SWsoft

# PLESK 7 RELOADED

## DOMAIN ADMINISTRATOR'S MANUAL

13800 Coppermine Road, Suite 112, Herndon, VA, 20171 USA, Ph.: 703 815-5670, Fax.: 703 815-5675

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# Chapter 1. About Plesk 7 Reloaded

Plesk is a web-based control panel specifically designed to simplify management of your domains. Plesk lets non-technical personnel perform a wide variety of administrative tasks — from creating new e-mail accounts to managing entire domains — all with point-and-click simplicity.

## Plesk Capabilities

Given access to a domain administrator's account, you are provided with the following management capabilities:

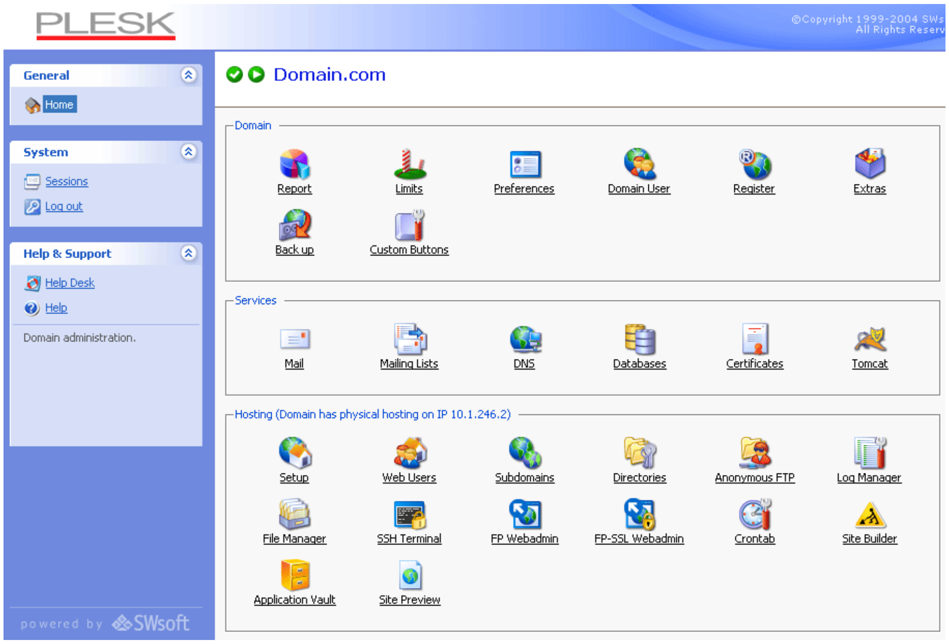
- View domain statistics
- Manage domain DNS zone settings
- Manage subdomains
- Access domain registration and management services, SSL certificates and domain tools offered by MyPlesk.com
- Back up/restore domain data
- Manage mail accounts and mailing lists, enable spam filtering and antivirus protection
- Create, edit, and delete domain web users, set up scripting capabilities
- Create, edit, and delete protected directories, manage the directory users, set up access with SSL or standard http
- Set up FTP services
- Manage databases: create, edit, and delete multiple databases and manage database users
- Manage SSL certificates
- Deploy and manage site applications
- Operate files and directories using the File Manager
- Access FrontPage (and FrontPage over SSL) directly from the control panel
- Manage log files and configure log rotation options
- Schedule and manage Crontab tasks
- Manage control panel and FTP user sessions
- Use the Help Desk to get technical assistance.

# Plesk Interface Specific Features

This section focuses on description of the specific features of Plesk web-based interface.

## Navigation

The control panel interface is divided into two main parts. The navigation pane occupies the left part. In the right part you can operate particular Plesk component selected from the navigation pane.



- The Home shortcut opens your Home page (also referred to as the Domain administration page), which gives you access to major administrative functions available for your account.
- The Sessions shortcut is used for managing currently active user sessions.
- The Log out shortcut ends your control panel session.
- The Help Desk shortcut takes you to the Help Desk system.

## Pathbar

When you start your Plesk session, the path (chain of links) appears in the right part at the top of the screen. These links reflect your actual “location” within Plesk system. By clicking on the links, you can be one or more (depending on your “location”) levels up.

You can also use the Up Level button located at the upper right corner of the screen to go one level up or return to the previous screen.

## Help

The Help shortcut located in the navigation pane provides you with context help. Help pages are displayed in separate browser window.

Below the Help shortcut is the area displaying a short context help tip. Basically, it provides a brief description of the current screen or operations available. When you hover the mouse pointer over a system element or status icon, it displays the additional information.

## Working with Lists of Objects

You may have considerable number of objects within Plesk system. In order to facilitate working with the different lists of objects (for example, list of subdomains), the special tools are provided: Search and Sorting.

To search in a list, enter a search pattern into the Search field, and click Search. All matching items will be displayed in a reduced list. To revert to the entire list of objects, click Show All.

To sort a list by a certain parameter in ascending or descending order, click on the parameter's title in the column heading. The order of sorting will be indicated by a small triangle displayed next to the parameter's title.

# Chapter 2. Performing Administrative Tasks

This chapter focuses on administrative tasks you perform within your Plesk environment.

## Editing Your Account Information and Password

To change the information in your account, or password:

1. Click the Domain User icon at the Domain administration page.
2. Enter the password in the Password text box, and then re-enter it in the Confirm Password text box.
3. Supply the personal and contact information in the fields provided.
4. Click OK.

### If you forget your password

If you forget your password, you can use the password reminder feature available from the control panel login screen.

## Setting Up Interface Preferences

You can choose to set such properties of the Plesk user interface as the interface language, skin, and allow/disallow multiple sessions under your login.

To change the interface preferences, follow these steps:

1. Click the Domain User icon at the Domain administration page.
2. Set the visual preferences for your control panel environment: select the interface language, skin, limit the number of entries displayed in various control panel object listings per page, and limit the button label length, if desired.
3. To allow multiple simultaneous control panel sessions under your login name, select the Allow multiple sessions checkbox.

4. Click OK.

## Editing Traffic Statistics Retention Settings

To adjust the traffic statistics retention time, follow these steps:

1. Click the Preferences icon at the Domain administration page.

2. To set the traffic statistics retention period, select the Retain traffic statistics for [ ] Months checkbox, and type the number in the input box provided.

3. Click OK.

## Viewing Resource Usage Limits

You can check out the limits on resource usage and the domain validity period defined by your provider. To do that:

1. Click the Limits icon on the Domain administration page. The Domain limits page will appear.

2. Click Up Level to return to the Domain administration page.

## Viewing Domain Report and Statistics

To view the domain report, click the Report icon on the Domain administration page. The report will open, giving you access to miscellaneous statistical data.

To get a printer-friendly version of report, use the icon.

To send the report by e-mail, enter the email address into the input field and click the icon.

To view the traffic history, click the Traffic History icon.

To view the statistics on traffic used by the domain services, click

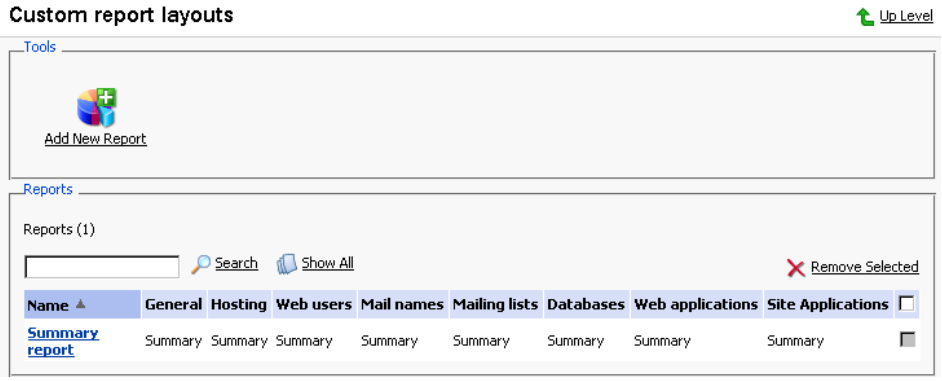
Traffic.

To view the access statistics, select the Web Stats icon or Web Stats SSL icon.

To view the FTP server statistics, use the FTP Stats icon. To view the information on anonymous FTP, use Anon.FTP Stats.

## Customizing report layout

You can define which sections of the domain report will be displayed. To this effect, on the domain report page, click the Customize icon. The Custom report layouts page will open displaying the list of currently existing report layouts:



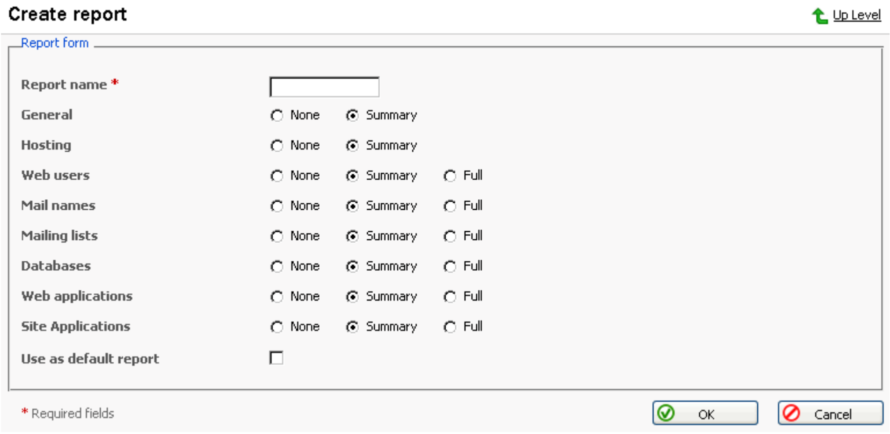
**Custom report layouts**

Reports (1)

| Name ▲ | General | Hosting | Web users | Mail names | Mailing lists | Databases | Web applications | Site Applications | □ |
|---|---|---|---|---|---|---|---|---|---|
| Summary report | Summary | Summary | Summary | Summary | Summary | Summary | Summary | Summary | □ |

To add a new custom layout, follow these steps:

1. Click the Add New Report icon. The page appears:



**Create report**

| | | | |
|---|---|---|---|
| Report name * | | | |
| General | ○ None | ● Summary | |
| Hosting | ○ None | ● Summary | |
| Web users | ○ None | ● Summary | ○ Full |
| Mail names | ○ None | ● Summary | ○ Full |
| Mailing lists | ○ None | ● Summary | ○ Full |
| Databases | ○ None | ● Summary | ○ Full |
| Web applications | ○ None | ● Summary | ○ Full |
| Site Applications | ○ None | ● Summary | ○ Full |
| Use as default report | □ | | |

* Required fields

2. Enter the report layout name in the Report name field.
3. For each section of the report, define the amount of data that will be presented.
4. To use this layout by default, select the corresponding checkbox.
5. Click OK.

To remove a custom report layout, select it using the corresponding checkbox, and click Remove Selected.

To edit a custom layout, select its title in the list.

## Scheduling report deliveries

You can schedule daily, weekly, or monthly deliveries for the domain report, and have it delivered to your e-mail address, registered in the system, or to any other e-mail address.

To manage report deliveries, click the Report icon on the Domain Administration page, and then click Report Delivery.

To schedule a delivery:

1. Click Add Delivery Schedule.
2. Select the report recipient: it can be a registered control panel user or an e-mail address. If the E-mail address option is selected, type the address in the input box.
3. Select the delivery frequency: daily, weekly, or monthly.
4. Click OK to submit.

Once a schedule is created, the corresponding entry is added to the list. To edit a delivery schedule, select a corresponding record in the Frequency column.

To remove a schedule, select a corresponding checkbox and click Remove Selected.

# Managing Custom Buttons

You can add to the control panel any number of custom buttons that will be linked to a specific URL, and choose to either make them visible to the mail account users accessing the control panel (if access granted), or only to yourself. The buttons can be placed either in the Navigation pane, or the Domain Administration page (your Home page).

To manage custom buttons, click the Custom Buttons icon on your Home page.

To create a new custom button, follow these steps:

1. When on the Custom buttons repository page, click Add New Button. The Custom button properties page opens.
2. Type the button label in the Button label field.
3. Choose the location for your button.
4. Specify the priority of the button. It will be used for defining the button layout order in cases when there are several custom buttons on a page.
5. You can use an image for a button background. To do this, type in the path to its location or click Browse to browse for a file. It is recommended to use a 16x16 pixels GIF or JPEG image for a button to be placed in the navigation pane, and 32x32 pixels GIF or JPEG image for buttons placed in the main frame.
6. Type the URL link to be attached to the button into the URL field.
7. Using the checkboxes, specify whether to include the data, such as domain id and domain name to be transferred within the URL. These data can be required for processing by external web applications.
8. In the Context help tip contents input field, type in the help tip that will be displayed when users hover the mouse pointer over the button.
9. Select the Open URL in the Control Panel checkbox if you wish the destination URL to be opened in the control panel's right frame, otherwise leave this checkbox unchecked to open the URL in a separate browser window.
10. If you wish to make this button visible to the mail users, select the Visible to all sub-logins checkbox.

11. Click OK to complete creation.

Once a new button is created it appears in the list of custom buttons.

To change the properties of a button, select its label in the list. Note, if you wish to make a button visible/invisible to other users (sub-logins), you can simply click an icon in the A column of the list.

To delete one or several buttons, select the corresponding checkboxes, and click Remove Selected.

## Managing User Sessions

You can monitor and manage the currently active control panel and FTP user sessions. To access the user sessions management functions, select the Sessions shortcut in the navigation pane. The current control panel user sessions will be presented in a list:

- Type: a control panel user who established the session - for Domain Administrator's session, and indicates that the session was established by the Mail User.
- Login column displays the user's system login,
- IP address: the IP address the control panel is accessed from,
- Logon time: the date and time the session was initiated,
- Idle time: the session idle time.

Click Refresh to refresh the list of user sessions.

To end a control panel user session, select the corresponding checkbox and click Remove Selected.

To manage the FTP sessions, click the FTP Sessions tab. The properties of FTP sessions will be presented in the list:

- Type: the type of user who established the session - for users not registered in the control panel, for anonymous FTP users, for Domain owner's sessions, for subdomain user's sessions, and for web user's sessions.
- Status: the current status of FTP connection,
- FTP user login: the user's FTP login,
- Domain name: the domain the FTP user is currently connected to,
- Current location: the directory the FTP user is currently at,
- File name: the file name being operated on,
- Speed: speed in Kilobytes,
- %: the file transfer operation progress in percentage,
- IP address: the IP address the FTP account is accessed from,
- Logon time: user logon time,
- Idle time: session idle time.

To refresh the list of FTP sessions, click Refresh.

To end a session, select the corresponding checkbox and click Remove Selected.

# Using Help Desk

To submit a ticket to the Help Desk, follow these steps:

1. Select the Help Desk shortcut in the navigation pane. The Help Desk system interface will open displaying the list of existing tickets. The list is empty when there are no tickets submitted.
2. Click Add New Ticket. The ticket submission page opens.
3. Enter ticket subject, select the category the issue is related to, and type in the problem description.
4. Click OK. The ticket is now submitted to the system, and the appropriate record is added to the list.

To change the status of a ticket or add a comment:

1. On the page listing tickets, click on a ticket id or subject. The page will open displaying all comments made to the ticket, and allowing you to change the ticket properties and add new comments.

2. To add an event to the ticket, i.e. close, reopen and/or comment it, select a corresponding action in the Ticket Event drop-down box, type a new comment into the New Comment input field if required.

3. Click OK to submit all changes.

# Chapter 3. Administering Your Domain

This chapter focuses on domain administration tasks you perform within your environment. Follow the instructions provided in this chapter to learn how to manage services for your domain.

When you log in to your Plesk account, you access the Domain administration page, which displays the domain status information and provides access to various domain management functions.

