

WildBlue Satellite Speed Internet Service AdminTool User Guide

Brought to you by Cooperatives ONE

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Technical Support Number 1-888-232-6091



1. Introduction to this Guide

You don't have to carve time out of your busy schedule to call WildBlue or Cooperatives ONE to change your password or to check your account information.

Save time and gain control over important account settings with the AdminTool! With this easy to use Web tool, you can make the changes you need to your account, set Spam filtering, and have your changes take effect immediately—no waiting.

Follow the quick and easy instructions in this handy reference to get started.

This manual provides step-by-step instructions to perform these tasks:

- Change password (section 3)
- Download popup-blocking software
- Set Auto-reply (section 6)
- Set FrontPage access (section 7)
- Forward e-mail to other accounts (section 8)
- Delete unopened e-mail from your account (section 9)
- Review account information (section 10)

To set Spam Filtering, please see the guide *Spam Filtering from Cooperatives ONE*.

2. Login to the Admintool

- Type **admintool.coopsonone.com** into the address bar of your Web browser and press the **Enter** key on your keyboard. The illustration below uses the address for admintool.trueband.net (Figure 1).



Figure 1.

- Enter your **User Name** and **Password** in the appropriate fields on the login page and click the **Log In** button (Figure 2). Your User Name is the same as your Login Id.

Note: User Name and Password are case-sensitive. Please make sure that you enter the User Name and Password exactly as when the account was created (or last modified).



Figure 2.

Note: If you have lost your Password, please call 1-888-232-6091.

After successful login, the AdminTool homepage appears (Figure 3).



Figure 3

Menu items are listed on the left of the screen (Figure 4):

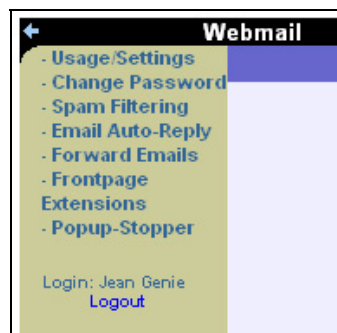


Figure 4.

Return to login screen if inactive for two (2) hours.

To provide added security, the AdminTool returns to the login page if you have not worked in the tool for two hours. When you try to work in the AdminTool after having left it for two hours, you will receive the message that the session “has timed out” (Figure 5). To work in the application further, you must login again.

Figure 5

Logout of the AdminTool

The AdminTool provides two ways to logoff: leave the system or return to the Login prompt.

To leave the AdminTool, select the “X” in the upper-right of your Web browser.

To return to the Login prompt (Figure 2), select **Logout** from the menu on the left of the screen (Figure 4).

3. Change Your Password

Select **Change Password** from the menu to access the **Change Password** screen (Figure 6).

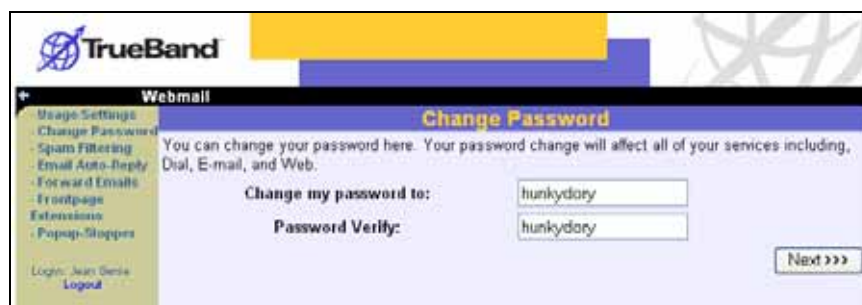


Figure 6

Your current password appears in the field. To change your password:

- Enter a new password into the **Change my password to** field
- Enter the same new password in the **Password Verify** field
- Click the **Next** button

At the **Change Settings – Verify** screen (Figure 7), make sure the password is correct.

Note: After changing your password, you will be prompted to login using the new password before you can perform other tasks in the AdminTool.

