



## EPS Web Hosting Control Panel

The EPS Hosting control panel allows you to completely control the email accounts and other features such as statistics associated with your website. It is located at [www.epshosting.com/members/](http://www.epshosting.com/members/).

To login, please use username and password provided when you signed up for your account.

A temporary courtesy domain name has been allocated whilst your domain name becomes operational. It is <http://username.epshosting.com>

### To view and add email account details (POP3)

- Under POP3 Management, select View POP3 Details
- This will list all the email accounts that for your domain name and the user id and passwords. You can also create new e-mail accounts by clicking on 'add POP3 mailbox'. You must set-up your computers to check these e-mail accounts.
- Be sure to check your master e-mail account which is created when your hosting account is opened. It is the same as your username and password above. Bounced and undeliverable messages will go to this account. i.e.
  - Username: <same as above>
  - Password: <same as above>
  - Incoming mail server: mail.epshosting.com
  - Outgoing mail server: use your ISP's outgoing mail server.

### Set-up your contact e-mail address

- Click on [Change contact email address](#) and set the catch-all e-mail for your organisation. Tick the check-box here too.

### Email Auto Responders

To set an auto-responder, click Autoresponders under Mail Management.

1. Select the account you would like to set an auto responder to and click Activate.
2. Follow the instructions and fill in the message body of your auto responder.
3. Click Update to continue
4. Click Confirm to set the auto responder

### EPS Hosting Webmail

To view your emails from EPS Hosting's Webmail service, please visit <http://webmail.epshosting.com> and use your email address as the login and your email account password. Alternatively you can click on the 'Webmail' link within the control panel.



### **Website Statistics**

To view statistics about your website (ie. how many visitors to your website, where users are located, which pages are being visited the most) select Statistics under the Website Management section.

Or access the stats directly at [www.yourdomain.com/stats/](http://www.yourdomain.com/stats/)

To read more details about what the statistics represent, click on Understanding your stats or visit <http://www.analog.cx/docs/meaning.html>.

### **Spam Settings**

To help you reduce spam, follow the instructions at [http://www.epshosting.com/support/spam\\_virus.php3](http://www.epshosting.com/support/spam_virus.php3)

We suggest you create a rule in your e-mail program as follows:

Apply this rule after the message arrives  
With **SpamScore:ss** in the message header  
Move it to the xxx folder  
Except if from Friend1, Friend2, etc.

### **Additional Support**

For additional support about the Control Panel, please visit <http://www.epshosting.com/support> or contact EPS on 03 9813 5333 or [support@eps.com.au](mailto:support@eps.com.au).