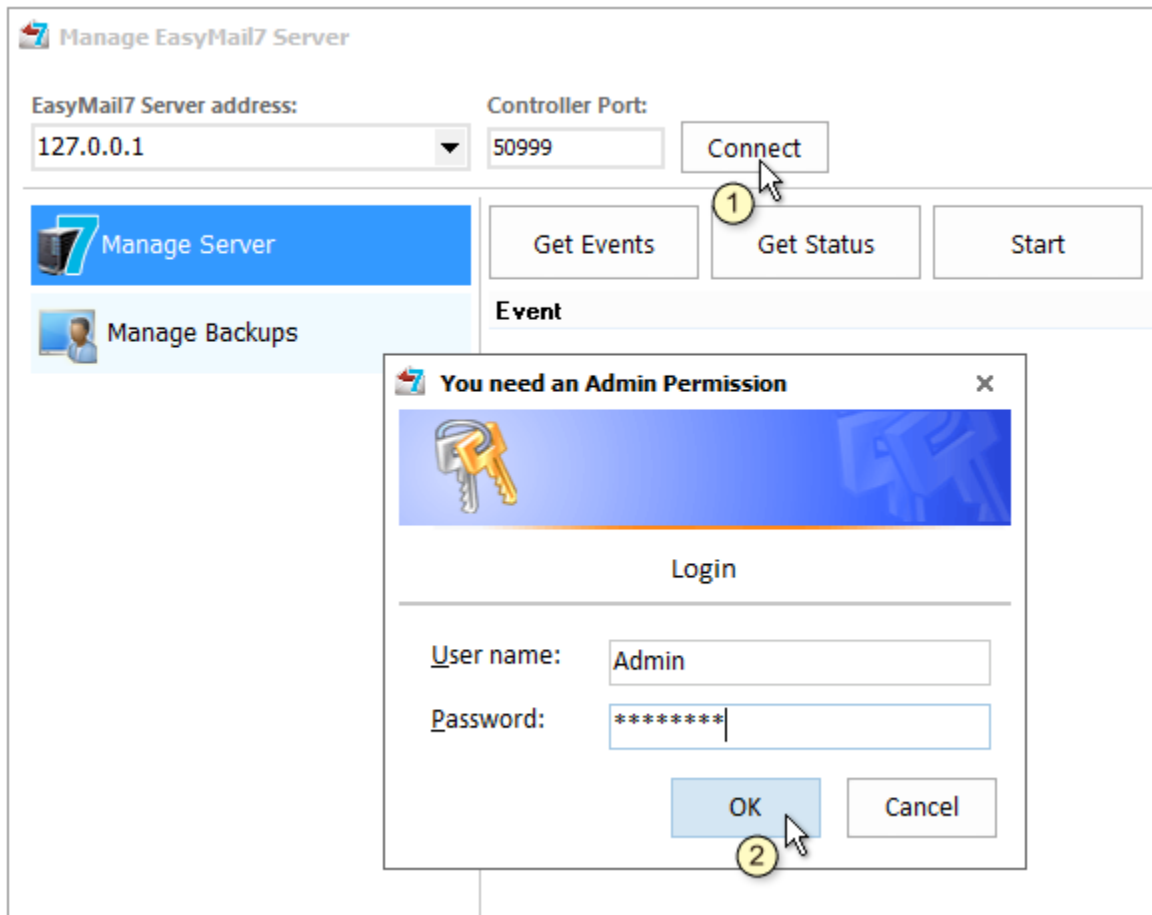
Here you can:

- click "Get Events" to get the server events with dates when the events happened and sources the events go from;

- click "Get Status" to get the current EasyMail7 Server status;

- click "Start" to start the EasyMail7 Server if it's stopped;

- click "Stop" to stop the EasyMail7 Server;

- change the encryption method of the connection between the EasyMail7 Server and Client in the "Server Settings";

- click "Activate Server" to enter your personal key and activate your licensed version;

- click "Clear Events" to clear the EasyMail7 Server events.

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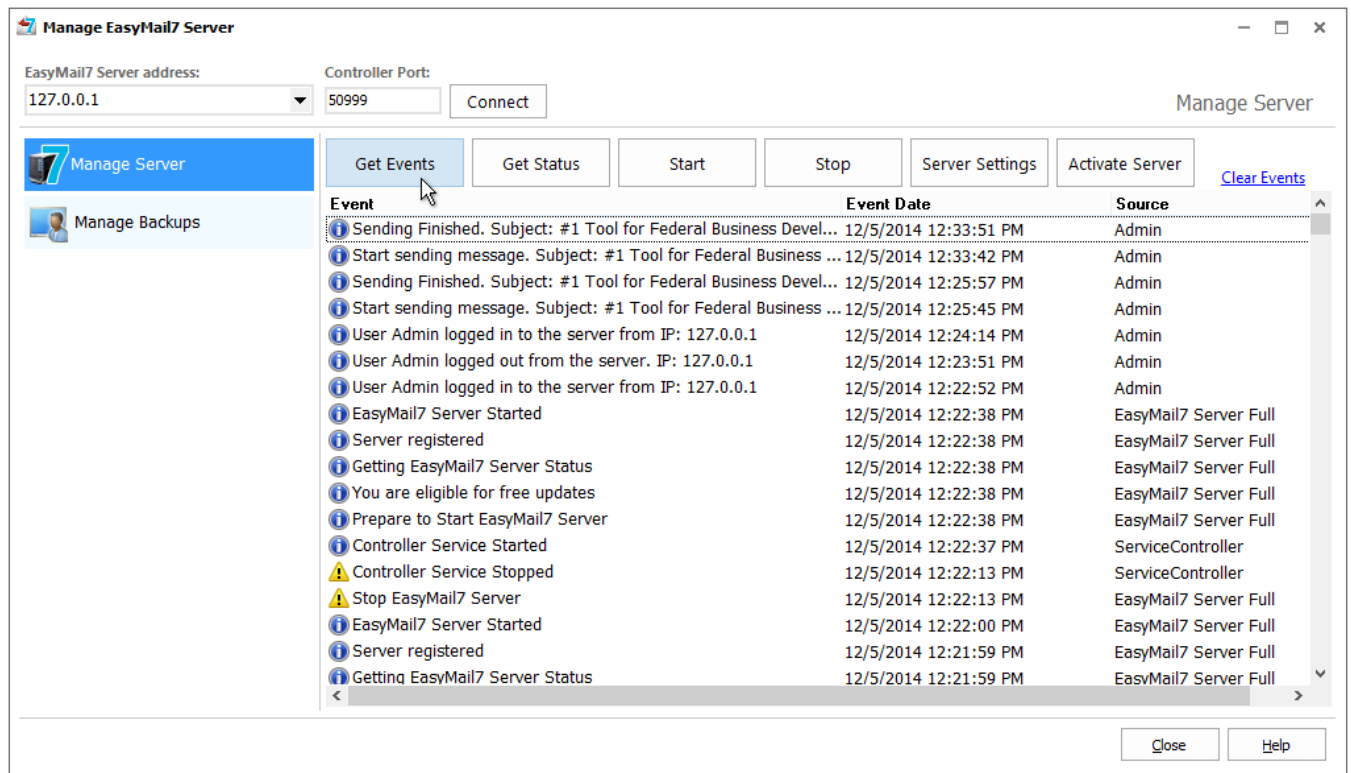
2. EasyMail7 Server Settings

To protect your data (user names, passwords, contacts, emails etc.), G-Lock EasyMail7 uses the own SHA-256 / AES-256-CTR encryption method between the EasyMail7 Server and Client. In the EasyMail7 Server Settings you can change the security option of the connection between the EasyMail7 Server and Client.