The domain properties are represented by the following icons:

### Table 3.1. The domain properties icons

| Icon | Meaning |
|---|---|
| **The state icon indicates the system state of the domain:** | |
| ✓ | means that the domain is operating within defined disk space and traffic limits |
| ! | means that the disk space or traffic limitations are exceeded on the domain. The Plesk system evaluates disk space and traffic every 24 hours |
| **The status icon indicates if the domain is active or disabled:** | |
| ▶ | means that the domain is active |
| ✖ | means that the domain is presently deactivated and inaccessible |

## Managing Hosting

Using Plesk you can select any of three different types of hosting services, as listed below:

- Physical hosting: the most common type of hosting service, creating a virtual host (disk space on the local server). Users control and publish their own web site without having to purchase a server and dedicated communication lines.

- Standard forwarding: with this type of forwarding, all requests to the domain are forwarded by the server to another Internet address (no virtual server is created). When an end user searches the Internet for your domain, he is routed to another URL, and the address in his browser window changes to the new URL.

- Frame forwarding: all requests to this domain are forwarded to another Internet address (no virtual server is created). But with this type of forwarding, the end user sees your domain name in his browser, not the forwarding address. Plesk uses frames to 'trick' the browser into displaying the correct domain name. The problem with this type of forwarding is that some search engines do not index these frame pages and some browsers do not support frames.

## Configuring Physical Hosting

To set up physical hosting, follow these steps:

1. Click the Setup icon on the Domain administration page. The hosting type selection dialog appears.
2. Select Physical Hosting and click OK. The Physical Hosting Setup page appears.
3. Select the SSL support checkbox. SSL certificates provide additional security for Web sessions. SSL certificates are often used for e-commerce and other confidential applications. Enabling SSL creates an httpsdocs directory in the FTP account, and provides https protocol; as a result, users access the domain with the command `https://newdomain.com`. If you want to implement an SSL certificate, make sure a check mark appears in the SSL support box.
4. You must set an FTP login name and password. FTP allows you to upload and download files from the Internet site to remote PC's. If you want to provide FTP services, click in the FTP Login box. Then, enter or edit a login name to be used for accessing FTP file transfer services on the domain.

**NOTE**

The maximum FTP user name length should not exceed 16 symbols, which is required for compatibility purposes. As the FreeBSD operating system does not support user names longer than 16 symbols, the clients who are running RedHat Linux and having users registered in the system with names longer than 16 symbols (as allowed by RedHat Linux OS) and willing to migrate to FreeBSD would encounter certain problems during restoring of data backed up on RedHat Linux.

You cannot use the reserved system words, such as "mailman" for user names.

5. Click in the FTP Password text box and enter or edit the password.

6. Tab to the Confirm Password text box and re-enter the password for confirmation.

> **NOTE**
>
> You should specify the FTP password, otherwise you will not be able to login to the FTP account that will be created.

7. Hard disk quota field allows you to set the limit for the maximum disk space amount available for use by this domain.

8. In the Access to system drop-down box, select the system access availability.

> **NOTE**
>
> "Forbidden" option - prohibits access, which is more preferable as it helps to alleviate security concerns. Note that allowing system access is highly dangerous for the system security. Allow access to the system only if you clearly understand what you are doing, and only to trusted users.

9. To allow the use of Microsoft FrontPage Server Extensions, select the checkbox for Microsoft FrontPage support and Microsoft FrontPage over SSL support. Authoring will be disabled by default. For security reasons, authoring should only be enabled when Microsoft FrontPage extensions are in use. Microsoft FrontPage is Microsoft's Web publishing tool. It is one of the most commonly used tools for creating a client's web site. Microsoft FrontPage includes several extensions that provide special functionality. If you want this domain to support these extensions, be sure that a check mark appears in the FrontPage support box.

10. Tab to the Authoring enabled option. You can authorize or disable remote editing of the web site using Microsoft FrontPage. To activate Microsoft FrontPage authoring, make sure this option is selected. If you want to turn off Microsoft FrontPage authoring, select the Authoring disabled option.

11. If FrontPage authoring is selected, then the FrontPage Admin Login, FrontPage Admin Password, and Confirm Password fields must be filled out. This login and password will be used to login to the domain when Microsoft FrontPage is being used. Click in each box and enter the desired Login and Password.

12. Tab to the Apache ASP support checkbox. It enables the development of dynamic web applications with embedded code.

13. Tab to the SSI support check box. SSI stands for 'server-side includes', a type of HTML comment that directs the web server to dynamically generate data for the Web page whenever information is requested. SSI can also be used to execute programs and insert the results; therefore they represent a powerful tool for web developers. If you want to support SSI, make sure a check mark appears in the SSI box.

14. Tab to the PHP support check box. PHP is a server-based HTML embedded scripting language used for creating dynamic Web pages. If you want to support PHP scripting in HTML documents, make sure a check mark appears in the PHP box.

15. Tab to the CGI support check box. CGI is a set of rules describing how a web server communicates with another piece of software on the same machine, and how the other piece of software (based on the CGI program) communicates back to the web server. If you want to support CGI, make sure a check mark appears in the CGI box.

16. Tab to the mod_perl support check box. Perl is an interpreted high-level programming language. Perl is very popular among System Administrators who use it for a vast number of automation tasks. Many CGI programs are written in Perl. If you want to support Perl, make sure a check mark appears in the Perl support checkbox.

17. Tab to the mod_python support checkbox. Python is an interpreted, interactive, object-oriented, high-level programming language. Python is good for many system administration type tasks and for CGI programming and is also extensively used as a graphical user interface development aide. If you want to support Python, make sure a check mark appears in the Python support checkbox.

18. Tab to the ColdFusion support checkbox. This enables the ColdFusion scripting.

19. Tab to the Web statistic check box. Activation of web statistics will result in the installation of a graphical statistics package for the domain.

**NOTE**

When enabling web statistics, it is recommended that you also select the checkbox for creating a password protected directory plesk-stat to restrict access to statistics. You will be able to access the statistics via URLs like https://domain.tld/plesk-stat/ using your FTP login and password. The password for accessing the directory may be changed in the password protected directory properties. For web statistics, you will need to access https://domain.tld/plesk-stat/webstat, for secure web server statistics - https://domain.tld/plesk-stat/webstat-ssl, for FTP statistics - https://domain.tld/plesk-stat/ftpstat, and for Anonymous FTP - https://domain.tld/plesk-stat/anon_ftpstat.

20. Tab to the Custom Error Documents checkbox. Selecting this option will place the domain's error documents into a location that is accessible via FTP allowing you to use your own web server error documents.

21. When you are satisfied that you have configured the hosting services for this domain, click OK.

## Configuring Forwarding Hosting

### Configuring Standard Forwarding

To set up standard forwarding, follow these steps:

1. Click the Setup icon on the Domain administration page. The Hosting type selection page appears.

2. Select the **`Standard Forwarding`** radio button. Click OK. The standard forwarding assignment page appears.

3. Click in the Destination URL text box and enter or edit a URL address. Users will be redirected to this address when they access your domain on the web. The URL change will be visible in the browser.

4. Click OK to save changes.

### Configuring Frame Forwarding

Follow these steps to configure frame forwarding:

1. Click the Setup icon on the Domain administration page. The Hosting type selection page appears.

2. On the Hosting Type Selection page, select the **`Frame Forwarding`** radio button. Click OK. The frame forwarding assignment page appears.

3. Click in the Destination URL text box and enter or edit a URL address. Users will be redirected to this address when they access your domain on the web. The URL change will not be visible in the browser.

4. Click OK.

### Deleting Hosting Configuration

You can change hosting type for a domain only after you delete the hosting configuration. To delete the current hosting configuration, use the Delete icon, located at the Domain administration page, Hosting group.

## Using Site Preview

Once you have set up hosting for the domain and uploaded the site content, you can preview the site prior to DNS propagation. To do this, click the Site Preview icon on the Domain administration page.

## Managing Domain DNS Zone Records

Through Plesk, users can manage DNS zone settings, if permitted.

It is very important that you possess a strong understanding of DNS prior to making any modifications to the DNS settings.

> **NOTE**
>
> Improper setup of DNS results in improper functioning of web, mail and FTP services.

### Types of DNS Records

There are five types of accessible DNS records:

A = Address - This record is used to translate host names to IP addresses.

CNAME = Canonical Name - Used to create additional host names, or aliases, for hosts in a domain.

NS = Name Server - Defines an association between a given domain name and the name servers that store information for that domain. One domain can be associated with any number of name servers.

MX = Mail Exchange - Defines the location of where mail should be delivered for the domain.

PTR = Pointer - Defines the IP address and host name of individual hosts in the domain. Translates IP addresses into host names.

## Changing DNS Settings

Plesk retrieves the default DNS settings from Server DNS configuration. In order to change the DNS settings, follow these steps:

1. At the Domain Administration page click the DNS icon to access the DNS Settings page.
2. The DNS Zone Status icon indicates whether DNS is turned on or off.
    - If you wish to turn DNS on or off for the domain, click the Enable or Disable icon respectively.
    - Turning the DNS zone off will refresh the page, so that only a list of nameservers remains.
    - If you are running remote DNS, and therefore want to turn DNS off for the domain, you should first create the appropriate NS entries for the domain and remove any inappropriate NS entries possibly created by the default DNS template. At that point, turn DNS off. You see that the name server(s) for the domain remains listed as a link.
    - You can perform a test on these name servers by selecting any of them. Selecting any name server will perform an NSLookup to check for the DNS records for your specific domain on that specific name server. NSLookup is used to verify the A record for the domain, the CNAME record for www, and the MX record to ensure that these basic records are resolved properly on the remote name server. The results are interpreted and presented in the control panel.
3. In order to add a DNS entry, select the type of record you wish to create and click Add. Each record type has its own different setup. When creating

DNS entries within a specific DNS zone the name of the zone must be present for all entries. Plesk sets the screen up with certain unchangeable fields in order to prevent possible errors within the zone.

- For an A record you will need to enter the domain name for which you wish to create an A record. If you are simply defining an A record for your main domain, then you should leave the available field empty. If you are defining an A record for a name server then you will need to input the appropriate entry for the given name server (ie. ns1). Then, you need to enter the appropriate IP address to which to associate the domain name. Then select OK to submit your entry.
- For a NS record, you will need to enter the domain name for which you wish to create the NS record. If you are defining an NS record for your main domain, then you will leave the available field blank. Then enter the appropriate name server name in the field provided. You will need to enter the complete name (i.e. ns1.mynameserver.com). Then select OK to submit your entry.
- For a MX record, you will need to enter the domain for which you are creating the MX record. For the main domain, you would simply leave the available field blank. You will then need to enter your mail exchanger, this is the name of the mail server. If you are running a remote mail server named 'mail.myhostname.com' then you would simply enter 'mail.myhostname.com' into the field provided. You will then need to set the priority for the mail exchanger. Select the priority using the drop-down box: 0 being the highest and 50 being the lowest. Keep in mind you would also need to add the appropriate A record, and/or CNAME if applicable for the remote mail server. Select OK to submit your entry.
- For a CNAME record, you will need to first enter the alias domain name for which you wish to create the CNAME record. You then need to enter the domain name within which you want the alias to reside. Any domain name can be entered. It does not need to reside on the same server. Select OK to submit your entry.
- For a PTR record you will first enter the IP address/mask for which you wish to define the pointer. Then enter the appropriate domain name for this IP to be translated to. Select OK to submit your entry.

4. To remove a DNS record, select it using a corresponding checkbox, and click Remove Selected. Before anything is processed you will be asked to confirm the deletion.

From the DNS Settings page, you can switch the DNS zone type from master to slave.

To switch the DNS zone, follow these steps:

1. Click on the Switch icon. The DNS Zone Properties page will open and the DNS zone type will change to slave.
2. Enter the DNS master server IP in the field provided, and click Add. The new DNS master server record will be added immediately to the list of DNS master servers.
3. To remove a DNS master server record, select it by clicking in the appropriate checkbox, and click Remove Selected.

To switch the DNS zone type back to master, click the Switch icon again. You will return to the DNS Settings page.

To restore the DNS zone by the DNS template, you can select the IP address from the drop-down list to be set up in the template, add the www prefix if required, and click the Default button to restore it.

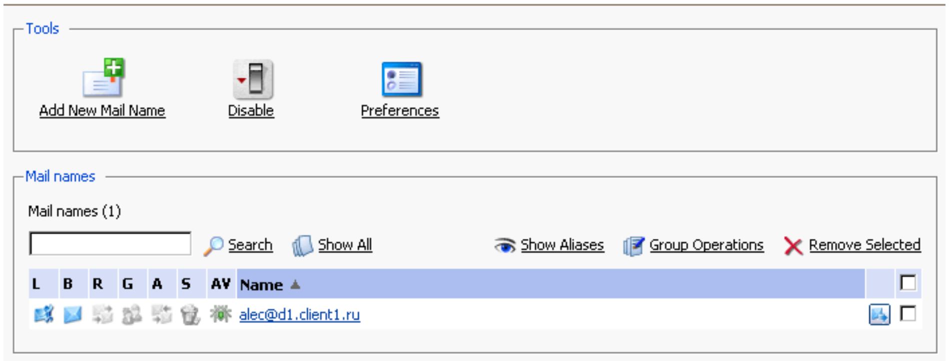
# Managing Mail

You can use the following e-mail administration functions in Plesk:

- Create, edit or delete e-mail boxes and set individual mailbox quotas.
- Allow mail user access to the control panel.
- Use several mail aliases for a single mail name.
- Set up redirection of mail addressed to the mail name to another e-mail address.
- Enable the mail name to function as a mail group used for forwarding mail to a number of e-mail addresses at once.
- Manage mail group membership for the mail name
- Set up autoresponders: automatic replies to e-mail sent to the mail name.
- Configure the integrated anti-spam software for filtering incoming mail.
- Configure the antivirus filter.

## Managing Mail Names

When you create e-mail accounts for users, you create e-mail boxes, which will be accessible via POP3 or IMAP protocols. Mailbox creation is as easy as typing in a name and password. Click the Mail icon at the Domain administration page to access the Mail Names Management functions:



Mail names (1)

| L | B | R | G | A | S | AV | Name ▲ | ☐ |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | alec@d1.client1.ru | ☐ |

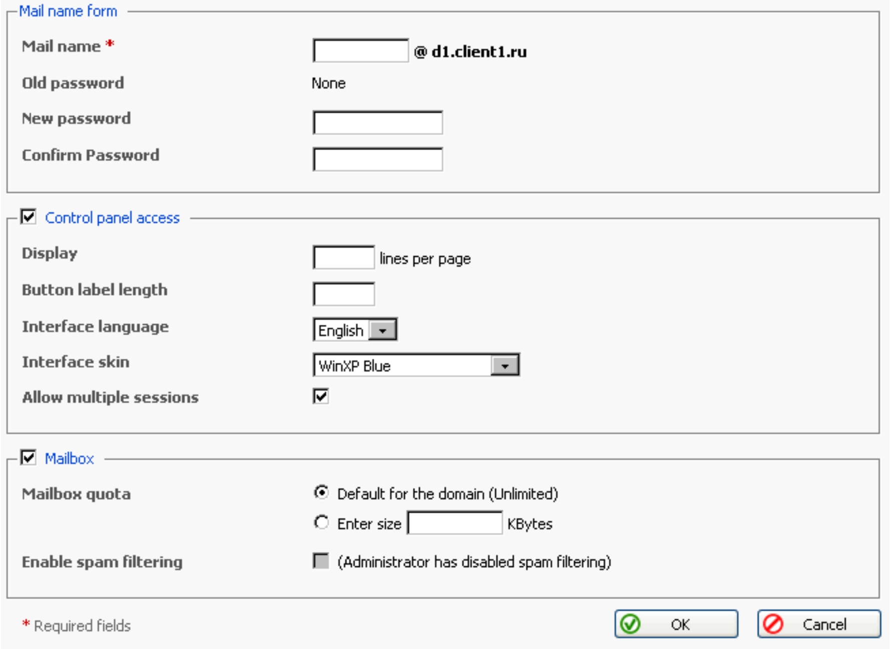
From this page, you can enable/disable the mail service for the domain. To this effect, click the Enable or Disable icon respectively.