Change Settings - Verify	
Verify that the settings below are correct, then click on "Make Changes".	
If the settings are incorrect, click on your browsers "back" button to make changes.	
<i>If you are changing your password, you will be prompted to re-login with your new user name and password as soon as you try doing any other functions in the admintool.</i>	
Password:	hunkydory
FrontPage Access:	On
Site Creator Template Access:	Off
Spam Filtering Type:	Spam Defense with Friends Circle
-Detection:	Medium - 90% Spam Detected
-Blocking:	Block most Spam
When spam is detected:	Set your Subject Flag to: "Possible_Spam"
Forward all e-mails to:	
Auto-Reply:	On
<input type="button" value="Make Changes"/>	

Figure 7

If you need to edit your changes, select **Change Password** from the menu on the left. To accept your new password, click the **Make Changes** button. The **Change Settings – Create** screen will appear (Figure 8).

Webmail							
<div style="float: left; width: 20px;"> Change Settings Change Password Spam Filtering Forward Auto Reply Forward Emails Frontpage Administrators Pop3 Support Logout </div> <div style="float: right; text-align: right;"> Print Email </div>							
<p>Your arbc.net employee account is setup. Please keep this sheet for future reference. For assistance in configuring your computer to access arbc.net, please contact the Help Desk at ext. 1401</p>							
User Name: dbowie Account: 1904 Account Profile: Default Name: Jean Genie Business: Address: 12345 Stardust Lane Telephone: Mars TN 90045 Other: 655-555-5555	Password: hunkydory Status: active Customer Type: resident						
Creation Date: 07/30/2001 19:40:17 EDT Last Modified: 07/29/2004 11:08:17 EDT							
Internet Access: <ul style="list-style-type: none"> Dial-up Access Only One Login Permitted 							
E-mail Access: <ul style="list-style-type: none"> Maximum Mailbox Size: 5.00 Mb Maximum Message Size: 5.00 Mb Spam Filtering Type: Spam Defense with Friends Circle Detection: Medium - 90% Spam Detected Blocking: Block most Spam When spam is detected: Set your Subject Flag to: "Possible_Spam" Auto-Reply: On 							
Web Page Access: <ul style="list-style-type: none"> Access to Vanity Page (http://users.trueband.net/dbowie/) With 10.00 MBs of web space. FrontPage Access: On Site Creator Template Access: Off 							
Support Access: <ul style="list-style-type: none"> Full Technical Support 							
Usage: <ul style="list-style-type: none"> Number of E-mails in Mailbox: 4 Mailbox Size: 0.01 MBs out of 5.00 MBs. Vanity Page disk usage: 0.04 MBs out of 10.00 MBs. <div style="text-align: right;"><input type="button" value="Delete E-mails"/> All</div>							
Last Three Months of Access: <table border="1" style="width: 100%;"> <thead> <tr> <th>July 2004</th> <th>June 2004</th> <th>May 2004</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Logins: 0 Hours: 0 Transfer: 0 Mb </td> <td> <ul style="list-style-type: none"> Logins: 0 Hours: 0 Transfer: 0 Mb </td> <td> <ul style="list-style-type: none"> Logins: 0 Hours: 0 Transfer: 0 Mb </td> </tr> </tbody> </table>		July 2004	June 2004	May 2004	<ul style="list-style-type: none"> Logins: 0 Hours: 0 Transfer: 0 Mb 	<ul style="list-style-type: none"> Logins: 0 Hours: 0 Transfer: 0 Mb 	<ul style="list-style-type: none"> Logins: 0 Hours: 0 Transfer: 0 Mb
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Webmail Settings: <ul style="list-style-type: none"> DNS Server (Primary): 216.163.120.19 DNS Server (Secondary): 216.163.120.21 Incoming Mail Server: pop.trueband.net Outgoing Mail Server: mail.trueband.net News Server: news.trueband.net Web Server: www.trueband.net E-mail address format: dbowie@trueband.net Webmail URL: webmail.trueband.net Admintool URL: admintool.trueband.net Local Access 1: 703-787-0679 Local Access 2: 877-787-4364 							

Figure 8

4. Download Pop-up Stopper

We know how distracting it can be to have annoying Web advertisements pop up while you are surfing the Internet.