The following security options are available:

ShaAes (port 50888) - used by default.

SSL (default port is 443) - uses the HTTPS secure connection. Before you choose this security option, you must install the SSL certificate and bind it to the server port. You can choose the SSL option if SSL connection is required by your company policy.

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None - uses plain HTTP connection, no data is encrypted during the communication between the EasyMail7 Server and Client.

Click OK to re-start the EasyMail7 Server and apply the settings.
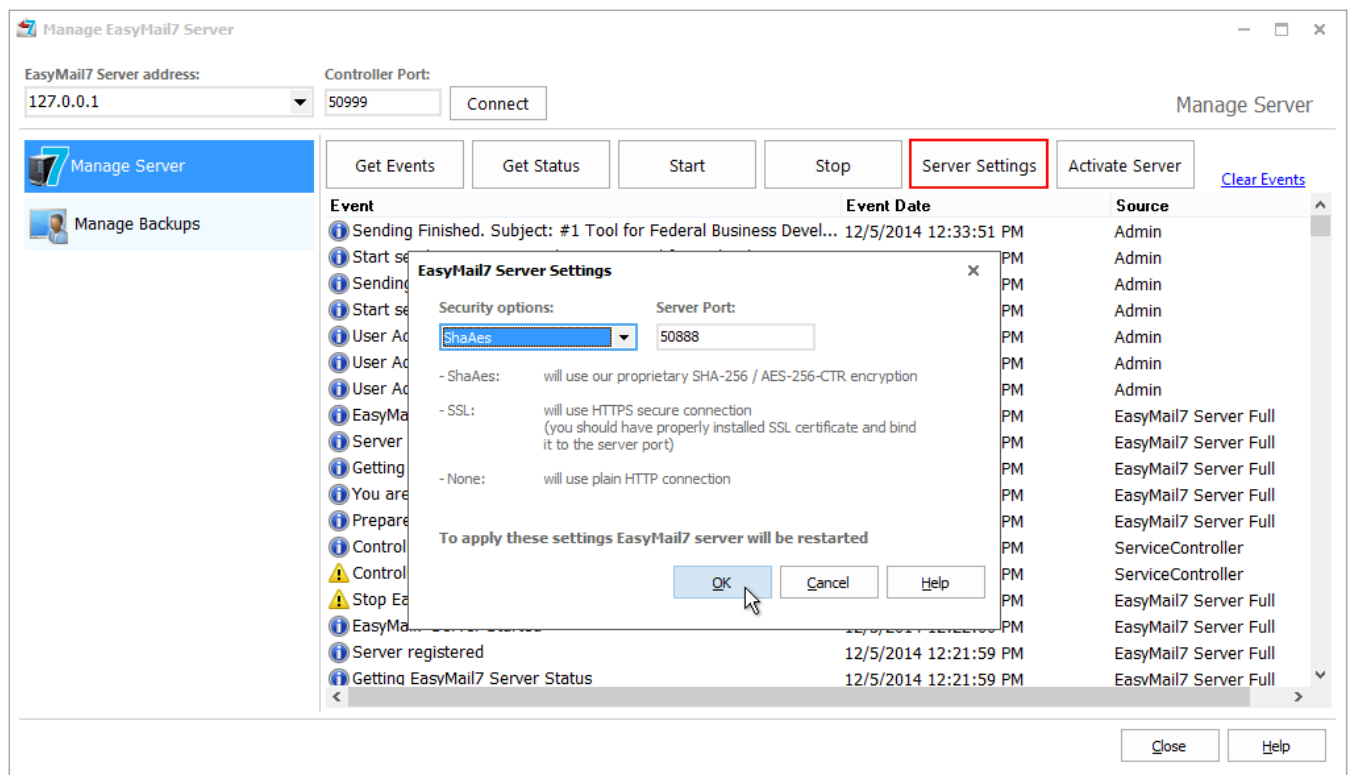
3. Manage EasyMail7 Server Backups

Backup includes all users and workplaces stored on the EasyMail7 Server.

Backup helps you protect the EasyMail7 Server data from damage or loss as you can quickly restore data from your backup file after you re-install or move the EasyMail7 Server to a different location.
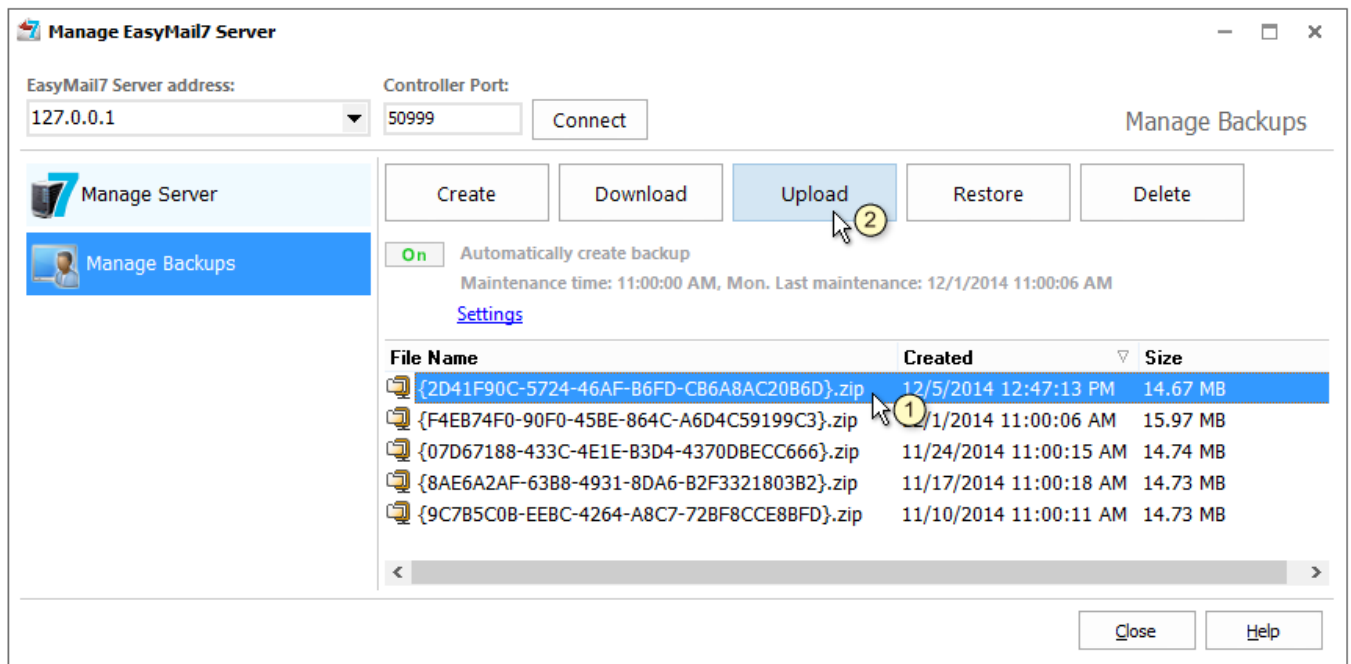
Backup is made online which means the EasyMail7 Server doesn't stop and the program continue working while the backup is being created.

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You must be logged as **"SuperAdmin"** to be able to manage the EasyMail7 Server backups. Users logged as "Admin", "User", "Guest" or others do not have the right to manage the EasyMail7 Server backups.

Click on the "Manage Backups" tab.

Here you can:

- click "Create" to create a backup. Backup is made online which means the EasyMail7 Server does not stop and you can continue working with the program during the backup creation.