You can allow the use of web-based e-mail for the domain through webmail.'domain name' and set up a mail bounce message or a catch-all e-mail address for invalid (nonexistent) user names. These items are used to handle mail that is received for this domain for a mail account that has not been created within the domain:

1. Click Preferences
2. To utilize a mail bounce message select the radio button for Bounce with phrase and enter the appropriate text.
3. To utilize a catch-all e-mail address, select the radio button for Catch to address and enter the appropriate e-mail address.
4. Check or uncheck the WebMail checkbox to allow or disallow the use of web-based e-mail for the given domain through webmail.'domain name'.
5. Click OK to submit the changes.

To create a new mail name, follow these steps:

1. Click Add New Mail Name. The mail name creation page will open:



Mail name form

| | |
|---|---|
| Mail name * | @ d1.client1.ru |
| Old password | None |
| New password | |
| Confirm Password | |

☑ Control panel access

| | |
|---|---|
| Display | lines per page |
| Button label length | |
| Interface language | English |
| Interface skin | WinXP Blue |
| Allow multiple sessions | ☑ |

☑ Mailbox

| | |
|---|---|
| Mailbox quota | ● Default for the domain (Unlimited)<br>○ Enter size KBytes |
| Enable spam filtering | □ (Administrator has disabled spam filtering) |

* Required fields

2. Enter the desired name into the Mail name field and specify a password that will also be used by the mail user to access the control panel.

3. To allow the mail user access to the control panel, click the Control panel access checkbox, and select the interface language and skin for the mail user's sessions. Check the Allow multiple sessions checkbox to allow multiple sessions under the same mail user's login. For the mail user's interface, you can also set a number of list items per page, and set the limit on size of interface buttons.

4. To create a mailbox, select the Mailbox checkbox, specify the mailbox quota if desired, and enable the mail filtering using the Enable spam filtering checkbox if you want the mail to be filtered by server.

5. Click OK to submit all changes.

After the mail name is created, it appears on the Mail Names list, accompanied by seven icons:

- indicates whether mail user is allowed to access the control panel for managing his/her account,
- represents a mailbox,
- represents a mail redirect
- represents a mail group
- represents a mail autoresponder
- represents spam filtering
- represents antivirus filtering

These icons are displayed in gray when the corresponding services are not active, and appear in color when active. To edit mail name account settings select a mail name or click on an icon corresponding to the service you wish to configure.

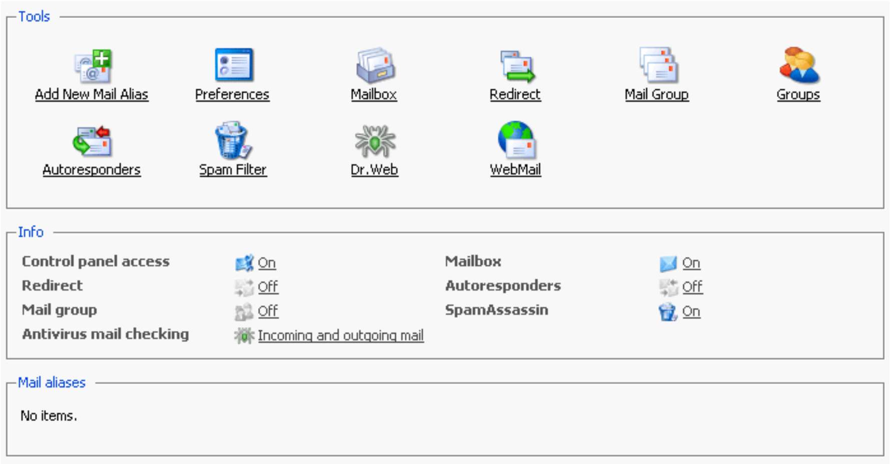
To switch to displaying the mail aliases for the mail names in the list, click the Show Aliases button, to hide them use the Hide Aliases button.

To remove one or several mail names, check the checkboxes in the mail names list, corresponding to the mail names you wish to remove and click Remove Selected.

## Enabling Mail Services

When you click on a mail name, you access the mail name properties page, which allows setting up any combination of services for a mail name: mail alias, mailbox, redirect, mail group, autoresponder, spam filter, and antivirus filtering.

1. Click the Mail icon at the Domain administration page. The Mail Names page appears.
2. Click on the mail name you wish to edit. This takes you to the Mail Name Properties page:



Info

| | | | |
|---|---|---|---|
| Control panel access | On | Mailbox | On |
| Redirect | Off | Autoresponders | Off |
| Mail group | Off | SpamAssassin | On |
| Antivirus mail checking | Incoming and outgoing mail | | |

Mail aliases

No items.

3. To set up or configure a mail service for the mail name, click on a corresponding icon (button) in the Tools group or select a shortcut in the Info group.

   The Mail Aliases area lists the aliases created for the mail name. To add new mail alias, click the Add New Mail Alias icon.

   To edit an alias, click on its title. To remove an alias, select it using a corresponding checkbox, and click Remove Selected.

4. To edit mail name preferences, click Preferences.

5. To edit mailbox quota and enable spam filtering, click Mailbox.

6. To set up mail forwarding - a redirect, click Redirect.

7. To enable a mail group service for the mail name and add new members to the mail group, click Mail Group.

8. To manage mail groups membership, click Groups.

9. To manage autoresponders and autoresponder attachment files, click Autoresponders.

10. To manage personal spam filtering settings, click Spam Filter.

11. To manage antivirus settings, click Dr.Web.

12. To manage your mail box via Webmail interface, click Webmail.

## Mailbox

Using this function, you can set up mailbox quota and enable spam filtering:

1. When on the mail name properties page, click on the Mailbox icon
2. To enable the mailbox, select the Mailbox checkbox.
3. To set up the mailbox quota, select the Default for domain radio button to set the limit to the maximum available for the given domain, or select Enter size and enter the quota you wish to set, in Kilobytes, for the given mailbox. Note that this limit may not exceed the default set for the domain.
4. Select the Enable spam filtering checkbox, to enable mail filtering based on your personal settings.
5. Click OK to submit your changes.

Once enabled, the mailbox icon on the Mail Names page appears in color.

## Managing Mail Redirects

You can forward or redirect email from one mailbox to another email address. By creating an email redirect or alias, messages are sent to a different email box without requiring the sender to know the new address. Email can be redirected to an address outside the domain. Use this redirect feature to:

- Temporarily forward mail when the person who owns the mailbox is unavailable.
- Send mail to a new mailbox if a mailbox user is leaving the company.
- Forward mail to a new account, which will eventually replace an old mailbox. (e.g. someone is changing their name but hasn't had time to inform all correspondents of the change yet).

In order to enable and set a redirect for the mail name, follow these steps:

1. On the mail name properties page, click the Redirect icon.
2. Select the Redirect checkbox, and in the text box to the right, enter the appropriate address that you wish mail for this mail name to be forwarded to.
3. Click OK.

Once enabled, the Redirects icon on the Mail Names page appears in color.

## Managing Mail Groups

A mail group is a list of several email accounts that are grouped together under one email address. This feature enables sending one message to multiple recipients at once. For example, if you want to send the same message to five people in the technical support department, you can create a "Support" email group that includes the individual email addresses for all five staff members. When someone sends a message to mail group "Support", he/she only types and sends one message, but copies of the message go to all five individuals. The sender does not need to know the addresses for all five individuals, just the group name. Essentially, mail groups help save time and effort.

In order to enable and set up a mail group for the mail name, follow these steps:

1. On the mail name properties page, click the Mail Group icon.
2. Before enabling the mail group, you need to add at least one mail group member. Click Add New Member.
3. Enter the desired external e-mail address into the E-mail input field and/or select one or more of the listed mail name accounts using checkboxes, and click OK.

**NOTE**

Group members can consist of either external mail addresses (those not belonging to this domain) or accounts, which exist within the domain.

4. The selected addresses will appear in the list of Mail group members on the Mail Name Properties page.
5. To delete one or several group members, select the corresponding checkbox and click Remove Selected.

Once enabled, the mail group icon on the Mail Names page appears in color.

Clicking on the Groups button you will access the Mail Groups Management page.

All mail groups created for the domain are displayed on that page and two lists are presented: the list of mail groups you are currently subscribed to is located on the right side, and the list of available mail groups is on the left.

> **NOTE**
>
> If you are removing a mail name from a mail group, and this is the last member in this group, then this group is deactivated. The name of the group is no longer listed in the list of groups available for adding.

- If you wish to subscribe to a new mail group, select the desired group from the list of available mail groups, and click Add>>.
- If you wish to unsubscribe from a mail group, select it in the right side list, and click <<Remove.
- Click Up Level to return to the Mail Name properties page.

## Managing Mail Autoresponders

A mail autoresponder is an automatic reply that is sent out from a given mail name when incoming mail is received at that address. Autoresponders can include both a text message and attached files. This mail function is often used on mail accounts for individuals who need an automated response because they are away, or are unable to check their mail for any number of reasons. In the autoresponders management section you can upload and include attachment files for your autoresponders, enable the autoresponder function for a given mail name, and access the list of autoresponders.

### Attachment files repository

For the autoresponder feature you have the option to include file attachments. To include a file to be selectable within the set up of autoresponders for the given mail name, use the Attachment Files icon available from the Autoresponders management page. The Attachment files repository page opens. It allows you to upload files and remove them.

To upload a file, specify the path and filename in the File name field, and click Send File. The attachment will then appear in the Repository.

These files will be available for any autoresponders that are set up for the given mail name. To delete one or more files, select the checkboxes related to the files you wish to remove, and click Remove Selected button.

In order to enable and set up a mail autoresponder for the given mail name, follow these steps:

1. On the mail name properties page, click the Autoresponders icon. Autoresponders management page will open.
2. Click Add New Autoresponder. The autoresponder creation/editing page will open.
3. Enter the name into the Autoresponder name field.
4. Below the Request text input box, you can determine whether an autoresponder responds to specific text or set of characters found within either the subject line or body of the incoming email, or if it responds to all incoming requests. Type the phrase or a set of characters in the Request text input box, and select the appropriate radio button to enable checking **`in the subject`** or **`in the body`**.
5. To set up the autoresponder to always respond, regardless of the contained text, click the bottom radio button for always respond.
6. You can select a specific subject to appear in your automatic reply using the Answer with subject option. To simply respond with the same subject as was received from the incoming request select the radio button for the default setting. To specify a certain subject line select the radio button beside the text box and enter the desired text.
7. In the Return address field, you can specify the return address that will be set up in the autoresponder message. This is done for the messages not to be directed to the autoresponder itself, when users use the "Reply to the message" function in their mail client software.
8. You can enter text to be included into the autoresponder in the Reply with text field.
9. Using the Add New Attachment button, you can attach files to be included in the autoresponder. These files must be uploaded into the Repository on the Mail Names Properties page. Select the uploaded file from the Attach files list, and use the Add New Attachment button to attach the file to the autoresponder. To remove an attached file, select the corresponding checkbox, and click Remove Selected.
10. You can limit the frequency at which the autoresponder responds to the same unique address, after receiving multiple emails from it. In the Reply to the unique email address not more than [ ] times a day input field, you can set the autoresponder to respond no more than a specified number of times per day. The default setting is to respond not more than 10 times in one day to unique mail addresses.

11. You can define the number of unique addresses that the autoresponder will remember. Enter the desired number in the Store up to: field. This memory enables the system to control response frequency. In the event of extremely high mail volume, to protect server performance, you can limit the address memory of the system database.

12. To specify an email address to which incoming requests are forwarded, enter the new e-mail in the Forward request to e-mail field. Email requests meeting the requirements established on this page will be forwarded to this alternate e-mail address.

13. Click OK to submit all changes.

14. Click the Enable buton to enable the autoresponder service.

## Managing the spam mail filter settings

Plesk allows for setting up and using black lists and white lists for filtering mail at the server level as well as at the user level.

The user level spam filter functionality is available for each specific mail name configured as a mailbox. That means that the Mailbox functionality should be activated for the selected mail name.

If the spam filtering functionality is enabled for users by the Administrator, it should first be activated. To do that:

1. Go to the selected Mailbox management page (select the mail name and click the Mailbox icon, Tools group);

2. Check the Enable spam filtering checkbox;

3. Click OK to save changes.

You will see the Spam Filter icon become active (displayed in color), meaning that the spam filtering functionality is now available for this mail name. If the spam filtering functionality was not enabled for the users by the Administrator, the Enable spam filtering checkbox at the Mailbox management page will be inactive and the Spam Filter icon will also be inactive (displayed in gray).

Click on the Spam Filter icon to access the Spam filter configuration page, where you can set the filtering rules for the selected mail name.

If the Administrator has set up and activated mail filter at the server level, all the incoming mail will be processed with it before it reaches the users' mailboxes. You can choose to use or, on the contrary, not use the server wide settings for your mail. If you decide not to use the server wide settings, those will be disregarded and your mail will be processed only according to the configuration you set at the user level.

1. To use (not use) the server wide mail filtering settings, check (uncheck) the Use server wide settings checkbox;

2. Click Set to save the changes.

In order to recognize a mail message as spam it needs to score a certain amount of hits. The hits are scored according to the internal SpamAssassin settings and based on the contents of the mail messages and its subject. You can change the sensitivity of the spam filter by varying the amount of hits required for marking a message as spam. The more hits are required the less sensitive the filter is, and vice versa – the less hits are required the more sensitive the filter is.

1. The default amount of hits is set to 7. If you wish to change this value, click into the Hits required for spam input box and type in the new value.

2. Click Set to save the changes.

You can choose what to do with the mail recognized as spam: you can choose to either delete it, or to mark it as spam and leave it in the mailbox.

1. Select the Delete radio-button to delete mail recognized as spam, or the Mark as spam and store in mailbox radio-button to leave the mail marked as spam in your mailbox;

2. Click Set to save the changes.

If you decide to leave the mail recognized as spam in your mailbox such messages will be marked correspondingly so that they can be easily visually identified. In particular, a special string is added to the subject of the message (e.g., by default the string *****SPAM***** will be added to the spam messages subjects). You can change this string (or tag) to whatever you like, or even to disable this option.

1. In order to activate/deactivate the option of modifying the spam messages subject, check the Modify spam mail subject;

2. To change the text of the string, click into the input field and enter the new text;

3. Click Set to save the changes.

Black list is a list of E-mail addresses, which are automatically considered as sending unsolicited mail – spam. Therefore, all messages coming from the E-mail addresses that match those specified in the black list will automatically be marked as spam.

You can add to the black list either exact E-mail addresses or patters, using wildcards (‘*’, e.g.: entry ‘*@spammers.online.com will cause all messages coming from the domain spammers.online.com be marked as spam, regardless of what the exact mail name is).

1. Enter the E-mail address or pattern into the Email pattern input field;
2. Click Add to add the new entry to the black list, the new entry will appear in the user’s black list section.

The Administrator’s black list section contains the server wide black list entries that were added by the Administrator. If you chose to use the server wide filtering settings (the Use server wide settings checkbox checked) you may wish to edit this section by removing unnecessary entries. To do that, just select the Administrator’s black list entry and click Remove.

White list contains E-mail addresses, which are automatically considered as trustworthy. Therefore, all messages coming from the E-mail addresses that match those specified in the white list will never be marked as spam.

You can add to the white list either exact E-mail addresses or patters, using wildcards (‘*’, e.g.: entry ‘*@your-company.com will cause all messages coming from the domain your-company.com not be marked as spam, regardless of the content of a message).

1. Enter the E-mail address or pattern into the Email pattern input field;
2. Click Add to add the new entry to the white list, the new entry will appear in the user’s white list section.

The Administrator’s white list section contains the server wide white list entries that were added by the Administrator. If you chose to use the server wide filtering settings (the Use server wide settings checkbox checked) you may wish to edit this section by removing unnecessary entries. To do that, just select the Administrator’s white list entry and click Remove.