Cooperatives ONE wants to help you have a quality Internet experience by reducing annoyances like pop-up and pop-under advertisements.

Our robust pop-up stopping software provides advanced ad-blocking technology:

- Block pop-up and pop-under ads, including X10 and Casino windows
- Allow pop-up windows from sites YOU choose
- Preserve bandwidth by stopping pop-ups before they load!
- View the number of pop-ups blocked, and from which site!
- Play a sound when a pop-up is blocked

Take advantage of this great service by downloading the software and follow the simple directions to install it on your computer.

To download the pop-up stopper, select Pop-up Stopper from the menu of the left of the screen.

Read the directions on the **Pop-up Stopper** screen before clicking the **Download** button to begin the download process (Figure 10).

**Note: The Pop-up Stopper is available only for
Windows Internet Explorer.**

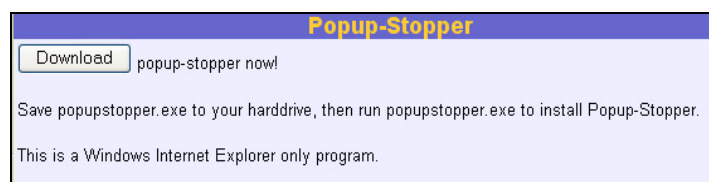


Figure 9

Depending on the operating system you have installed on your computer, you may receive a message like the one in (Figure 10). Click the option to **Save** the program to your computer.

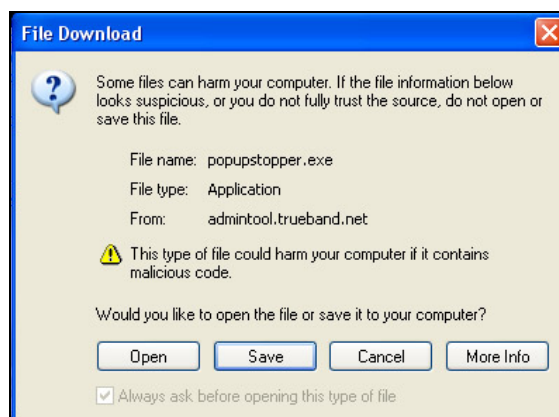


Figure 10

Logout of the AdminTool and close all programs, including your Internet connection, to install the program.

Install the Pop-Up Stopper

When download is complete, close all other applications and double-click the Pop-Up Stopper setup icon, or, select **Run** from the **Start** menu, browse to the desktop, and select **popupstopper**.

Follow installation instructions (Figure 11).

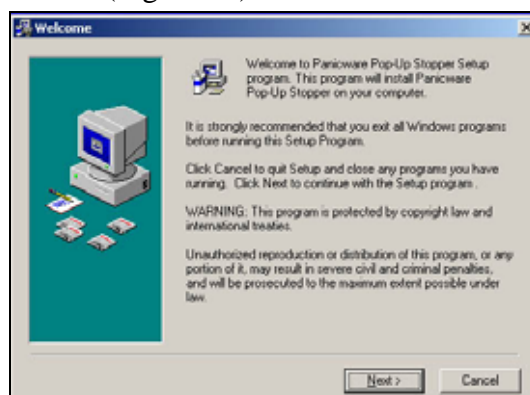


Figure 11

Register Pop-Up Stopper

When installation is complete, the Pop-Up Stopper Setup Wizard opens (Figure 12). Follow the setup wizard instructions



Figure 12

Provide your e-mail address to receive the activation code (Figure 13).