- click "Download" to download the backup file from the server to a local computer;

- click "Upload" to upload the backup file to the server. Select the backup file on the disk and click "Open".

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When the backup upload is finished, you will see a notification at the right bottom corner of your monitor.
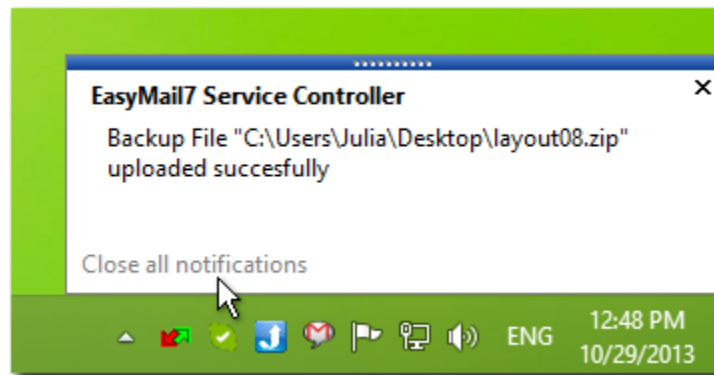
- restore the data from backup. Select the backup file and click "Restore".

- delete the backup file from the server. Select the backup file and click "Delete".

Automatically Create EasyMail7 Server Backup

You can manually create the EasyMail7 Server backup at any time in "Manage Backups" tab or turn the automatic backup creation option to On and let the program create backup at a regular basis without your participation.

Click "On/Off" to turn the automatic backup creation option to On/Off.

Click on "Settings" to configure the backup creation settings.

Enable automatic backup - check this option to enable the automatic backup creation.

Choose the day(s) and time to create the backup.

Backup Sent Items - check this option if you want to save processed, sent and failed emails to the backup. By default this option

is unchecked and the program does not save processed, sent and failed emails to the backup to get a smaller backup file size.

Maximum Backup Files - to prevent the backup folder from getting too large, choose the maximum number of backup files to store in the backup folder. The oldest backup file will be deleted.

Copy backup file to the selected folder - you can click "Browse" and select a local or network folder to save a copy of the backup file. The folder must be located on the computer where the EasyMail7 Server is installed.

You can also save backup to a cloud file storage folder such as OneDrive, DropBox etc.

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4. Manage Users

If you have a multi-user license, on the EasyMail7 Server you can create multiple users and workplaces and grant the users access to workplaces.

Users connect from the EasyMail7 Client on their computers to the EasyMail7 Server and work with the program.

G-Lock EasyMail7 allows multiple users to work within the same workplace at the same time.

You must be logged in as **"SuperAdmin"** or **"Admin"** to be able to manage users and workplaces and assign users to workplaces.

To add a new user:

1. Go to the "Settings" menu.

2. Click on "User Settings".

3. Click on "Manage Users".

4. Enter the EasyMail7 Server address.

5. Click on "Connect".

6. Enter your "SuperAdmin" or "Admin" user name and password.
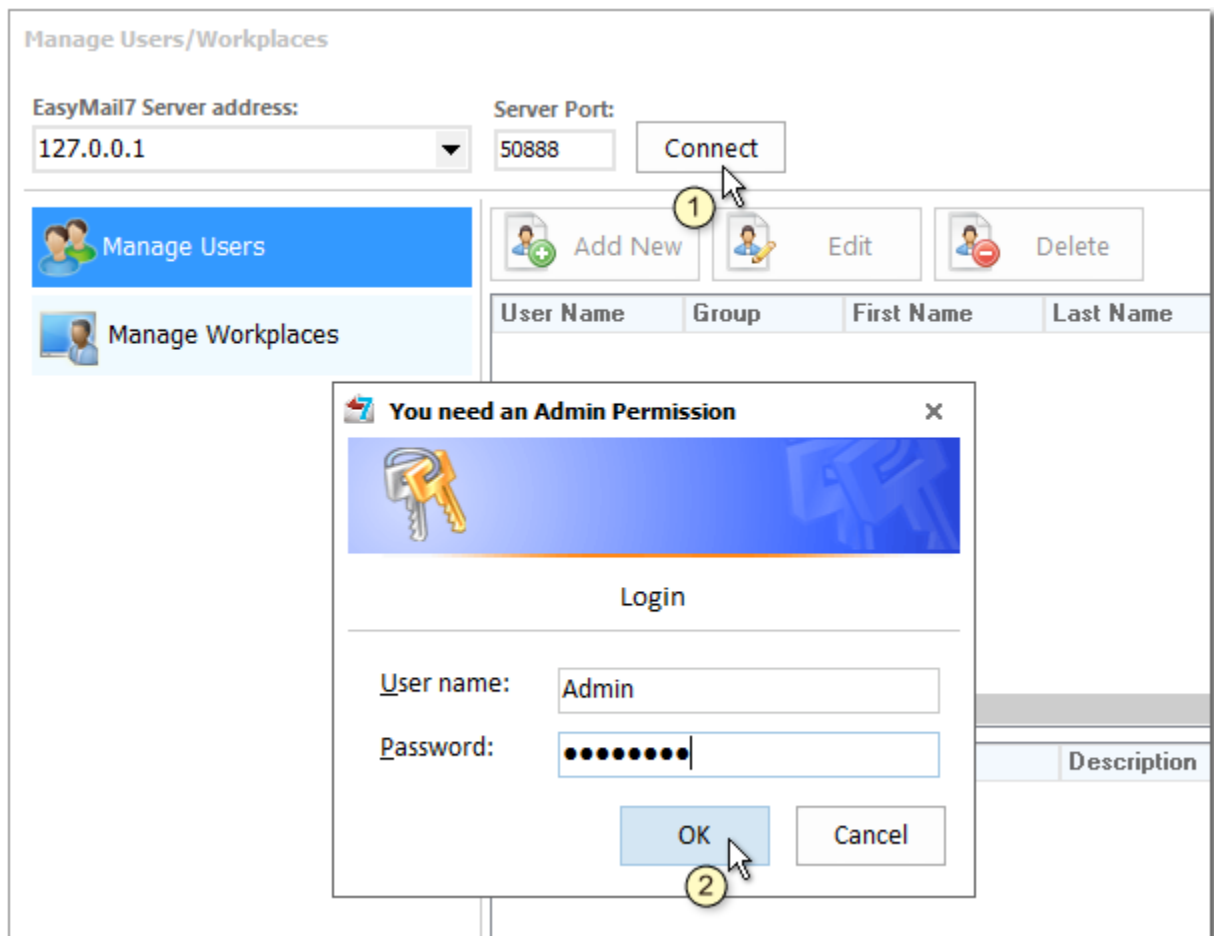
7. Click OK.

8. Click on "Add New" button.

9. Enter the user's information:

   User name and **Password** - the user will use them to login to the EasyMail7 Server from the EasyMail7 Client.