You can train your mail filters on actual messages you receive. Click the Training icon in the Tools group to access the Spam filter training page. The headers for all mail that comes to your mailbox will be listed here. Each such header you can select to mark as spam, ham (good mail) or forget.

- Marking a header as spam will result in recognition of same or similar mail as spam;
- Marking a header as ham will result in recognition of same or similar mail as not spam;
- Option forget clears the database of any rules (spam or ham) previously set for this header.

Once you select one of the options, appropriate rules will be added to the spam filter database, which will allow in the future to recognize messages similar to the ones it was trained on, and make decisions regarding whether a message should be considered spam or not based on that.

Use the Clear button if you want to clear the spam filter's database.

Click OK to save the changes and return to the Spam Filter page.

This concludes setting up the user level spam mail filter. All the incoming mail for the selected mail name will be processed according to these settings.

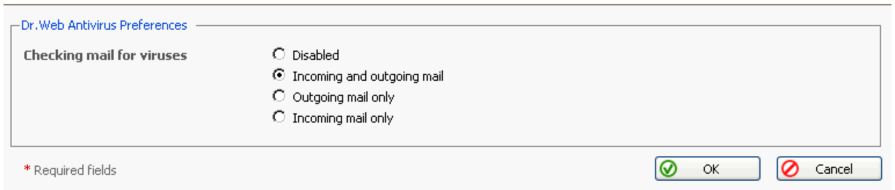
## Enabling Antivirus Filtering For Mailboxes

For a user's mailbox you can enable the antivirus scanner to work in one of the following modes: checking incoming and outgoing mail, checking outgoing mail only, and checking only incoming mail.

When antivirus scanning is enabled, all e-mail messages containing viruses are intercepted.

To enable antivirus scanning for a mailbox, follow these steps:

1. On the mail name properties page click Dr.Web. The antivirus preferences page will appear:



Dr.Web Antivirus Preferences

Checking mail for viruses
○ Disabled
● Incoming and outgoing mail
○ Outgoing mail only
○ Incoming mail only

* Required fields

2. Select a required scanning mode and click OK.

## Performing Group Operations on Mail Names

In cases when you need to introduce certain similar changes to several mail name accounts, you can use the Group Operations function, made available to simplify administration of multiple accounts. Using this feature you can, for instance, select a number of mail names, and enable antivirus protection for all of them - all that within a single operation, without having to select each mail name independently and edit its settings.

To perform group operations on mail names, follow these steps:

1. In the list of mail names, select the mail names, whose accounts you wish to modify by checking the corresponding checkboxes.
2. Click the Group Operations icon. The Group Operations page will appear.

3. To enable a specific mail service, select an appropriate radio-button in the Enable column.

   To Disable a service, select the radio button in the Disable column.

   Use the Do not change option to leave as is.

4. Click OK to apply the changes to the selected mail names.

# Managing Mailing Lists

You can create and manage mailing lists via Plesk. Click the Mailing lists icon on the Domain administration page to access the Mailing Lists Management functions: activating/deactivating the Mailing List service, adding, administering and removing mailing lists, enabling/disabling the selected mailing lists.

The status of Mailing list service and status of a Mailing list are represented by the following icons:

### Table 3.2. The Mailing lists service/mailing lists status icons

| Icon | Meaning |
|---|---|
| **The Mailing lists service status** | |
| ▶ | means that the Mailing lists service is activated |
| ✖ | means that this mailing list is presently deactivated. |
| **The mailing list status** | |
| ▶ | means that the mailing list is activated |
| ✖ | means that this mailing list is presently deactivated and inaccessible. |
| ! | the mailing list is disabled as the mailing lists service is disabled for the domain. |

## Activating/deactivating the Mailing lists service

In order to disable the support of mailing lists the Mailing lists service can be deactivated. When the mailing list service is deactivated, all mailing lists also change their status to 'deactivated' and therefore cannot be accessed.

**NOTE**

When the mailing list service is deactivated, the status icon will change to ✖, and the status icons of the mailing lists at this domain will change to ⚠.

Activation of the mailing list service enables access to active mailing lists.

**NOTE**

When the mailing list service is activated, the status icon will change to ▶, and so will the status icons of the mailing lists at this domain that were active before deactivating the mailing list service.

To activate/deactivate the mailing list service:

1. Click the Enable or Disable icon respectively. The confirmation will appear querying whether you actually wish to change the status of the mailing list service.
2. Click OK to proceed with changing the status.

## Creating a new mailing list

To create a new mailing list, follow these steps:

1. On the mailing lists management page, click the Add New Mailing List.
2. Specify the mailing list name.
3. Specify the mailing list administrator's e-mail address, to notify the administrator of the mailing list creation, and check the corresponding checkbox to enable the notification.
4. Click OK to create a new mailing list.

After the mailing list is created, you are taken to the page where you can add to and remove users from the mailing list.

To add a subscriber, click Add New Subscriber. Enter the user's e-mail address, and click OK.

The e-mail addresses of mailing list users are displayed in the list. To remove a user, select a corresponding checkbox and click Remove Selected.

### Accessing the mailing list administration

The mailing list administration can be accessed by clicking on the icon ⚙ corresponding to the necessary mailing list. The mailing list administration software interface will open in a new browser window.

### Removing mailing lists

You can remove one or several mailing lists at the same time. To remove a mailing list(s):

1. At the Mailing lists management page, select the checkboxes corresponding to the mailing lists you wish to remove.
2. Click Remove Selected. The Mailing lists removal page appears.
3. Confirm removal, and click OK.

### Enabling/disabling mailing lists

You can enable/disable one or several mailing lists at the same time. To change the current state of a mailing list(s):

1. At the Mailing lists management page, check the checkboxes corresponding to the mailing lists you wish to change state.
2. Click the On/Off icon. The confirmation page appears.
3. Click OK. The state of the selected mailing lists will be changed.

## Registering a Domain with MPC

You must officially register a domain and Internet address before it is created in Plesk. Plesk allows accessing the domain registration facilities provided through My.Plesk.com. To register a domain, click the ® Register icon on the Domain administration page. You will be taken to the MPC (My.Plesk.com) interface.

# Accessing Additional Services (Extras)

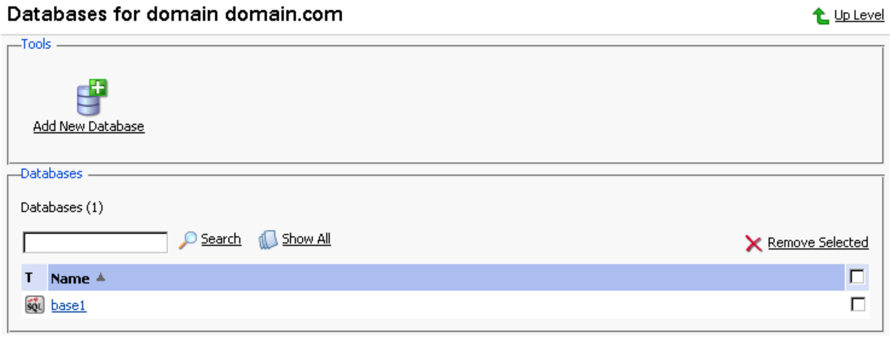
From the Plesk control panel, you can access external services, such as third party solutions provided through My.Plesk.com. To do that, click the Extras icon on the Domain Administration page. You will be taken to the MyPlesk.com login page, where you will need to enter your login and password. You will then be taken to the Domain Tools area.

# Managing Databases

With Plesk you can create multiple databases and multiple users within each database, and make use of DB WebAdmin - a web-based administration tool, allowing you to sort, edit, and create tables within a given database.

## Creating a New Database

1. At the Domain administration page, click the Databases icon. The Databases Management page appears:



**Databases for domain domain.com**

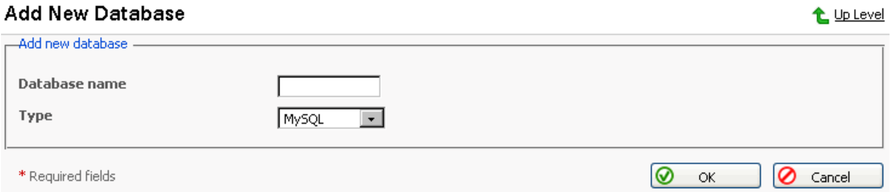
Tools

Databases

Databases (1)

| T | Name ▲ | □ |
|---|---|---|
| | base1 | □ |

2. Click Add New Database. The page appears:



**Add New Database**

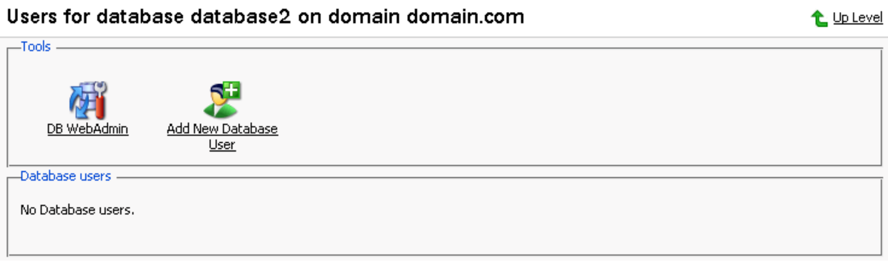
Add new database

Database name

Type MySQL

* Required fields

3. Enter the desired name for the database, select the database type and click OK. The Database Users page appears:

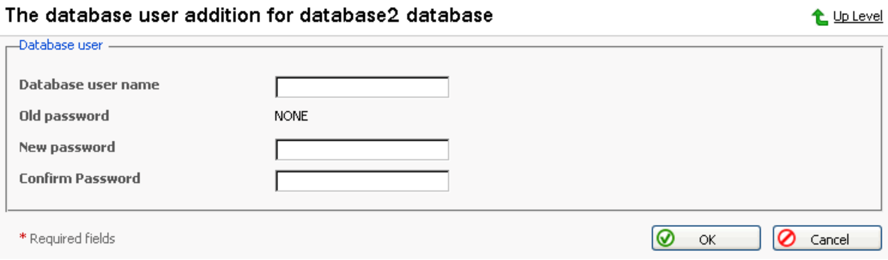


Users for database database2 on domain domain.com

Database users

No Database users.

4. To add database users to the newly created database, click Add New Database User. The Database user addition page appears:



The database user addition for database2 database

Database user

| | |
|---|---|
| Database user name | |
| Old password | NONE |
| New password | |
| Confirm Password | |

* Required fields

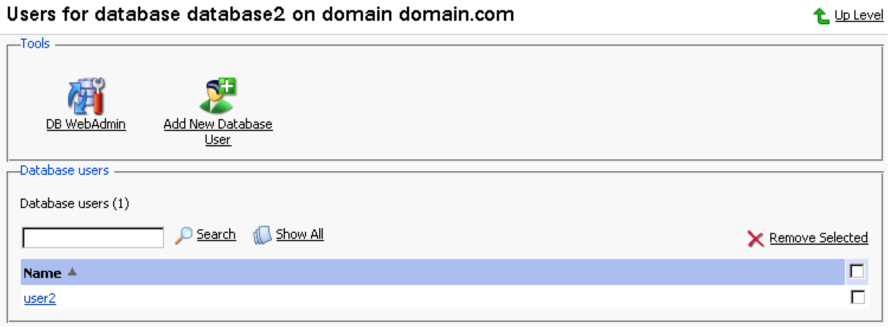
5. Enter the user name into Database user name text box, specify a password in the New Password text box, and then enter it again in the Confirm Password text box. Select OK to complete the creation of new user.

6. Once you have completed the creation of the new database and its users click Up Level to return to the Databases Management page.

7. To add further databases, follow the steps outlined above.

## Editing a Database

1. On the Databases Management page, click on the database name that you wish to edit. The Database Editing page appears:



Users for database database2 on domain domain.com

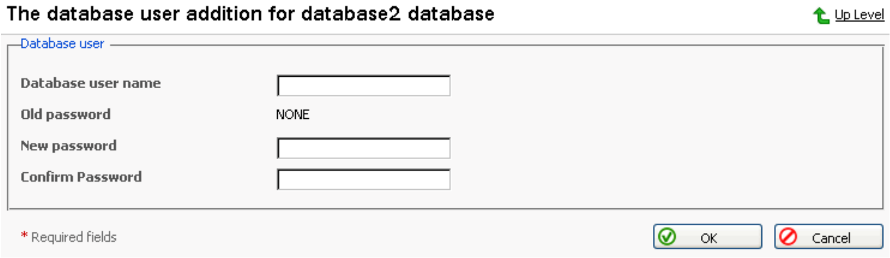
Database users

Database users (1)

| Name ▲ | □ |
|---|---|
| user2 | □ |

2.

Add New Database User. The Database user addition page appears:



**The database user addition for database2 database**

Database user

| | |
|---|---|
| Database user name | |
| Old password | NONE |
| New password | |
| Confirm Password | |

* Required fields

3. Specify user name, enter new password in the New Password text box, and then re-enter it into the Confirm Password text box. Select OK to complete creation of the new user. Selecting Up Level will ignore all entries and return to the Database Editing page making no changes.

4. To edit the password of an existing database user, select the user from the database user list.

5. To delete existing database users select the users that you wish to delete using the corresponding checkboxes, and click Remove Selected.

6. To access and/or edit database content use the DB WebAdmin function.

7. Once you are finished with editing the database and its users, click Up Level to return to the Database Management page.

8. To delete databases from the system, select the databases that you wish to delete using the checkboxes and click Remove Selected.

9. To edit further databases, follow the steps outlined above. To return to the Domain Administration page, click Up Level.

# Domain SSL Certificates Repository Management

Plesk enables you to upload a Secure Socket Layer (SSL) Certificate, generate a Certificate Signing Request (CSR), and/or generate a Self-signed Certificate. Each certificate represents a set of rules used when exchanging encrypted information between two computers. Certificates ensure secure communications; this is especially important when handling e-commerce transactions and other private transmittals. Only authorized users can access and read an encrypted data stream.

**Notes on Certificates:**

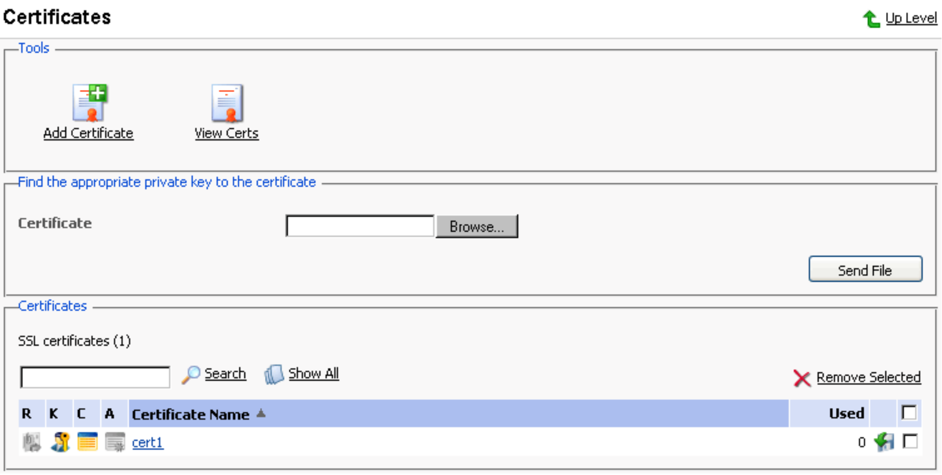
- You can acquire SSL certificates from various sources. We recommend using the CSR option within Plesk. You can also purchase the certificate through the My.Plesk.com (MPC) web site.
- If using a SSL certificate issued by a certificate authority other than Thawte or Verisign, a rootchain certificate is required to appropriately identify and authenticate the certificate authority that has issued your SSL certificate.
- Once you have obtained a SSL certificate or a certificate part, you can upload it through Plesk using the instructions, which follow in this section.