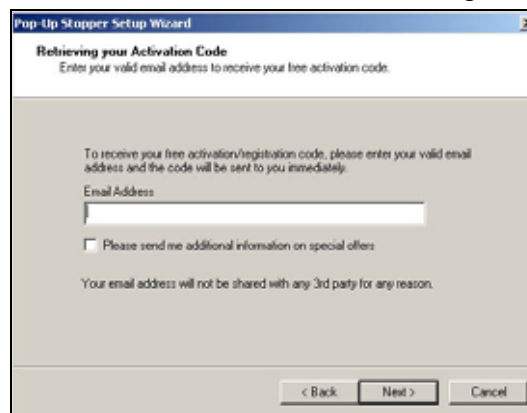


Figure 13

After providing your e-mail address, the registration code will be e-mailed to you. Enter the registration code in the fields provided and click Next to complete setup. When setup is complete, a Web browser automatically opens to a “Pop-Up Stopper Setup Complete” page. This page offers “Pop-Up Stopper” support links (Figure 14).



Figure 14

Pop-Up Stopper tool bar appears

When installation is complete, the Pop-up Stopper tool bar should appear on your browser (Figure 16).

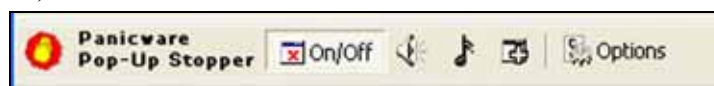


Figure 15

If the tool bar does not appear, place your mouse in a gray area of the Web browser and right click to reveal the selected tool bars. Make sure the tool bar for “Panicware Pop-Up Stopper” is selected.

5. Set Auto-Reply

Respond to e-mail automatically, even when you’re not online! The Auto-reply feature is especially useful when you are on vacation or unable to access e-mail for a long period of time.

When E-mail Auto-Reply is on, your auto-reply message will be sent automatically to anyone who e-mails you.

To insert an Auto-reply message,

- Log on to the AdminTool
- Select **E-mail Auto-Reply** from the menu on the left side of the screen
- Default text is provided in the field (Figure 16). If you want to change it, enter your message in the field.

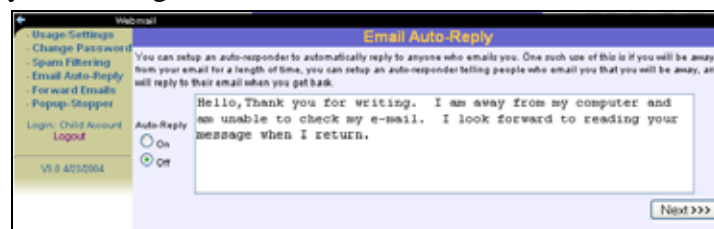


Figure 16

- To turn Auto-reply on, select the “**On**” radial button
- Click the **Next** button
- Verify that Auto-reply is on by reviewing the settings on the **Change Settings - Verify** screen (Figure 17)
 - If settings are correct, click the **Make Changes** button
 - If settings are incorrect, click **E-mail Auto-Reply** on the menu to make the desired changes.

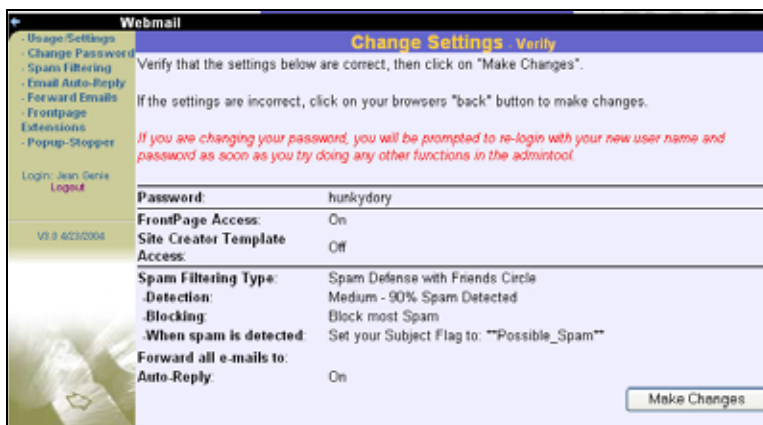


Figure 17

6. Set FrontPage Access

Cooperatives ONE supports Microsoft FrontPage (98 and 2000) for making personal Web pages. To set FrontPage Access, select **FrontPage Extensions** from the menu on the left of the screen to access FrontPage Extensions screen (Figure 18).