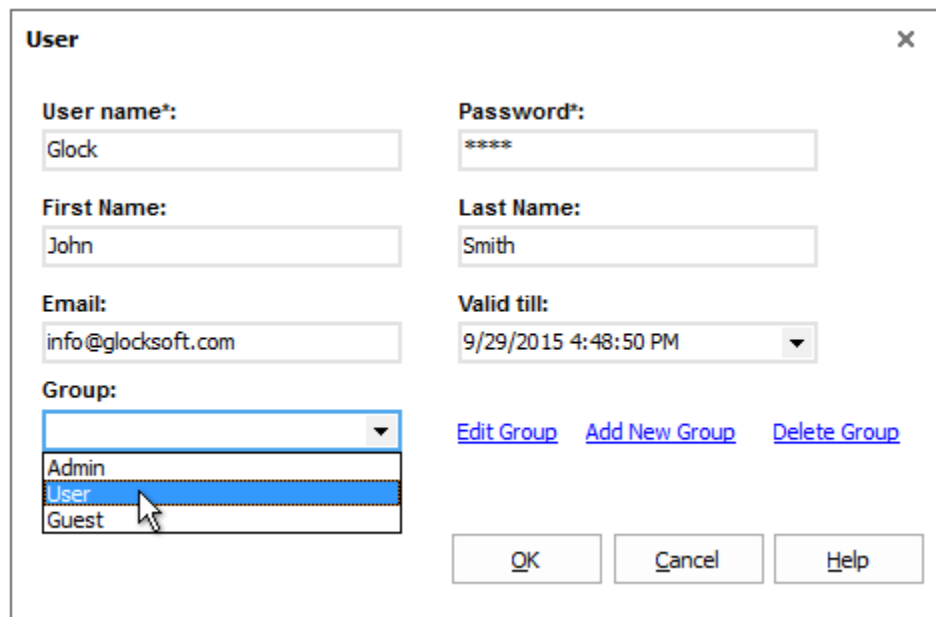   **First Name** and **Last Name** – the user's first name and last name.

   Email - the user's email address.

   Valid till – choose the user's expiration date. After this date the user will be able to use the program only as "Guest".

   Group – select the user's group.

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The following user's groups are available:

Admin   can add, edit and delete users; add, edit and delete workplaces, assign users to workplaces, manage contact groups, create and send messages.

User   can manage contact groups, create and send messages within the workplaces assigned to him by Admin or SuperAdmin.

Guest   can use the program in the "read-only" mode, cannot add, delete or modify any data inside the program.
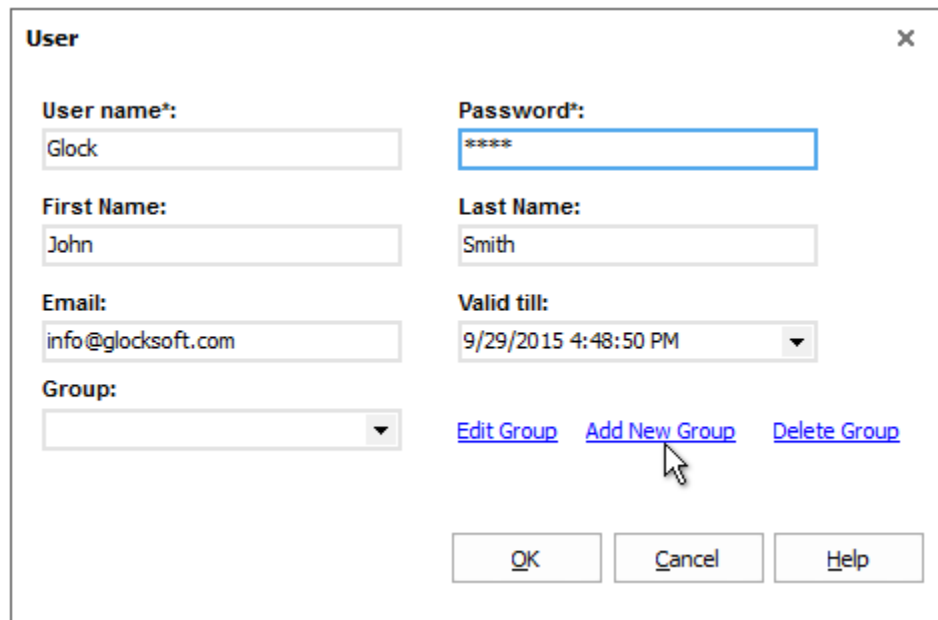
10. Click OK to add the user.

In addition to existing groups, you can create your own group of users with specific rights.

To add a new user group:

1. Click on "Add New Group".

2. Enter a group name.

3. Check the options to define the user access rights.

4. Click OK to create the group.

To edit a user group:

1. Select the group name in the Group field.

2. Click on "Edit Group".

3. Make the changes to the access rights.

4. Click OK.

To delete a user group:

1. Select the group name in the Group field.

2. Click on "Delete Group".

3. Make the changes to the access rights.

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4. Click OK.

To edit the user's information:

1. Select the user in the "Manage Users" panel.

2. Click "Edit".

3. Change the user's information.

4. Click OK to save the changes.

To delete the user:

1. Select the user in the "Manage Users" panel.

2. Click "Delete".

5. Connect EasyMail7 Server within Local Network

After you created users/workplaces and assigned users to workplaces, users can connect to the EasyMail7 Server from their computers and work with the program within assigned workplaces.

The user must install only the EasyMail7 Client component on his/her computer. The installation of the EasyMail7 Server on the user's computer is not required.

After the installation, the user starts the EasyMail7 Client and enters his login information to connect to the EasyMail7 Server:

EasyMail7 Server: computer's name where the EasyMail7 Server is installed, for example, John-PC

Port: 50888

User Name: username set by Admin

Password: password set by Admin

After the user logged into the EasyMail7 Server, the user must choose the workplace to work with.

If the user is granted access to one workplace only, the workplace will open automatically.

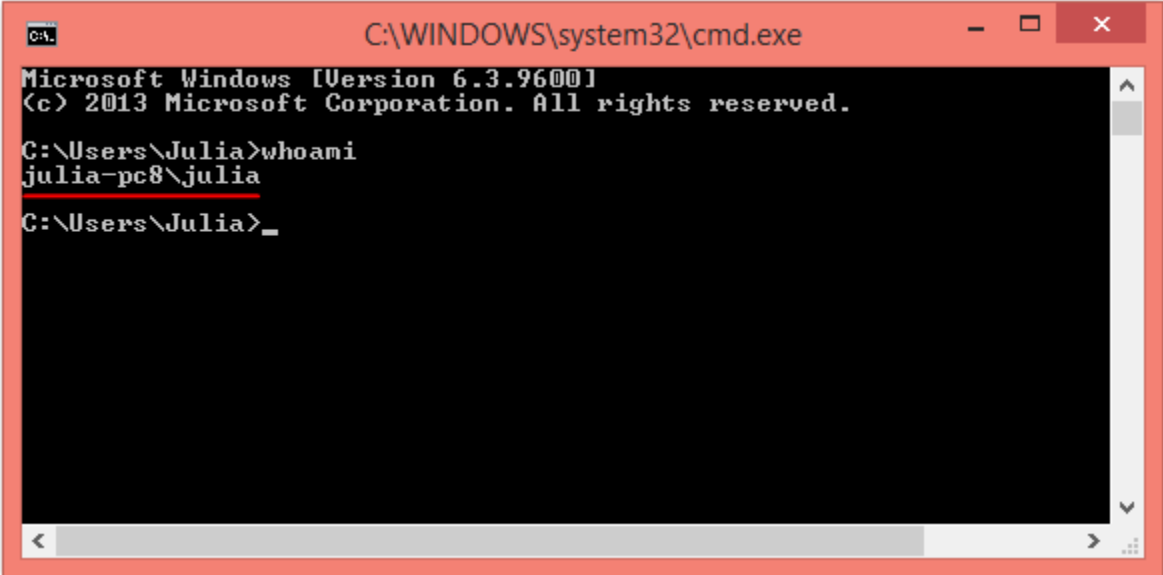# 6. Authenticate with Windows Credentials

G-Lock EasyMail7 is able to use Windows Authentication to identify any user. That is, the user does not need to enter any name nor password, but her/his Windows credentials, as entered at Windows session startup, will be used.