**IMPORTANT**

When you add a certificate, it is not installed automatically onto the domain or assigned to an IP address, but only added to the Certificate repository. To install a certificate onto a virtual host, please contact the server administrator or service provider.

## Accessing the Domain SSL Certificates Repository

To access the Domain certificates repository page, click the Certificates icon at the Domain administration page. The certificates repository page will open displaying the list of available certificates:



| R | K | C | A | Certificate Name ▲ | Used | □ |
|---|---|---|---|---|---|---|
| | | | | cert1 | 0 | □ |

The four icons, preceding the certificate name in the list, indicate the present parts of a certificate. The icon displayed in the R column indicates that the Certificate Signing request part is present in the certificate, the icon in the K column indicates that the private key is contained within the certificate, the icon in the C column indicates that the SSL certificate text part is present and the icon in the A column indicates that CA certificate part is present. The number in the Used column indicates the number of IP addresses the certificate is assigned to.

## Uploading a certificate file with finding the appropriate private key

After you have received your signed SSL certificate from the certificate authority you can upload it from the Certificate repository page. First make sure that the certificate file has been saved on your local machine or network. Use the Browse button to locate the certificate. Click Send File. The existing certificate with appropriate private key will be found and the certificate part will be added to the repository.

## Changing a certificate name

To change a certificate name follow these steps:

1. At the certificate repository page, select a certificate from the list. You will be taken to the SSL certificate properties page.

2. Click in the Certificate name field and edit the name as desired.

3. Click Set.

## Viewing purchased certificates

After you have purchased your certificates through the control panel you can utilize the View Certs function to view the information about your SSL certificate(s).

### Downloading a certificate to the local machine

To download the certificate to the local machine, click on the icon, corresponding to the required certificate. Select the location when prompted, specify the file name and click Save to save it.

### Removing a certificate from repository

To delete one or several certificates from the repository, at the certificate repository page, select the corresponding checkboxes, and click Remove Selected.

## Adding a certificate to the repository

To add a certificate to repository, click the Add Certificate icon at the Domain certificate repository page. The SSL certificate creation page will open. On this page you can generate a self-signed certificate, certificate-signing request, purchase a SSL certificate, and add the certificate parts to an existing certificate.

### Generating a self-signed certificate

To generate a self-signed certificate follow these steps:

1. Specify the certificate name.
2. The Bits selection allows you to choose the level of encryption of your SSL certificate. Select the appropriate number from the drop-down list.
3. Select a country from the drop-down list.
4. Specify the state or province, location (city).
5. Enter the appropriate organization name and department/division in the field provided.
6. Enter the Domain Name for which you wish to generate the self-signed certificate.
7. Specify the E-mail address.

8. Click the Self-Signed button. Your self-signed certificate will be immediately generated and added to the repository.

## Generating a Certificate Signing Request

To generate a certificate signing request (CSR) follow these steps:

1. Specify the certificate name.
2. The Bits selection allows you to choose the level of encryption of your SSL certificate. Select the appropriate number from the drop-down list.
3. Select a country from the drop-down list.
4. Specify the state or province, location (city).
5. Enter the appropriate organization name and department/division in the field provided.
6. Enter the Domain Name for which you wish to generate the certificate signing request.
7. Specify the E-mail address.
8. Click the Request button. A certificate signing request will be generated and added to the repository. You will be able to add the other certificate parts later on.

## Purchasing a Certificate

To purchase a new certificate follow these steps:

1. Specify the certificate name.
2. The Bits selection allows you to choose the level of encryption of your SSL certificate. Select the appropriate number from the drop-down list.
3. Select your country from the drop-down list.
4. Enter your State or Province, your Location (City), Organization Name (Company), organization department (division name)
5. Enter the Domain Name for which you wish to purchase a SSL certificate.
6. Enter the domain owner's e-mail address in the appropriate field.
7. Select the Buy Cert button. You will be taken step by step through the purchase procedure. It is important to note that you must make sure that all the provided information is correct and accurate, as it will be used to

generate the private key.

When using Plesk to purchase your SSL certificate you will receive the certificate file via e-mail from the certificate signing authority. Follow the instructions in the Uploading a certificate file with finding the appropriate private key section to upload the certificate to the repository.

## Uploading certificate parts

If you have already obtained a certificate containing private key and certificate part (and may be a CA certificate), follow these steps to upload it:

1. At the certificate repository page, click the Add Certificate icon. You will be taken to the SSL certificate creation page.
2. In the Upload certificate files section of the page, use the Browse button to locate the appropriate certificate file or a required certificate part.

> **NOTE**
>
> Your certificate can be contained within one or several files, so you may upload the certificate by parts or as a single file, selecting it in several fields (Plesk will recognize the appropriate certificate parts and upload them correspondingly).

3. Click Send File. This will upload your certificate parts to the repository.

You can upload an existing certificate in two ways:

1. Choose a file from the local network and click the Send File button (.TXT files only).
2. Type in or paste the certificate text and private key into the text fields and click the Send Text button.

## Uploading a CA certificate

For the certificates purchased through certificate signing authorities other than Verisign or Thawte you will receive what is typically called a CA Certificate, or rootchain certificate. The CA Certificate is used to appropriately identify and authenticate the certificate authority, which has issued your SSL certificate. To upload your CA Certificate, follow these steps:

1. At the certificate repository page, select a certificate from the list. You will be taken to the SSL certificate properties page.

2. Use the Browse button, within the section related to the certificate uploading, to locate the appropriate CA Certificate file.

3. Click Send File. This will upload your CA Certificate to the repository.

You can upload an existing certificate in two ways:

1. Choose a file from the local network and click the Send File button (.TXT files only).

2. Type in or paste the CA certificate text into the text field and click the Send Text button.

### Generating a CSR using an existing private key

A situation may occur in some cases, that you have a certificate in the repository, which has only the private key part and the other parts are missing due to some reasons. To generate a new Certificate Signing Request using the existing private key, follow these steps:

1. At the certificate repository page, select from the list a certificate, which has the private key part only. You will be taken to the SSL certificate properties page.

2. Click Request.

### Removing a certificate part

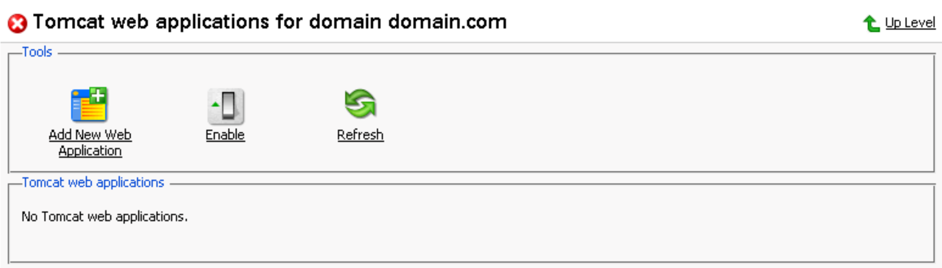
After you have uploaded a CA certificate part (rootchain certificate), you are able to remove it. To do so, follow these steps:

1. At the certificate repository page, select a certificate from the list. You will be taken to the SSL certificate properties page.

2. Click on the Remove button located next to the CA certificate field.

## Managing Tomcat Web Applications

Plesk supports deploying and managing Tomcat web application in order to enable users to set up hosting with JSP support. Click the Tomcat icon on the Domain Administration page, to access the Tomcat Web Applications Management functions:



Tomcat web applications for domain domain.com

No Tomcat web applications.

On this page you can activate/deactivate the Tomcat service, upload the Tomcat web application archive files (.WAR files) and remove them, start/stop/restart web applications, and access them.

> **IMPORTANT**
>
> Users can only manage the Tomcat web application through Plesk interface. Managing the web application through the Tomcat manager was disabled in order to maintain coherence of Plesk Tomcat configuration.

The status of Tomcat service and the status of Tomcat web application are represented by the following icons:

**Table 3.3. The Tomcat service/web applications status icons**

| Icon | Meaning |
|---|---|
| **The Tomcat service status** | |
| ▶ | means that the Tomcat service is activated |
| ✖ | means that the Tomcat service for the domain is presently deactivated. |
| **The Tomcat web application status** | |
| ▶ | means that the web application is activated |
| ✖ | means that this web application is presently deactivated and inaccessible. |
| ! | means that web application is inaccessible. |

## Activating/deactivating the Tomcat service

In order to disable the support of Tomcat web applications the Tomcat service can be deactivated. When the Tomcat service is deactivated, all active Tomcat web applications also change their status to 'inaccessible' while all inactive web applications remain unchanged.

Activation of the Tomcat service enables access to active web applications.

NOTE

When the Tomcat service is activated, the status icon will change to ▶, and so will the status icons of the Tomcat web applications at this domain that were active before deactivating the Tomcat service.

To activate/deactivate the Tomcat service:

1. Click the Enable or Disable icon respectively. The confirmation will appear querying whether you actually wish to change the status of the Tomcat service.
2. Click OK to proceed with changing the status. Clicking Cancel will leave the Tomcat service status unchanged.

## Uploading Tomcat web application archive files

To upload a new Tomcat web application archive file, follow these steps:

1. Click Add New Web Application.
2. Select the web application archive file. Use the Browse button to locate the desired file.

NOTE

Only .war format (Web-application archive) files can be uploaded. The application file cannot be named as manager.war

3. Click OK. The new web application will be uploaded and added to the Tomcat web applications list.

## Restarting the web applications

You can restart the Tomcat web applications directly from the control panel. In order to stop, start or restart a web application follow these steps:

1. Select the web application at the Tomcat web applications list on the Tomcat Web Applications Management page.

2. To start the web application: click on the ▶ icon (Start the web application).

   To stop the web application: click on the ■ icon (Stop the web application).

   To restart the web application: click on the ⭘ icon (Restart the web application).

The current web application state will be marked by an icon: ▶ (ON) for the web application running, and ✖ (OFF) for the web application stopped.

## Accessing the Tomcat web applications

A Tomcat web application can be accessed simply by clicking on its name in the Tomcat web applications list. The selected application will be opened in a new browser window.

> ℹ **NOTE**
>
> If a web application is disabled, it cannot be accessed, and therefore, the link to it is also disabled.

## Removing web applications

You can remove one or several web applications at the same time. To remove a web application(s):

1. Check the checkboxes in the Tomcat web applications list corresponding to the web applications you wish to remove.
2. Click Remove Selected. The Web Application Removal page appears.
3. Confirm the removal, and click OK.

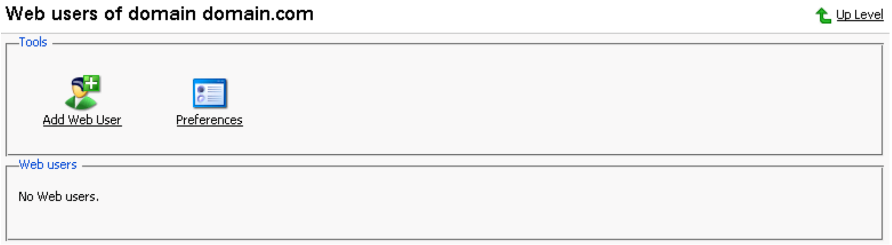
# Managing Web Users

A web user is a user account within web server. It is used to define locations for personalized web pages with individual FTP access. The result of creating a web user is a subdirectory within your domain (e.g. `domain.com/~webuser`).

## Creating a web user account

To create a new web user account:

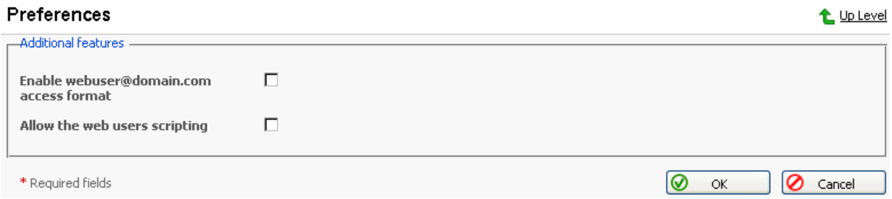
1. Click the Web Users icon on the Domain administration page. The Web Users page appears:



Web users of domain domain.com

No Web users.

2. Click the Preferences icon to configure web user access format. The Preferences page opens:



Preferences

Enable webuser@domain.com access format □

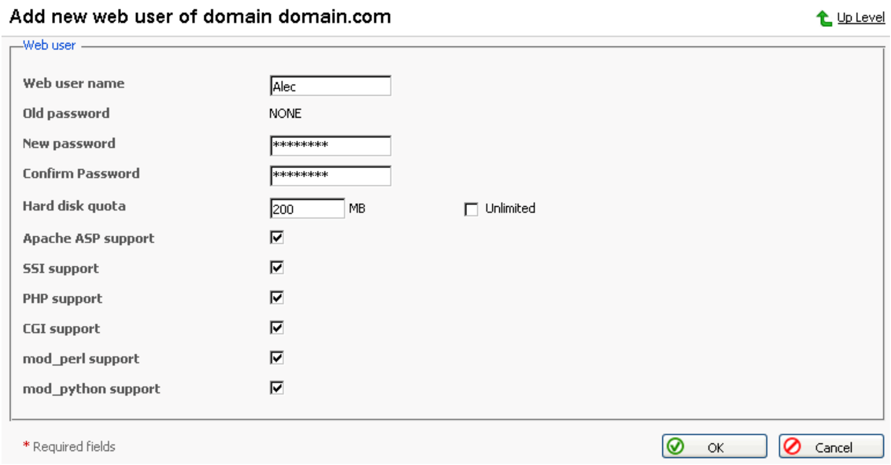
Allow the web users scripting □

* Required fields

3. To allow accessing web user pages via URLs like webuser@domain.com select the corresponding checkbox.

   Click OK to submit your changes.

4. To add a web user, click Add Web User. You will be taken to the Web User Configuration page:



Add new web user of domain domain.com

Web user

| | | |
|---|---|---|
| Web user name | Alec | |
| Old password | NONE | |
| New password | ******** | |
| Confirm Password | ******** | |
| Hard disk quota | 200 MB | □ Unlimited |
| Apache ASP support | ☑ | |
| SSI support | ☑ | |
| PHP support | ☑ | |
| CGI support | ☑ | |
| mod_perl support | ☑ | |
| mod_python support | ☑ | |

* Required fields

5. Specify the name of the new web user, enter and confirm the password for web user, specify the hard disk quota, and select the available scripting options for the given domain (if permissions granted).

### NOTE

Each web user creates a system account within web server; therefore, you cannot have two web users with identical names on the same server.

You cannot use the reserved system words, such as "mailman" for user names.

### NOTE

Do not use quotes, space and national alphabet characters in the password. The password length should be between 5 and 14 characters and password must not contain the login name as its part.

6. Once you have completed all entries click OK.

As you create web users, the user names appear listed on the Web Users page.

### NOTE

New web users can access the directory using FTP software by entering the domain name under which the web user account was created and using the appropriate web user name and password.

## Editing the web user account properties

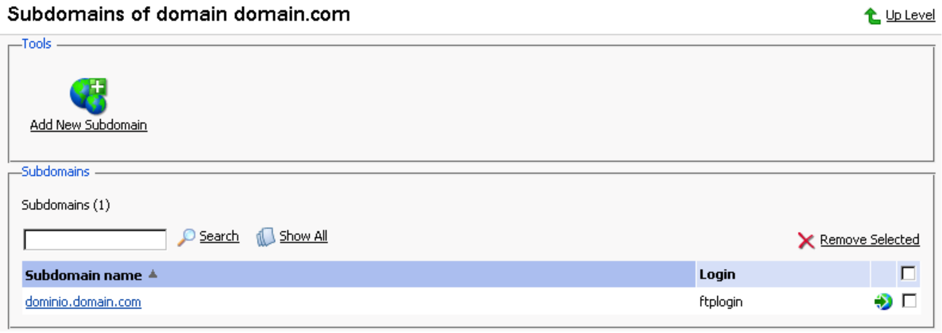
To change web user passwords or edit scripting options, click on the user name in the web user list. This takes you to the Web User Configuration page. Follow the same procedure as described above.