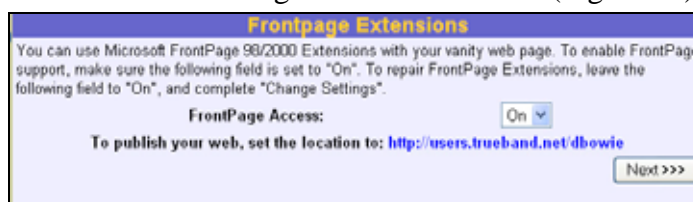


Figure 18.

Activating FrontPage Access will use approximately 3.5 megabytes (MBs) of your Web page space allotment.

To activate FrontPage access,

- Select "On" from the dropdown menu
- Click the **Next** button
- Verify settings by reviewing the **Change Settings – Create** screen (Figure 8).

7. Forward E-Mail to Other Accounts

You may decide to forward the e-mail you receive from this account to another account so that all of your e-mail comes to one centralized location. To forward e-mail from this account to other e-mail accounts, select **Forward E-mails** from the menu on the left of the screen to access the **Forward E-mails** screen (Figure 19).

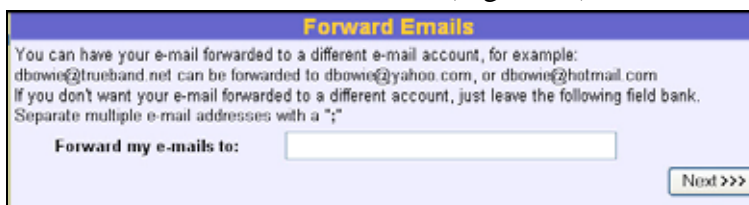


Figure 19

To forward your e-mail to multiple accounts; separate each e-mail addresses with a semicolon (;).

To forward your e-mail to other accounts:

- Enter the e-mail addresses to which you would like your e-mail forwarded in the field.
- Click the **Next** button
- Verify your settings by reviewing the **Change Settings- Create** screen (Figure 18)
 - If settings are correct, click the **Make Changes** button
 - If settings are incorrect, click **Forward E-mails** on the menu to make the desired changes.

8. Delete Accumulated E-Mail

From the AdminTool, you can delete e-mail that has accumulated in your e-mail in-box. This powerful feature can save you time—if you know that you don't want to save any of the e-mail that has piled up in your account.

Be careful—there is no retrieval function.

To delete accumulated e-mail,

- Select the **Usage/Settings** menu item from the left of the screen
- From the **Usage/Settings** screen, scroll to the Usage section and select the amount of e-mail you would like to delete from the dropdown menu (Figure 20).
- Click the **Delete E-mails** button

Note: Once you delete e-mail, you cannot recover it!

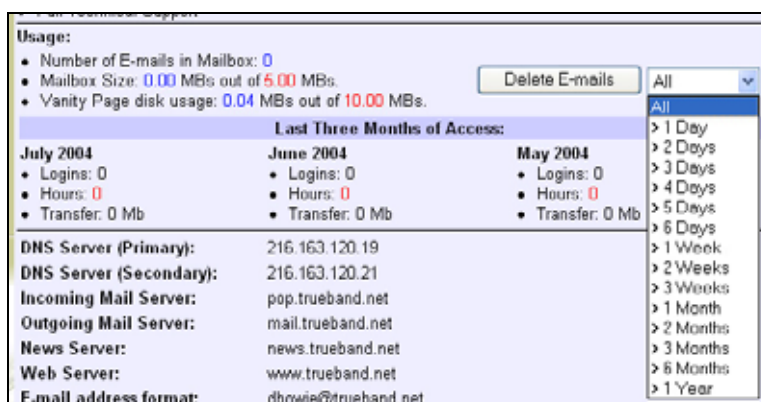


Figure 20

Before accepting the deletion, check on the message prompt whether the amount of e-mail to delete displays in the prompt. In the example below (figure 21), the amount of accumulated e-mail the user has selected to delete is “All.” To accept and delete the e-mail, click **OK**. To cancel the deletion and keep the e-mail, click **Cancel**.