So, for your convenience, you can change your SuperAdmin/Admin login information to your Windows credentials in G-Lock EasyMail7 and quickly login to the EasyMail7 Server by only clicking the "Connect" button on the login form.

To get your correct Windows user name:

1. Click Start -> Run.

2. Type *cmd* and click OK.

3. Type *whoami* and press Enter.

4. Note the displayed user name.

5. Go to G-Lock EasyMail7 -> Settings -> User Settings.

6. Click on "Manage Users".

7. Select your user and click "Edit".

8. Replace existing user name and password with your Windows user name and password.

9. Click OK.

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Now every time when you login to the EasyMail7 Server leave the User Name and password fields empty and just click the "Connect" button on the login window.

If you check the "Autologon" option, you will be automatically logged in without even seeing the login form.

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When you create a new user, you can ask the user for their Windows credentials and use them in G-Lock EasyMail7.

Thus, the user will be able to quickly connect to the EasyMail7 Server from the Client using the Windows credentials.

7. Manage Workplaces

A workplace includes email server accounts, email templates and drafts, sent items, contact groups (internal and external lists), and Bounce Handler settings.

To add a new workplace:

1. Go to Settings -> User Settings -> Manage Workplaces.

2. Enter the EasyMail7 Server address.

3. Click on "Connect".

4. Enter your "SuperAdmin" or "Admin" user name and password.

5. Click OK.

6. Click "Add New".

7. Enter the workplace name, description and sending limitations.

If you create multiple workplaces, you may need to set sending limitations for each workplace to control the server load.

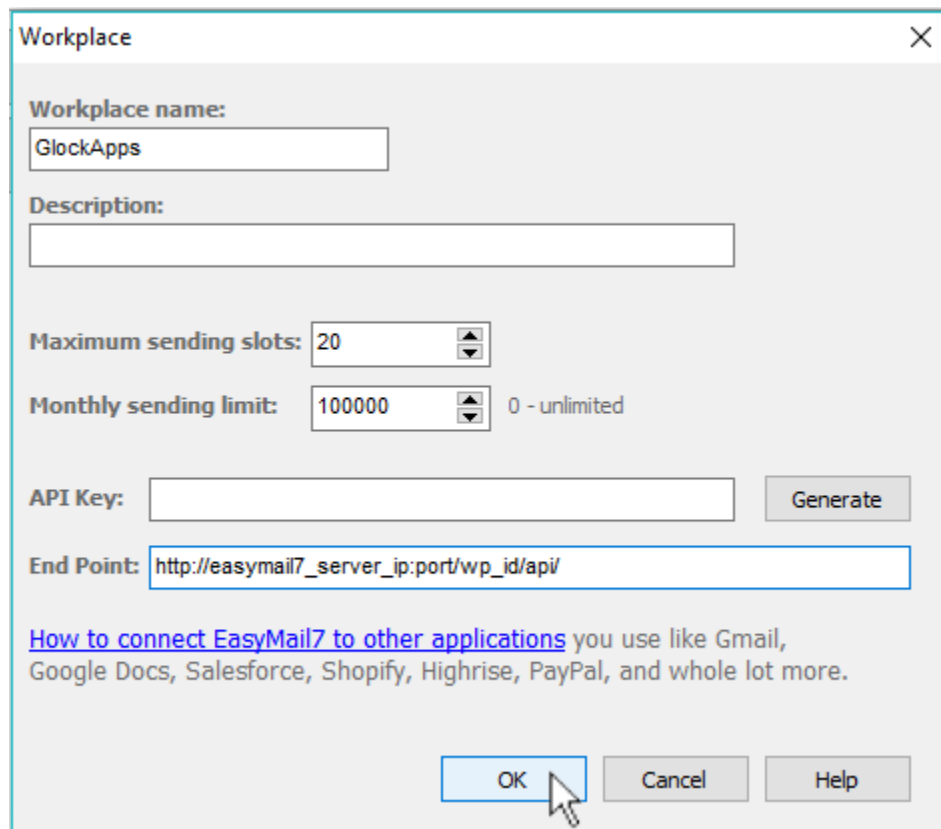|	
Maximum sending slots	maximum number of messages the user can send simultaneously from this workplace
Monthly sending limit	maximum number of messages the user can send per month from this workplace

API key	you will generate the API key when you want to connect G-Lock EasyMail7 to a web application through Zapier
Endpoint	will be generated after you click OK to save the workplace. You will need the Endpoint to connect EasyMail7 to web applications through Zapier.

8. Click OK to add the workplace.

To edit the workplace information:

1. Select the workplace in the "Manage Workplaces" panel.

2. Click "Edit".

3. Change the workplace information and/or sending limitations.

4. Click OK to save the changes.

To duplicate the workplace:

1. Select the workplace in the "Manage Workplaces" panel.

2. Click "Duplicate".

To delete the workplace:

1. Select the workplace in the "Manage Workplaces" panel.

2. Click "Delete".

Note: the more users/workplaces you have on the EasyMail7 Server, the more resources the program consumes and the more powerful machine for the EasyMail7 Server you must have.

8. Assign User to Workplace

After you added a new user and/or workplace, you must assign the user to the workplace(s), i.e. grant the user access to one or more workplaces.

You can assign one or multiple users to the same workplace. Multiple users can work with the same workplace either simultaneously or at different time.

Each user has the full control under the workplace(s) he is assigned to.

To assign user to workplace:

1. Click on "Manage Workplaces".

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2. Select the workplace.