## Deleting a web user account

To delete existing web users select the users that you wish to delete using the checkboxes, and click Remove Selected. You will be asked for confirmation prior to deleting the selected web users.

# Managing Subdomains

You can create and manage subdomains from the control panel. Access the subdomains management functions, selecting the Subdomains icon on the Domain Administration page. The subdomains management page opens, listing the subdomains existing under the domain and corresponding FTP account names used for managing them:



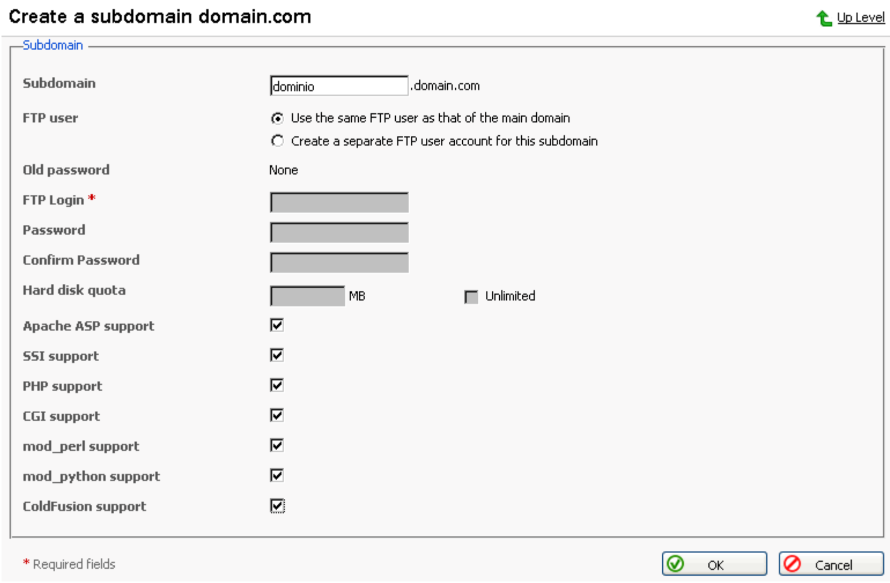
Subdomains of domain domain.com

Subdomains (1)

| Subdomain name ▲ | Login | □ |
|---|---|---|
| dominio.domain.com | ftplogin | □ |

To create a subdomain, follow these steps:

1. Click Add New Subdomain. The Subdomain creation page will open:



**Create a subdomain domain.com**

Subdomain

| | |
|---|---|
| Subdomain | dominio .domain.com |
| FTP user | ● Use the same FTP user as that of the main domain<br>○ Create a separate FTP user account for this subdomain |
| Old password | None |
| FTP Login * | |
| Password | |
| Confirm Password | |
| Hard disk quota | MB □ Unlimited |
| Apache ASP support | ☑ |
| SSI support | ☑ |
| PHP support | ☑ |
| CGI support | ☑ |
| mod_perl support | ☑ |
| mod_python support | ☑ |
| ColdFusion support | ☑ |

* Required fields

2. Enter the subdomain name in the appropriate field.

3. Select the FTP account user the subdomain is created for: the owner of a parent domain or another individual.

4. Define FTP login, password, and specify hard disk quota if needed.

5. Enable required scripting capabilities to be supported on the subdomain.

6. Click OK.

To open the subdomain URL in browser, click

To edit hosting account of a subdomain, select the required subdomain name in the list.

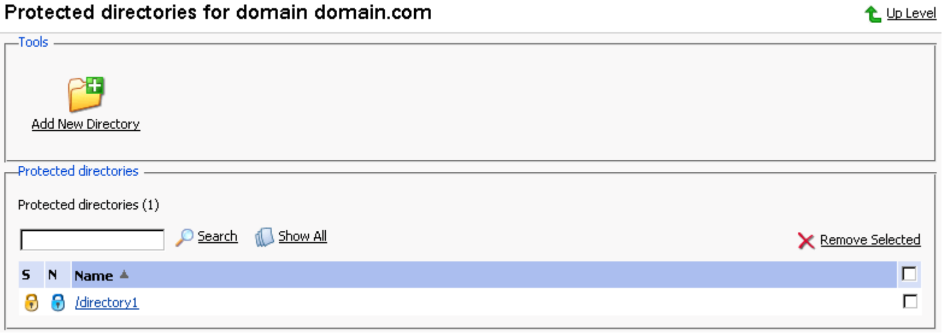
To remove one or several subdomains, select them using the corresponding checkboxes, and click Remove Selected.

# Managing Protected Directories

This feature is active if virtual hosting has been configured for the domain. It creates and provides password-protected access to the directories where the secure documents reside in the virtual domain. It is possible to create directories under either the standard virtual host accessible via http protocol, or if applicable for the given domain, under the SSL virtual host accessible via https protocol.

To access the protected directories management functions, use the

Directories icon on the Domain Administration page. The page will open listing all protected directories of this domain:



**Protected directories for domain domain.com**

| S | N | Name ▲ | ☐ |
|---|---|---|---|
| 🔒 | 🔒 | /directory1 | ☐ |

Each directory name is accompanied by icons, identifying which virtual host type (SSL or non-SSL) the directory resides within: 🔒 depicts non-SSL; 🔒 depicts SSL.

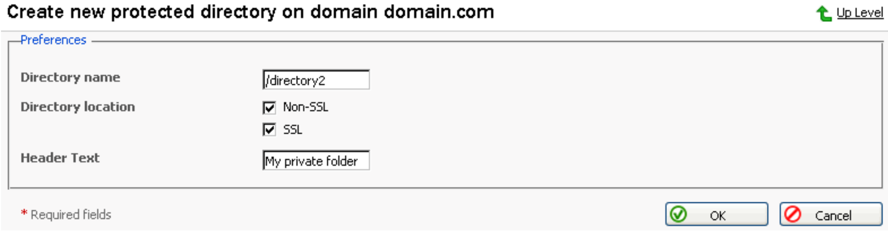
**NOTE**

We strongly recommend that you create and change the protected directories through Plesk and not within the FTP program. Plesk may not recognize manual changes.

## Creating a protected directory

Follow these steps to create secure directories for the domain:

1. Click Add New Directory. This takes you to the Protected Directory Creation page:



**Create new protected directory on domain domain.com**

| | |
|---|---|
| Directory name | /directory2 |
| Directory location | ☑ Non-SSL<br>☑ SSL |
| Header Text | My private folder |

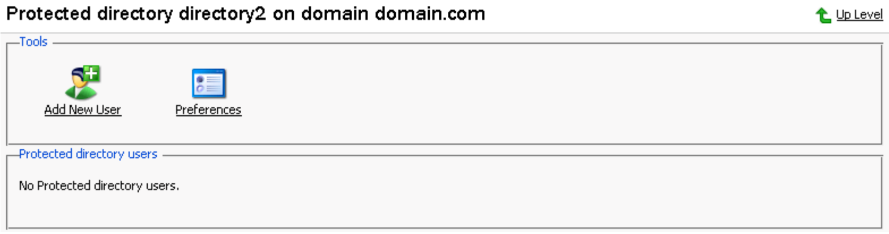
* Required fields

2. Enter the name of the protected directory you wish to create in the Directory name field.

3. For Directory Location you can choose a non-SSL, SSL secure directory, or both. Use the appropriate checkboxes to select.

4. Click in the Header Text input box, and enter the header for this directory. When a user tries to access the protected directory, the text in this box displays as the realm they are entering.

5. Click OK to complete creation. You will be taken to the list of protected directory users:

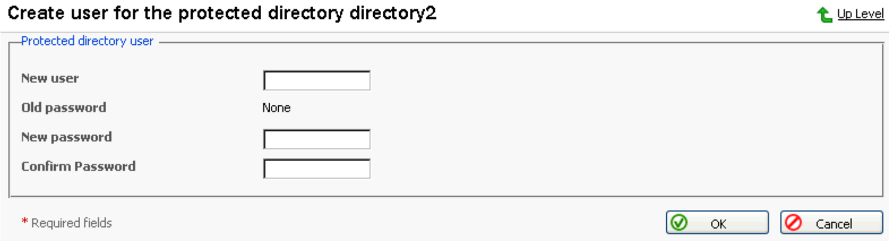


**Protected directory directory2 on domain domain.com**

Protected directory users

No Protected directory users.

6. To add a new user, click the Add New User icon. You are taken to the new directory user creation page:



**Create user for the protected directory directory2**

Protected directory user

| | |
|---|---|
| New user | |
| Old password | None |
| New password | |
| Confirm Password | |

* Required fields

7. Specify the user name, password and confirm password.

8. Click OK to submit. You will return to the Protected Directory Management page. The new user record will appear in the list of users.

9. To remove existing directory users select the users that you wish to remove using the corresponding checkboxes and click Remove Selected. You will be asked for confirmation prior to deletion of the directory users.

10. To access a directory user record in order to edit the user password, click on the user name in the list.

11. Once you have completed everything within your new protected directory, click OK to submit all changes to the system and to return to the Protected Directory page.

**NOTE**

An SSL protected directory can be created even if SSL support has been disabled for the domain, however this protected directory will be inaccessible until you enable the SSL support.

## Editing the protected directory properties

Follow these steps to edit protected directory properties:

1. On the Protected directories page, click on a title of the directory that you wish to edit. You will be taken to the Protected Directory Management page.
2. Edit the directory properties by following the same steps outlined above, in the Creating a protected directory section.
3. Click OK to submit all changes to the system and to return to the Protected Directories page.

## Removing a Protected Directory

To remove one or more directories, follow these steps:

1. Select the checkboxes in the list of protected directories.
2. Click Remove Selected. The Protected Directory Removal page appears.
3. Confirm removal, and click OK.

**NOTE**

Removing a protected directory in Plesk does not delete the directory off the server, it simply removes the protection. Meaning that the directory and its contents will now be reachable via the Internet without the need for login and password.

# Managing Anonymous FTP Access

Within Plesk you can set up Anonymous FTP capabilities for a given virtual host. Anonymous FTP is used to allow an open, yet controlled, environment for visitors to the domain to download and/or upload files to and from the domain account. Users will be able to log into ftp.'domain name' with the standard anonymous user name and any password. Plesk allows the setup and limitation of incoming file space, number of connected users, and bandwidth usage throttling. You should take care when allowing the use of anonymous FTP and be sure to use all the limitation capabilities within the interface wisely. If set up with excessive limits, it could lead to problems with server resources as well as excessive bandwidth usage.

**NOTE**

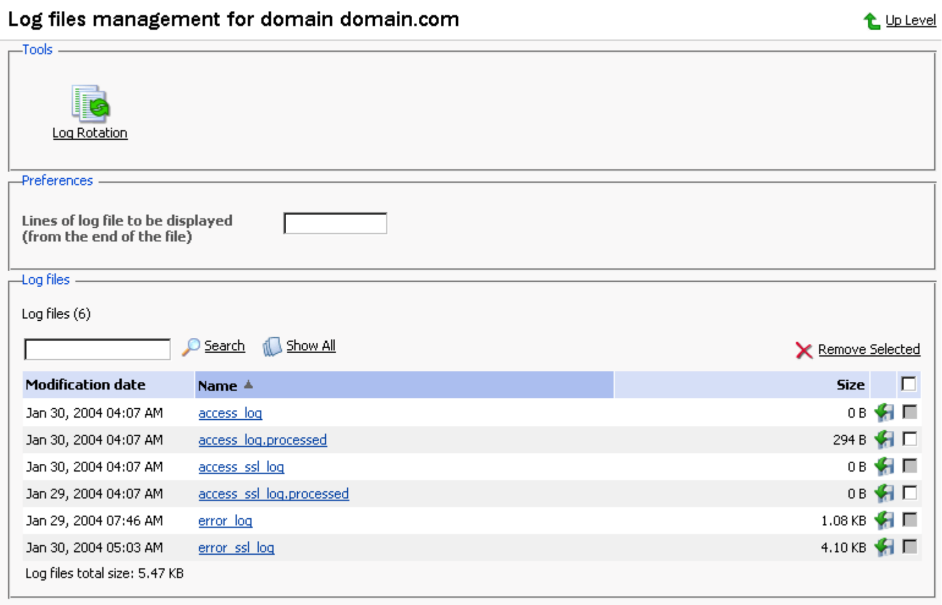
You can set up anonymous FTP only for domain that has physical hosting configured on exclusive IP.

To set up Anonymous FTP:

1. Click the Anonymous FTP icon on the Domain Administration page. The Anonymous FTP Account Management page will appear.
2. By default anonymous FTP capabilities are disabled. To activate anonymous FTP select the Enable icon.
3. To set up a welcoming message to be displayed when users log in to FTP site, select the Display login message checkbox and type the message text in the input field as desired. Note, that not all FTP clients display welcoming messages.
4. Select the checkbox beside Allow uploading to incoming directory to allow visitors to access the anonymous FTP site to upload files into the /incoming directory.
5. To allow users to create nested directories in the /incoming directory, select the Allow creation of directories in the incoming directory checkbox.
6. To allow downloading from the /incoming directory, select the Allow downloading from the incoming directory checkbox.
7. Deselect the Unlimited checkbox in the Limit disk space in the incoming directory field to set the disk space quota (i.e. hard limit) on the /incoming directory. Then enter the amount of disk space, in Kilobytes, you wish to allow for the /incoming directory.
8. Deselect the Unlimited checkbox in the Limit number of simultaneous connections field to set limits on the number of users who can be simultaneously connected to the anonymous FTP site. Then enter the number of connections allowed.
9. Deselect the Unlimited checkbox in the Limit download bandwidth for this virtual FTP domain field to set throttling up for the anonymous FTP site. Then enter the maximum average bandwidth, in Kilobytes per second, allowed.
10. Once you have completed all changes, select OK to submit all changes.

## Managing Log Files and Log Rotation

Plesk allows managing log files and log rotation settings from the control panel. To access these functions, click the Log Manager icon on the Domain Administration page. The Log Manager page will open:



Log files management for domain domain.com

Lines of log file to be displayed (from the end of the file)

Log files (6)

| Modification date | Name ▲ | Size | □ |
|---|---|---|---|
| Jan 30, 2004 04:07 AM | access_log | 0 B | □ |
| Jan 30, 2004 04:07 AM | access_log.processed | 294 B | □ |
| Jan 30, 2004 04:07 AM | access_ssl_log | 0 B | □ |
| Jan 29, 2004 04:07 AM | access_ssl_log.processed | 0 B | □ |
| Jan 29, 2004 07:46 AM | error_log | 1.08 KB | □ |
| Jan 30, 2004 05:03 AM | error_ssl_log | 4.10 KB | □ |

Log files total size: 5.47 KB

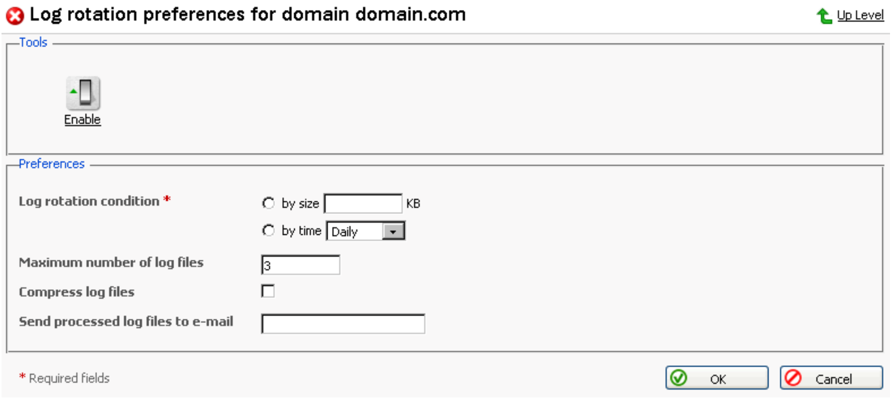
At this page, you can perform the following operations:

- Define the number of log file's lines to be displayed at once. To do that, type in the number of lines in the Lines of log file to be displayed input field prior to selecting a log file for viewing.
- View a log file. To this effect, click on a log file's name in the list. The log file contents will be displayed in a separate Log File Viewer window.
- Save a log file on your local machine. To do that, click on the appropriate icon. After that you will need to specify the location on your local machine and the file name for the downloaded log file to be saved, and then click Save.
- Delete log files. To this effect, select the corresponding checkboxes, and click Remove Selected.