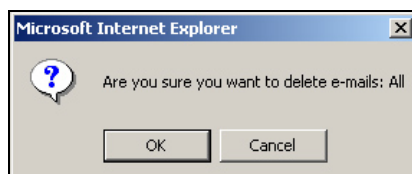


Figure 21.

After processing the deletion request, the AdminTool returns the user to the **Usage/Settings** screen.

9. Review Usage and Settings

On occasion, it is a good idea to review your account information, usage, and settings to make certain that all information is current.

To do so, select the **Usage/Settings** menu option from the left of the screen (Figure 4). Review the following areas of the Usages/Settings screen and follow the instructions provided if changes are required:

User Name and Password	If you would like to change your password, please refer to the Change Your Password section of this guide.
Address	If the recorded address is different from you current one, please call 1-888-232-6091 to update your account.
Telephone	If the recorded telephone number is different from your current one, please call 1-888-232-6091 to update your account.
E-mail Access	To increase the size of your e-mail box, please call 1-888-232-6091. Charges may apply. To set Spam filtering, refer to the guide Spam Filtering from Cooperatives ONE . To set auto-reply, please refer to Set Auto-Reply in this guide.
Web page Access	To increase your Web space, please call 1-888-232-6091. Charges may apply. To use FrontPage to create your personal Web page, turn FrontPage Access On . To do so, refer to Set FrontPage Access in this guide. To use Site Creator templates to create your Web page, call 1-888-232-6091. Charges may apply.
Usage	Check mailbox size. If you are near capacity for e-mail space, you may need to delete accumulated e-mail. See Delete Accumulated E-mail in this guide. To increase your Web space, please call the 1-888-232-6091. Charges may apply. Check usage for the last three months. This report provides a summary of your online activity, including the number of times you have logged on,

hours spent online, and amount of material transferred within the month.

10. Print or e-mail account information

Keep a copy of your account information for your records:

- Print: Click the Print button in the upper right of the screen. Follow the directions for printing to your printer.
- E-mail: Click the E-mail button in the upper right of the screen to access the **View User – User Data Listing** screen (Figure 22). Enter the address to which you want to e-mail your account information. Enter any comments in the Comments field. To send, click the **E-mail Subscriber Data** button.

View User User Data Listing	
Email to:	<input type="text"/> <input type="button" value="Email Subscriber Data"/>
(separate multiple addresses with ";")	
Comments:	<input type="text"/>
Your <i>nrtc.net</i> employee account is setup. Please keep this sheet for future reference. For assistance in configuring your computer to access <i>nrtc.net</i> , please contact the Help Desk at ext. 1461.	
User Name: dbowie	Password: hunkydory
Account: 1964	Status: active
Account Profile: Default	Customer Type: resident
Name: Jean Genie	
Business:	
Address: 12345 Stardust Lane	
	Mars TN 90045
Telephone: 555-555-5555	
Other:	
Creation Date: 07/30/2001 19:40:17 EDT	Last Modified: 01/12/2004 10:31:55 EST
Internet Access:	
<ul style="list-style-type: none"> • Dial-up Access • Only One Login Permitted 	
E-mail Access:	
<ul style="list-style-type: none"> • Maximum Mailbox Size: 5.00 Mb • Maximum Message Size: 5.00 Mb • Spam Filtering Type: Spam Defense with Friends Circle • Detection: Medium - 90% Spam Detected • Blocking: Block most Spam • When spam is detected: Set your Subject Flag to: **Possible_Spam** • Auto-Reply: On 	
Web Page Access:	
<ul style="list-style-type: none"> • Access to Vanity Page (http://users.trueband.net/dbowie/) With 10.00 MBs of web space. • FrontPage Access: On • Site Creator Template Access: Off 	

Figure 22