3. Select the user in the "All Users" panel.

2. Click "Add".
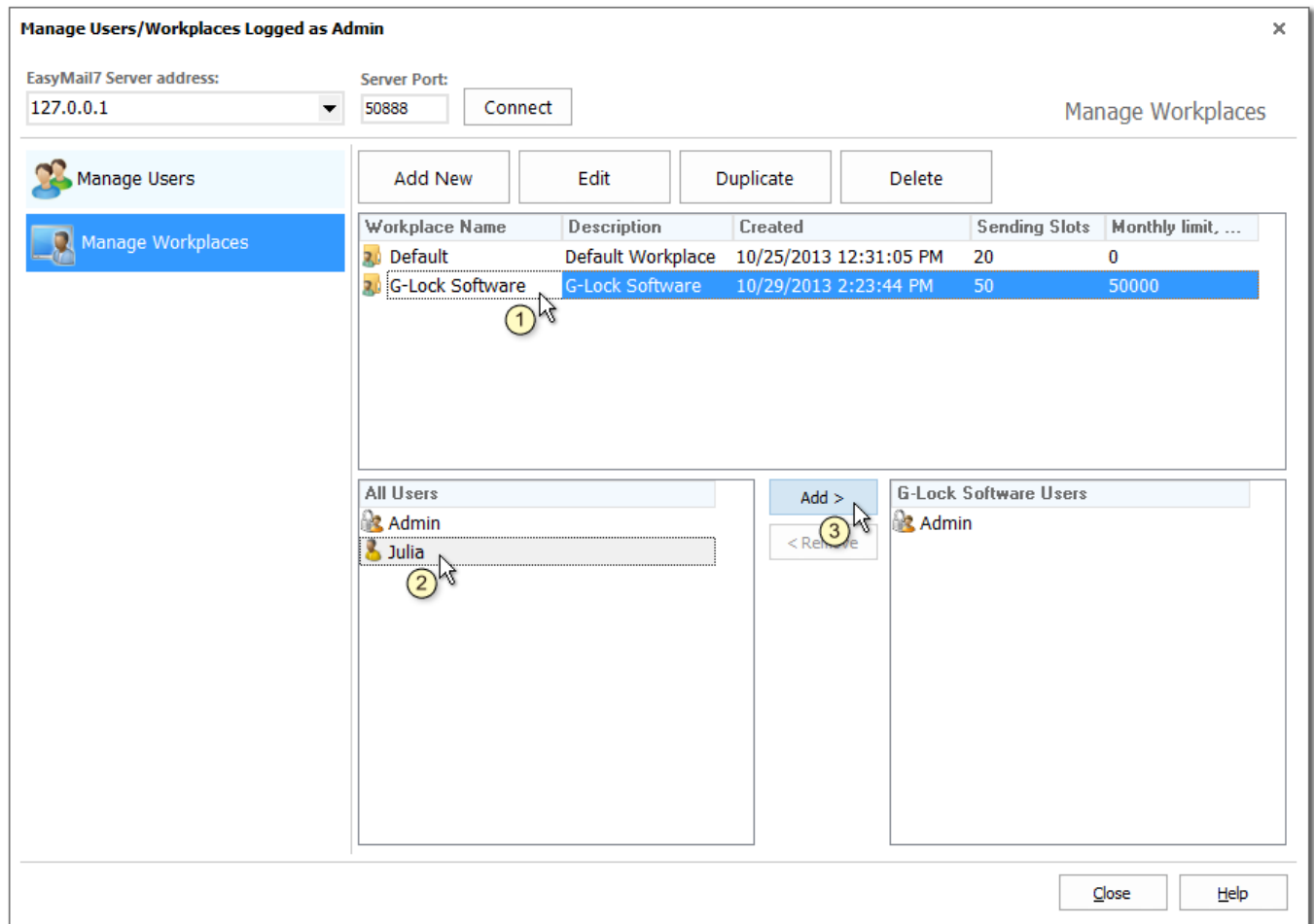
To de-assign the user:

1. Select the user.

2. Click "Remove".

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9. Move EasyMail7 Server to a New Location

If you need to re-install the EasyMail7 Server or install it on a new server/computer and want to keep all the data stored on the EasyMail7 Server, follow the steps below:

1. Create backup of data stored on the EasyMail7 Server.

2. Download backup file to a local computer.

3. Uninstall G-Lock EasyMail7.

4. Install a new copy of G-Lock EasyMail7 onto a new server/computer or to a new directory on the same machine.

5. Upload the backup file.

6. Restore data from backup.

10. Move EasyMail7 Data Folder a to New Location

By default, G-Lock EasyMail7 stores the data here C:\ProgramData\G-Lock Software\EasyMail7\Data\

In some situations, you may want to move the program database to a different location of your choice.

For example, when the C: drive has no enough space, or to increase the program performance and sending speed, you may want to store the data on a fast SSD disk.

To move the data folder of G-Lock EasyMail7 to a new location, follow the steps below:

1. Go to *Control Panel\System and Security\Administrative Tools\Services* and find the *G-Lock EasyMail7 Server* and *G-Lock EasyMail7 Service Controller* services.

2. Stop *G-Lock EasyMail7 Server* service and then immediately stop *G-Lock EasyMail7 Service Controller* service.
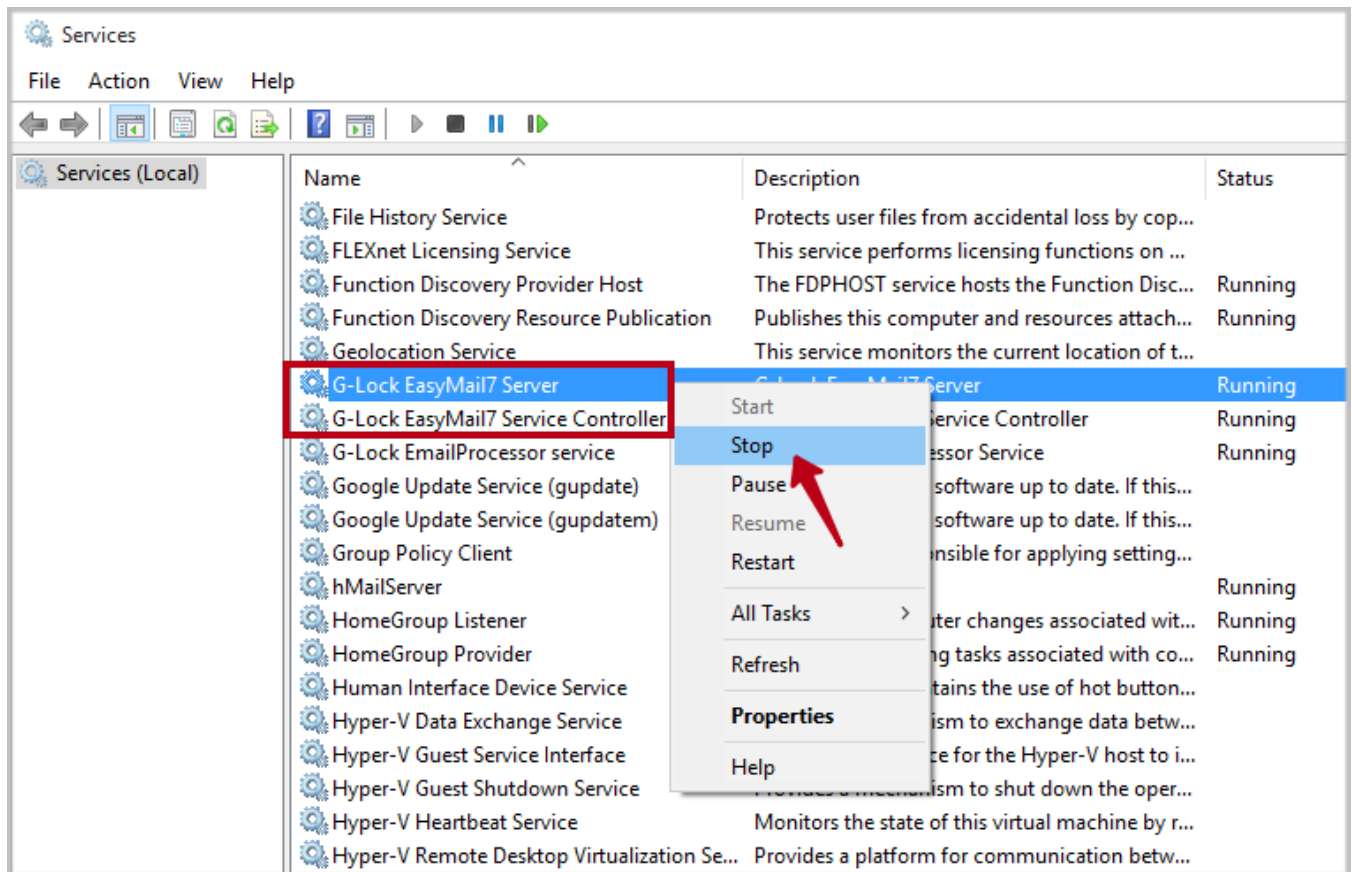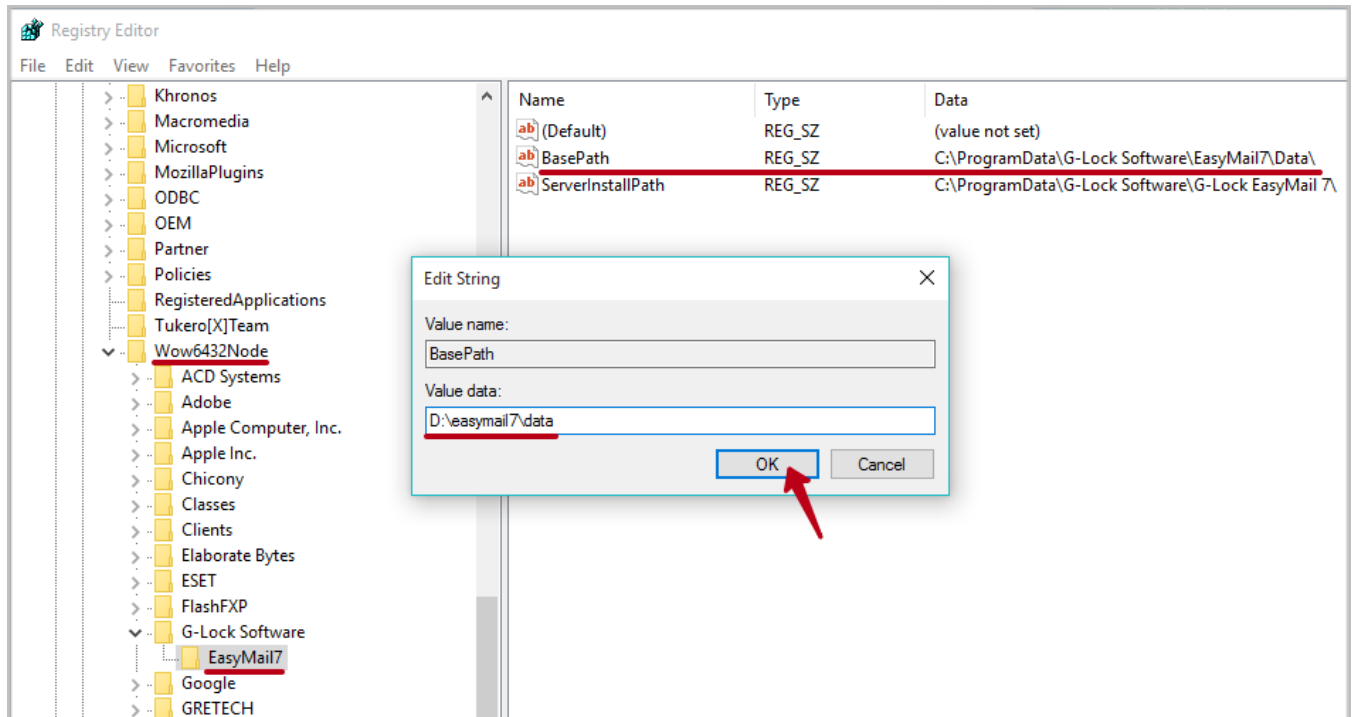