To configure the log rotation preferences, follow these steps:

1. Click the Log Rotation icon on the Log Files Management page.

   The Log Rotation Preferences page will open:



Log rotation preferences for domain domain.com

| | |
|---|---|
| Log rotation condition * | ○ by size [ ] KB<br>○ by time Daily |
| Maximum number of log files | 3 |
| Compress log files | □ |
| Send processed log files to e-mail | |

* Required fields

2. Click the Enable or Disable icon respectively to enable/disable log rotation.

3. Select the log rotation condition:
   - log file size - enter the size in kilobytes in the appropriate field
   - time - select from the drop-down list. It can be set to **`Daily`**, **`Weekly`**, and **`Monthly`**.

4. Specify the maximum number of log files in the appropriate input field, if desired. The maximum number is the number of processed files to be kept for each log file.

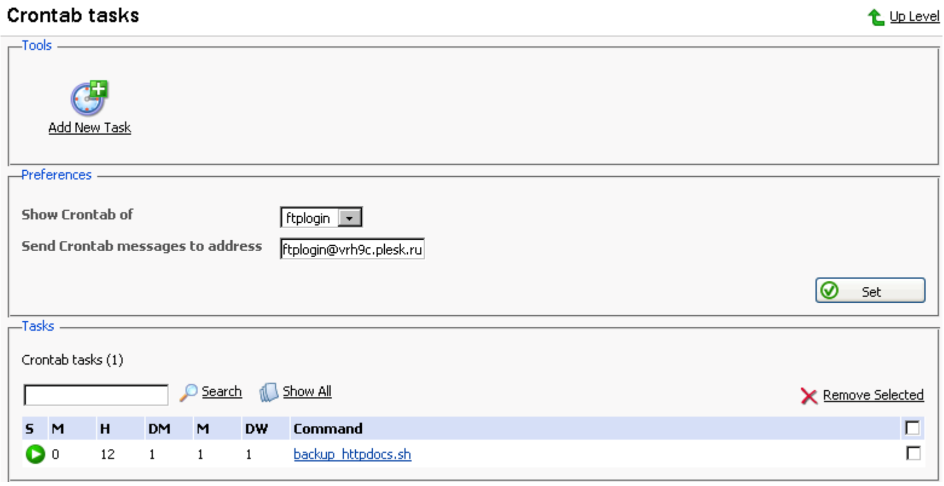
5. Select the Compress log files checkbox to enable compression.

6. If desired, in the Send processed log files to e-mail input field, enter the e-mail address, for the processed log files to be delivered to.

7. Click OK to submit changes.

# Scheduling Crontab Tasks

To access the crontab management functions, click the Crontab Manager icon on the Domain administration page. The Crontab management page will open:



**Crontab tasks**

Show Crontab of: ftplogin

Send Crontab messages to address: ftplogin@vrh9c.plesk.ru

Crontab tasks (1)

| S | M | H | DM | M | DW | Command | □ |
|---|---|---|---|---|---|---|---|
| ▶ | 0 | 12 | 1 | 1 | 1 | backup_httpdocs.sh | □ |

On this page, you can view scheduled tasks of various system users, set the e-mail address for the crontab output messages delivery, schedule new tasks and remove them.

The Show Crontab of: drop-down box indicates the system user, whose scheduled tasks are currently displayed. It also allows to select another system user to view and/or manage scheduled tasks that belong to that user.

Each line in the Crontab task list represents a single task. The Status (S) column shows whether the selected task is enabled or disabled (the disabled tasks are not executed). The Command column contains the command that is executed within the selected task and serves as a link to the page that allows editing the selected scheduled task properties.

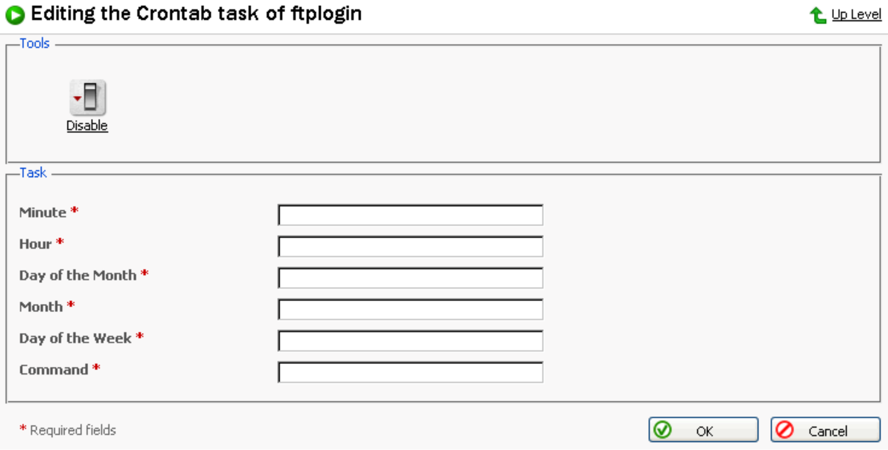
The task list can be sorted by its parameters in ascending or descending order. To sort the task list, click on the name of the sorting parameter. An arrow will show the order of sorting. The sorting criteria are:

- (S)tatus
- (M)inute
- (H)our
- (DM) Day of the Month
- (M)onth
- (DW) Day of the Week
- Command

To add a new task to the list, follow these steps:

1. Click the Add New Task icon on the Crontab management page.

   You will be taken to the crontab record creation/editing page:



Editing the Crontab task of ftplogin

Up Level

Tools

Task

|  |  |
|---|---|
| Minute * |  |
| Hour * |  |
| Day of the Month * |  |
| Month * |  |
| Day of the Week * |  |
| Command * |  |

* Required fields

2. Choose the status of the scheduled task by clicking the Enable or Disable icon. The current status is displayed by the corresponding icon.

3. Specify the date and time for the task to be executed: Minute - enter the value from 0 to 59 or *, Hour - enter the value from 0 to 23 or *, Day of the Month - enter the value from 1 to 31 or *, Month - enter the value from 1 to 12 or *, Day of the Week - enter the value from 0 to 6 (0 is Sunday) or *.

4. Type in the command to be executed in the Command input field.

5. Click OK.

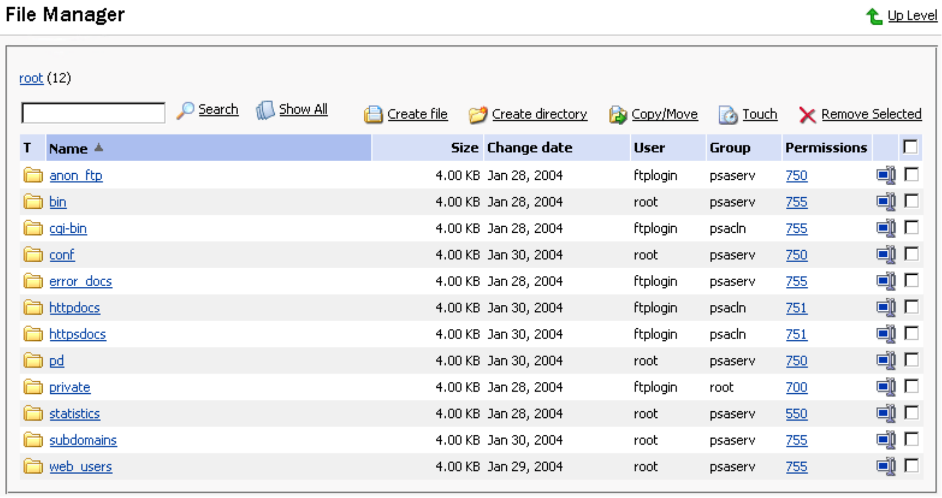
To delete one or several scheduled tasks from the list, select the corresponding checkboxes and click Remove Selected.

To enable crontab to send the messages to a specified e-mail address, enter the e-mail address into the Send crontab messages to address: text input field and click Set. All scheduled tasks from the displayed list that output some information will automatically have their output sent to the specified address. The "" entry in this field specifies that the sending crontab messages option is disabled.

# Using File Manager

Once hosting is configured for the domain you can use a file manager to operate domain files and directories.

To access the file manager functions, click the File Manager icon on the Domain Administration page. The file manager page will open displaying a root directory structure and contents:



File Manager

Up Level

root (12)

| T | Name ▲ | Size | Change date | User | Group | Permissions | | □ |
|---|---|---|---|---|---|---|---|---|
| | anon_ftp | 4.00 KB | Jan 28, 2004 | ftplogin | psaserv | 750 | | □ |
| | bin | 4.00 KB | Jan 28, 2004 | root | psaserv | 755 | | □ |
| | cgi-bin | 4.00 KB | Jan 28, 2004 | ftplogin | psacln | 755 | | □ |
| | conf | 4.00 KB | Jan 30, 2004 | root | psaserv | 750 | | □ |
| | error_docs | 4.00 KB | Jan 28, 2004 | ftplogin | psaserv | 755 | | □ |
| | httpdocs | 4.00 KB | Jan 30, 2004 | ftplogin | psacln | 751 | | □ |
| | httpsdocs | 4.00 KB | Jan 30, 2004 | ftplogin | psacln | 751 | | □ |
| | pd | 4.00 KB | Jan 30, 2004 | root | psaserv | 750 | | □ |
| | private | 4.00 KB | Jan 28, 2004 | ftplogin | root | 700 | | □ |
| | statistics | 4.00 KB | Jan 28, 2004 | root | psaserv | 550 | | □ |
| | subdomains | 4.00 KB | Jan 30, 2004 | root | psaserv | 755 | | □ |
| | web_users | 4.00 KB | Jan 29, 2004 | root | psaserv | 755 | | □ |

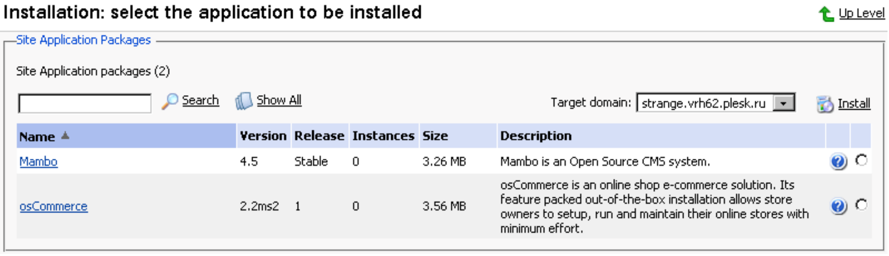
- To browse a directory, click the icon or directory name.
- To change permissions for a directory or a file: click on the corresponding permission set in the Permissions column. The permissions settings page will open, allowing you to set the required permissions for all users. Select the desired settings using the checkboxes, then click OK to submit.
- To rename a directory or file, click on the corresponding icon. A new page will open allowing you to rename the selected file or directory. Type in a new name and click OK.
- To copy or move a file or directory to another location, select the required file or directory using the corresponding checkbox, and click Copy/Move. You will then need to specify the destination for the file or directory to be copied or renamed to. Then click Copy to copy, or Move to move it.
- To change a timestamp of a directory or file, click on the Touch icon. The time stamp will be updated with the current local time.
- To remove a file or directory, select the coresponding checkbox, and click Remove Selected.
- To upload a file to the current directory, click Create File, then specify its location. Click OK.
- To create a file, click Create File, then type in a file name in the corresponding field, check (uncheck) the "html template" box, and click OK.
- To create a subdirectory that will be nested in the current directory, click Create Directory, then type in the directory name in the Directory name field, and click OK.
- To edit a file, click the corresponding icon. The File Manager's editor window will open, allowing you to edit the file source. After you are done with editing, click Save to save the file, Save and Exit to save the file and quit the file editing mode, Cancel to cancel editing mode and return to the FileManager panel, or Reset to discard the alterations made.
- To edit a file in the WYSIWYG editor, click the corresponding icon.

# Using the Domain Application Vault

The domain application vault function enables you to install various applications on domain and view the properties of the already installed applications.

## Installing application on domain

1. Select a domain with configured physical hosting and click the Application Vault icon on the Domain Administration page.
2. Click the Add Application icon. The application installation wizard will open:



**Installation: select the application to be installed** Up Level

Site Application Packages

Site Application packages (2)

Search Show All Target domain: strange.vrh62.plesk.ru Install

| Name ▲ | Version | Release | Instances | Size | Description | | |
|---|---|---|---|---|---|---|---|
| Mambo | 4.5 | Stable | 0 | 3.26 MB | Mambo is an Open Source CMS system. | ? | ○ |
| osCommerce | 2.2ms2 | 1 | 0 | 3.56 MB | osCommerce is an online shop e-commerce solution. Its feature packed out-of-the-box installation allows store owners to setup, run and maintain their online stores with minimum effort. | ? | ○ |

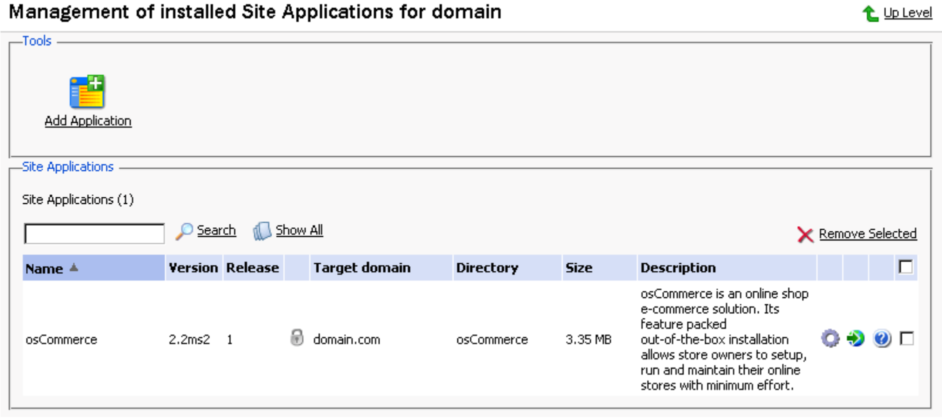
3. Select the application package you wish to install on the selected domain. Note: you can also choose to install it on a subdomain – select it in the Target domain drop-down menu.

   You can view information on available application packages by clicking on the application package name in the list. If there is a documentation available for the application, it will be accessible through the icon .
4. Click Install.
5. Some applications require certain parameters be entered before executing the installation. The required parameters are marked with an astrerisk.

   You have an option of creating on your Home page a custom button for accessing this application.
6. Click OK once you are done editing the required parameters. If you chose to create a custom button for the application, you will be taken to the custom button properties page.

Note: It is not allowed to install one application into a sub-directory of another application. However, most applications allow installing several copies for the same domain but in different directories.

When the installation of the application is complete, the application will appear on the Applications list:



Management of installed Site Applications for domain

Site Applications (1)

| Name | Version | Release | Target domain | Directory | Size | Description | □ |
|---|---|---|---|---|---|---|---|
| osCommerce | 2.2ms2 | 1 | domain.com | osCommerce | 3.35 MB | osCommerce is an online shop e-commerce solution. Its feature packed out-of-the-box installation allows store owners to setup, run and maintain their online stores with minimum effort. | □ |

To edit the parameters of an application, click on the corresponding icon .

Use the icon in the Applications list to access the URL of the application.

To remove one or several applications, in the list of applications select the corresponding checkboxes and click Remove Selected.