3. Open the Registry Editor.

4. If you have a Windows 64-bit system, open this key

HKEY_LOCAL_MACHINE\SOFTWARE\Wow6432Node\G-Lock Software\EasyMail7

If you have a Windows 32-bit system, open this key

HKEY_LOCAL_MACHINE\SOFTWARE\G-Lock Software\EasyMail7

5. Modify the *BasePath* key and change the *Value data* for it from the default path C:\ProgramData\G-Lock Software\EasyMail7\Data\ to your custom path.
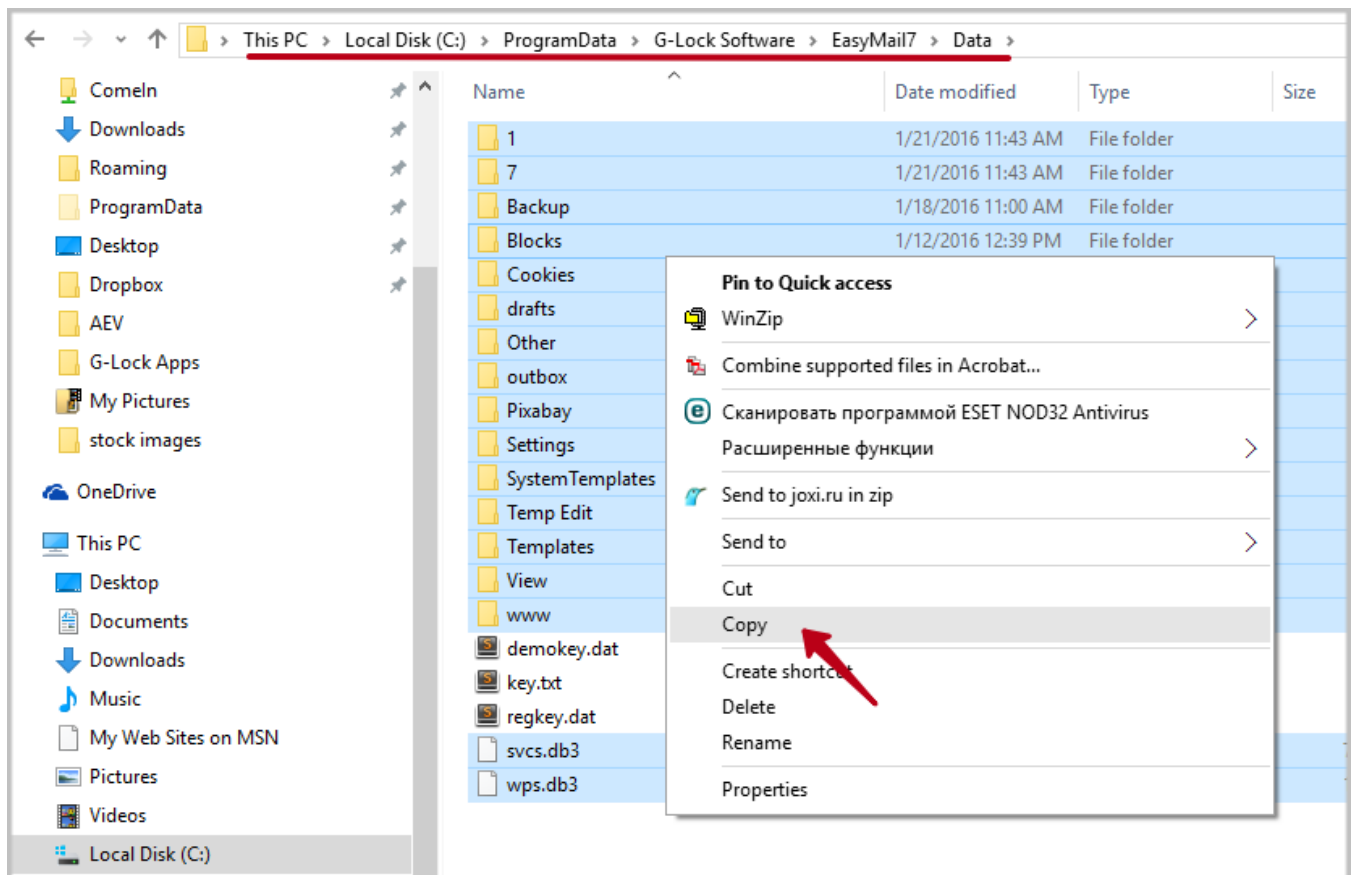

6. Now open this key in the Registry Editor

HKEY_CURRENT_USER\Software\G-Lock Software\EasyMail7

Change the *Value data* for *BasePath* from C:\ProgramData\G-Lock Software\EasyMail7\Data\ to your custom path (same as for the previous BasePath key).

7. Open the C:\ProgramData\G-Lock Software\EasyMail7\Data\ folder and copy all folders and files except the registration files such as *demokey.dat*, *regkey.dat* and *key.txt* files if they exist.

8. Paste the copied folders and files to the new folder where G-Lock EasyMail7 will store the data. Then you can delete these folders and files from the old location.

But leave the old C:\ProgramData\G-Lock Software\EasyMail7\Data folder (with or without the *demokey.dat*, *regkey.dat* and *key.txt* files) in place.

9. Go to Control Panel\System and Security\Administrative Tools\Services and start the G-Lock EasyMail7 Server service. It will automatically start G-Lock EasyMail7 Service Controller.

10. When the services are started, open G-Lock EasyMail7 and login.

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# 11. Activate EasyMail7 Server with the License Key

If you upgrade your license to have more users/workplaces and install the new version of G-Lock EasyMail7 that allows to have more users/workplaces, you need to re-activate the EasyMail7 Server using the new personal key. EasyMail7 Clients do not require activation.

To activate the EasyMail7 Server:

1. Go to Settings -> Server Settings.

2. Enter the EasyMail7 Server address.

3. Click on "Connect".

4. Login using your SuperAdmin credentials.

5. Click on "Manage Server" tab.

6. Click on "Activate Server" button.

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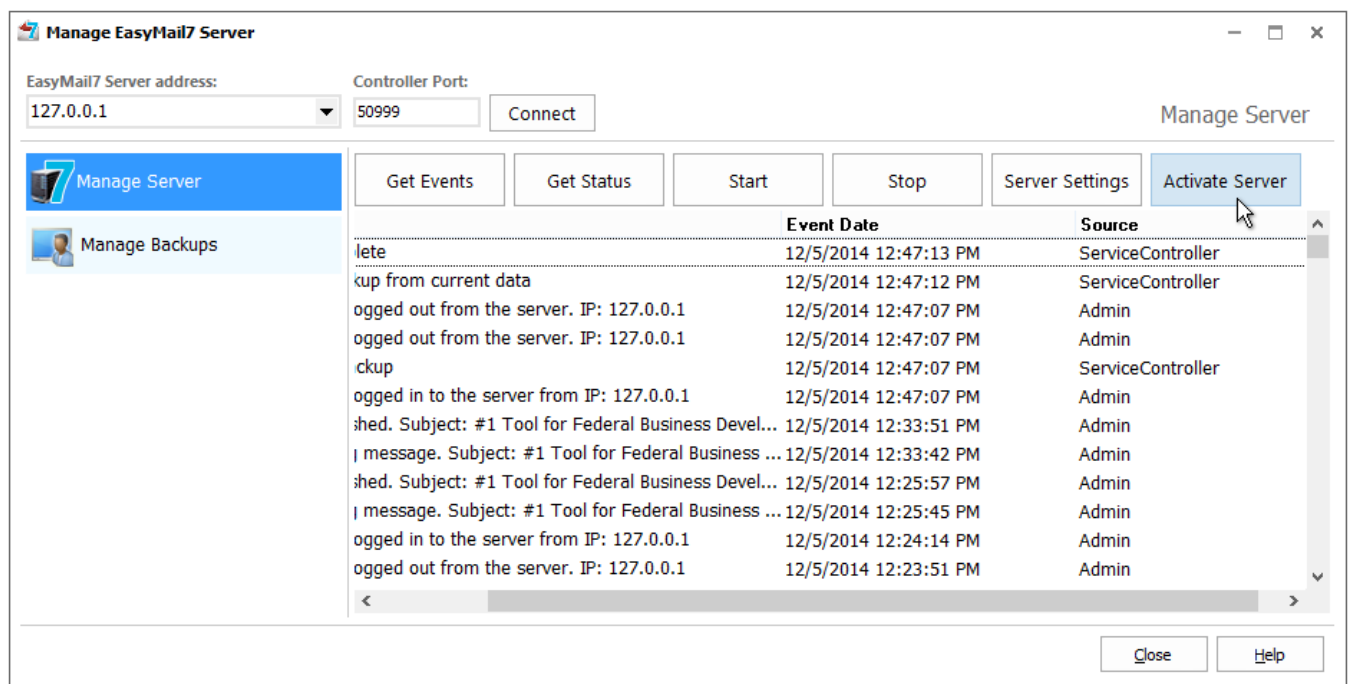
7. Copy-paste your new personal key to the activation form.

8. Click "Start".
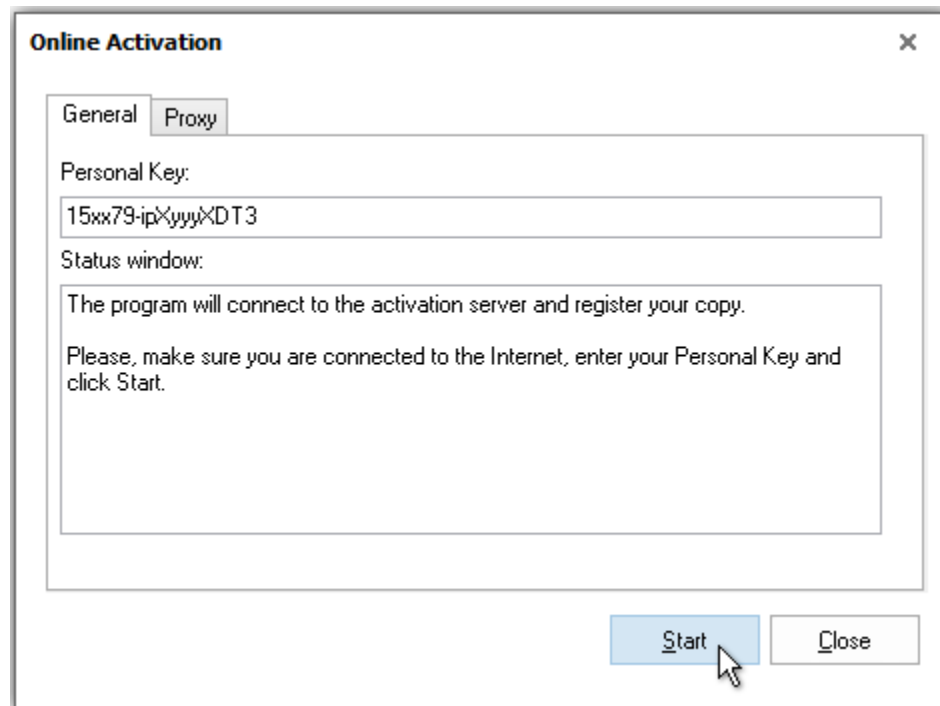
12. Reset SuperAdmin Password

If you forgot your SuperAdmin password, follow the steps below to reset it:

1. Open this folder C:\ProgramData\G-Lock Software\EasyMail7\Data

2. Create the "ResetSuperAdminPassword.txt" file in the above folder.

3. Open the "ResetSuperAdminPassword.txt" file and copy-paste your personal key that you received after purchase.

4. Save the changes to the "ResetSuperAdminPassword.txt" file.

5. Wait a little until you see the program to create the ResetSuperAdminPassword_result.txt file.

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When it's done, your SuperAdmin password is reset to default (Admin).

6. Start G-Lock EasyMail7 and login using your username and default password *Admin*.

7. Change the default password as requested.

13. Support & Contact

G-Lock EasyMail7 has a support page at http://easymail7.com/contact-support/ where you can ask for a solution to your problem using the contact form. We usually reply within 24 hours on business days.

Also you can contact us via email at support@glocksoft.com or via a live online chat on our main website http://www.glocksoft.com. The chat is available on business days during our working hours 10:00 – 18:00 +3GMT.