# Accessing Site Builder

Plesk is shipped with Mambo site builder software intended to simplify the process of creating and deploying web sites. In order to use the site builder, you need to have the PHP support enabled for the domain set-up on physical hosting. You can set it up to work via HTTP or HTTPS protocol. The application can be installed on the domain and configured either via Domain Application Vault or using the installation procedure invoked when you click on the Site Builder icon for the first time. After the application is installed and configured, use the Site Builder icon on the Domain administration page to access it.

# Accessing Microsoft FrontPage Web Administrator

You can access the Microsoft FrontPage Web Administrator directly from the Control Panel, using the FP Webadmin icon, or FP-SSL Webadmin if you wish to access it over secure SSL connection. These icons are located at the bottom of the Domain Administration page, provided that hosting is set up for the domain, and Microsoft FrontPage is available. Note, that the FrontPage Web Admin software should be installed and configured properly for this function to work, and the FrontPage and FrontPage over SSL support should be enabled within Plesk.

# Backing Up and Restoring Domains

You can back up and restore domain data by the control panel means, provided that the backup utilities are installed on server.

To access the backup/restore functions, on the Domain administration page, click the Backup icon. The Backup files repository page opens displaying the stored domain backup files and their properties.

To be able to use a directory on your FTP server as an integral part of backup files repository, you need to specify the FTP connection properties in the control panel. To do this, follow these steps:

1. Click the FTP Account Properties icon.
2. Enter the FTP server name in the FTP server text input field.
3. Type the name of the FTP server directory where the domain backups are stored in the Base directory on FTP server text input field.
4. Enter the FTP server login in the FTP Login text input field.
5. Enter and confirm the FTP password.
6. Click OK to submit.

To schedule automated backing up, follow these steps:

1. Click the Scheduled Backup Settings icon.
2. Select the period of backups creation - should they be created daily, weekly or monthly,
3. Select the location where the backup files should be placed,
4. Specify the maximum number of backup files that can be stored in the selected location,

   Note: When the specified number is exceeded, the oldest backups are removed from the repository.
5. Enter the name the backup files should begin with,
6. Click OK to submit.

To view the properties of backed up domain click the backup file's name.

To save a backup file on your local machine, click the corresponding icon. After that you will need to specify the location on your machine and the file name for the downloaded backup file to be saved, and then click Save.

To delete one or several backup files from the repository, select the corresponding checkboxes and click Remove Selected.

To upload a backup file to the server, specify file location using the Browse button, then click Upload.

To upload a backup file from the remote FTP server to the Plesk server, click the FTP Upload icon. You will be taken to the FTP server directory where you can select which files you want to upload to your Plesk server.

Note: To be able to use this option, you should first specify the FTP connection properties in the control panel.

To back up the domain data, follow these steps:

1. Click the Create Backup icon on the Backup files repository page.

   The Backup file creation page appears.

2. Specify the backup file name.

   Select the create backup file and store in repository option, and type in your comments in the Comments text field.

   To download a backup file to your local machine without storing it in the backup repository, select the "do not store the backup file in repository, only download it" option.

   To create the backup file and store it on FTP server, select the corresponding option.

   If you wish Plesk to notify you of the backup progress, enter your e-mail into the "Notify by e-mail" field, and select the checkbox for activating this function.

3. Click Back Up.

To restore a domain, follow these steps:

1. Click the Backup icon at the Domain administration page. The

   Backup files repository page appears.

2. Select the desired backup file from the list clicking on its file name. The backup file information page will open displaying the domain configuration

to be restored.

3. If desired, enter an e-mail and select the checkbox to enable the notification.

   Select the IP address to be used for restoring the domain data.

4. Click Restore.

**NOTE**

During backup/restore processes, the domain is automatically switched off and all of its services are unavailable.

# Appendix A. Glossary of Terms

*APACHE*

Apache is an open source Web server that is distributed free. Apache runs on Unix-based operating systems (including Linux and Solaris) and Windows 95/98/NT. Apache was originally based on the NCSA server, but is now an independent product, supported by the nonprofit Apache Software Foundation.

*BROWSER*

A browser is a software application that lets you access information on the Internet. Browsers can read HTML and send HTTP or FTP requests for services on the Internet. Browsers are usually associated with the World Wide Web portion of the Internet.

*CGI*

CGI, or the common gateway interface, provides a standardized method for Web servers to send a user request to an application and to receive information back for the user. For example, when you click on a URL link, the Web server sends the requested page to you. CGI is part of the HTTP protocol. CGI works in many different languages, and across several different platforms.

*CLIENT*

A client is a company or individual requesting services from an Internet presence provider. A client is a customer of a Web hosting company, or a user of Internet services. In hardware terminology, a client is a computer system or a software package that requests services or information from another application that resides across the network. Think of the client as your PC or workstation, through which you access programs and data across a network or the Internet, usually on a server. In very simple terms, a client is a user.

*DB WebAdmin*

DB WebAdmin is a web-based administration tool that allows to manage a whole MySQL server as well as a single database.

*DNS*

DNS, short for Domain Name System, is a distributed database that maps names and IP addresses for computers using the Internet. DNS is a standardized system that identifies domain name servers.

*DOMAIN*

A domain is a virtual address on the Internet for any organization or entity. Technically, a domain is a group of networked computers (servers) that represent an organization and provide network services. However, several domains could reside on one server, in dedicated space provided by a Web hosting service. To the Internet user, a domain appears as space on one server, regardless of the implementation. Domains are identified by their familiar Internet URL (uniform resource locator) addresses. For example, www.sw-soft.com is the name of the domain where SWsoft information resides on its servers. Syntactically, a domain name is a string of names or words separated by periods. For example, a domain name such as:

*hello.house.neighborhood.com* includes the names of:

- the host: hello
- the subdomain: house
- the domain: neighborhood
- the organization type: com

Some top-level domain names:

- arpa: ARPAnet (a Defense Department communications system that established the Internet)
- com: Commercial, for-profit organizations and businesses
- edu: Educational institutions
- gov: Government organizations
- int: International organizations
- mil: U. S.-based military
- net: Internet access providers
- org: Non-profit organizations
- aero: Air-transport industry
- biz: Businesses
- coop: Cooperatives
- info: Information
- museum: Museums
- name: For registration by individuals
- pro: Accountants, lawyers, physicians, and other professionals
- two alphabetic characters: the country code top-level domains (ccTLDs), such as, for instance .uk for United Kingdom.

*FTP*

FTP, or File Transfer Protocol, is a method used to transfer files to (upload) and from (download) a remote server. You can use the FTP command to:

- Copy a file from the Internet to your PC
- Move a file from your PC up to the Internet

- Rename an existing file
- Delete a file
- Update an existing file with more recent data

*GATEWAY*

A gateway is a combination of hardware and software allowing dissimilar systems to communicate by filtering data through standardized protocols. Think of a gateway as a translator that allows your PC to talk with other computers on the network.

*HOST*

In a network, a host is usually a computer that stores software applications and data that may be accessed or retrieved by other users. But a host can be any addressable device on the network, not just a computer. The host provides services to other computers or users. An Internet Service Provider may also be referred to as a Web hosting company.

*HTML*

HTML, or HyperText Markup Language, is a standardized language for presenting information, graphics, and multimedia on the World Wide Web. HTML consists of hundreds of codes, tags, and symbols that define the type of information and how it should be displayed in a browser. HTML is universally understood on a wide variety of platforms.

*HTTP*

HTTP, or HyperText Transfer Protocol, is a standard for sharing World Wide Web files. HTTP lets you communicate across the Internet by carrying messages from your browser to a server.

*IMAP*

IMAP, or Internet Message Access Protocol, is a method for receiving e-mail messages from other Internet users on your local server. IMAP lets you see message headers before choosing and viewing the entire text of mail messages. You can selectively retrieve mail messages with IMAP. Compare IMAP to the POP and SMTP mail protocols.

*IP ADDRESS*

An IP address (Internet Protocol address) is an internal number that identifies a host on the Internet or a network. IP numbers are invisible to end users, replaced in your user interface by the more familiar domain names and URLs.

*IP POOL*

IP address pool is the range of available IP addresses.

*MAIL AUTORESPONDER*

Mail autoresponders are automatic replies to email sent to a particular mail name. Autoresponders can include both a text message and attached files. This mail function is often used on mail accounts for individuals who are away for a certain period of time, or are unable to check their mail for any number of reasons.

*MAIL GROUP*

Mail groups are used for sending e-mail to a group of people through one address rather than to each individual address. Mail groups save you time and effort in reaching several people at once; you only have to create one e-mail message to the group, rather than several identical messages to everyone.

*MAILMAN*

Mailman is software to help manage email discussion lists, much like Majordomo and SmartList. Unlike most similar products, Mailman gives each mailing list a web page, and allows users to subscribe, unsubscribe, etc. over the web. Even the list manager can administer his or her list entirely from the web. Mailman also integrates most things people want to do with mailing lists, including archiving, mail-to-news gateways, integrated bounce handling, spam prevention, email-based admin commands, direct SMTP delivery (with fast bulk mailing), support for virtual domains, and more. Mailman runs on most Un*x-like systems, is compatible with most web servers and browsers, and most SMTP servers.

*MAIL REDIRECT*

Mail redirects are used to forward or redirect email from one POP3 mailbox to another email address. By creating an email redirect or alias, messages are sent to a different email box without the sender needing to know the new address. Email can be redirected to an address outside the domain.

*MySQL*

SQL is a Structured Query Language that was created as a standardized method of defining, manipulating, and searching data in a database. It is currently the most commonly used database language. My SQL is a fast, easy-to-use, multi-user SQL database server in a standard client/server environment. MySQL handles graphics as well as text. For more information, visit http://www.mysql.com.

*NETWORK*

A network is a system of interconnected computers and peripheral devices (such as printers).

*PACKET*

Data that is transported across the Internet is divided into small, manageable units called packets. Data packets can be sent more quickly and efficiently across a network than the full stream of data in a message or file.

*PERL*

Perl is an interpreted high-level programming language. Perl is very popular among System Administrators who use it for a vast number of automation tasks. Many CGI programs are written in Perl.

*PHP*

PHP (originally meaning Personal Home Page) is a server-based HTML embedded scripting language that runs on multiple platforms, primarily on Linux servers. PHP accesses and manipulates data in a MySQL database, and helps you create dynamic Web pages. You write HTML and embed code in the HTML that performs a specific function. The embedded code is the PHP portion of the script, identified in the HTML by special start and stop tags. A PHP file has an extension of .php or .php3 or phtml. All PHP code is executed on a server, unlike a language such as JavaScript that is executed on the client system. For more information, visit http://www.php3.org.

*POP3*

POP3, or Post Office Protocol Version 3, is a method used to receive electronic mail across the Internet, accommodating different mail software packages and systems. POP3 receives and holds all your e-mail on a server. You can then download all your messages when you connect to the mail server; you cannot selectively retrieve messages. Compare POP to the IMAP mail protocol.

*POSTGRESQL*

PostgreSQL is an open source database system, that began as an enhancement to the POSTGRES research prototype DBMS. Where POSTGRES used the PostQuel query language, PostgreSQL uses a subset of SQL.

*PROTECTED DIRECTORY*

A directory is an organized collection of files and subdirectory folders on a computer. A protected directory is one that cannot be accessed by all public users; you must have access privileges to read information in a protected directory.

*PYTHON*

Python is an interpreted high-level programming language. You can write web-based applications in Python that will run many times faster than traditional CGI and will have access to advanced features such as ability to retain database connections and other data between hits and access to Apache internals.

*QMAIL*

Qmail is a secure and highly reliable e-mail message handling system. It replaces the sendmail daemon on Unix and Linux systems. Qmail is fast and uses little memory. Users can create their own mail lists, and system administration is minimal. Qmail uses the Simple Mail Transfer Protocol (SMTP) for message exchange with other systems.

*REBOOT*

Rebooting simply means restarting a computer. You should not reboot a server that has users accessing it until you have informed the users that the server must be shut down temporarily. Sometimes, an emergency necessitates rebooting a server immediately, but it is not a recommended practice.

*SECURE HTTP*

Secure HTTP (S-HTTP or HTTPS) is an encryption method uses to protect documents on the World Wide Web. An alternative to S-HTTP is an SSL certificate (or Secure Socket Layer) that secures an entire session, not just a document or a file. S-HTTP supports several different message encryption formats, and works with any communication between clients and servers.

*SECURITY*

There are several different ways to control access to a computer or network, to protect proprietary data, and to maintain privacy. Security measures can be defined at several different levels (at the server level, on a directory, for an individual file, etc.) for optimum protection.

*SERVER*

A server is a computer system (a combination of hardware and software) that runs programs, stores files, directs traffic, and controls communications on a network or the Internet. Clients (also called users or workstations) access a server for specific information and services.

*SHARED IP*

An IP address that can be used for hosting by several clients.

*SKELETON DIRECTORY*

In Plesk, this term refers to a set of directories and files that get copied into a newly created virtual host directory structure at the time the virtual host is created. It may be used to have a set of CGI scripts included with every account created in Plesk. It is very useful if you are looking to have a more informative, customized welcoming index.html page, and it is also helpful if you have anything else that needs to be included by default within the directories of the virtual host.

*SMTP*

SMTP, or Simple Mail Transfer Protocol, is a standard for transmitting mail messages across different computers on a TCP/IP network. SMTP can only be used when both the mail sender and receiver are ready. If the destination PC is not ready, a 'post office' must temporarily store the mail. In that case, a post office protocol such as IMAP or POP is used to retrieve the mail.

*SSI*

SSI stands for 'server-side includes', a type of HTML comment that directs the webserver to dynamically generate data for the Web page whenever information is requested. SSIs can also be used to execute programs and insert the results; therefore they represent a powerful tool for web developers.

*SSL*

SSL stands for Secure Socket Layer, and is a set of rules used for exchanging information between two computer devices using a public encryption system. SSL establishes secure communications between servers and clients. SSL provides a safe and authenticated method of handling e-commerce transactions. Only authorized users can access and read an SSL-encrypted data stream. An alternative to SSL is Secure HTTP (S-HTTP), used to encrypt World Wide Web documents (rather than securing an entire session, as does SSL).

*SSL CERTIFICATE*

An SSL certificate is an electronic key that encrypts transmissions between two computers on a public network, providing privacy and security to the session. Think of an SSL certificate as an electronic ID card for an individual or a computer service. An SSL certificate confirms that a message that you receive actually did come from the person identified. The certificate key is issued by a third party. SSL certificates are used for secure e-commerce communications, protecting information such as credit card numbers and personal data. You can generate an SSL certificate with a utility such as SSLeay. Then, submit it to a certificate authority such as GeoTrust, Inc (www.geotrust.com).

*TCP*

TCP stands for Transmission Control Protocol, and is the primary data transport protocol on the Internet. TCP transmissions are fast, reliable, and full-duplexed.

*TCP/IP*

Transmission Control Protocol/Internet Protocol, commonly known as TCP/IP, is a data transmission protocol that was developed by ARPA, the Advanced Research Projects Agency. ARPA is the founding organization of the Internet.

*TELNET*

Telnet is a method of accessing another remote computer. You can only access the other computer if you have permission to do so. Telnet differs from other protocols that simply request information from a host computer, because it actually logs you on to the remote computer as a user.

*TOMCAT*

Tomcat is a server solution based on the Java Platform that supports the Servlet and JSP specifications. Managed by the Apache Jakarta Project, it is developed in an open and participatory environment.

*URL*

A URL is a Uniform Resource Locator used to identify an organization or domain on the Internet. URLs are standardized names that are typically found on the World Wide Web portion of the Internet. URL addresses identify domains on the network. Read about Domains for more detail.

*USER*

Simply put, a user is a client. In hardware terminology, a client is the PC that you use to access information from other computers (usually servers) on the Internet or network.

*WEBMAIL*

WebMail is a Web based interface to Unix system mailboxes. It allows a user to access and administer his IMAP/POP3 mailbox via the world wide web.

*WEB USER*

A web user is a user account within Apache that is used to define locations for personalized web pages with individual FTP access.

*WORKSTATION*

A workstation is a user or client that accesses information from other computers (usually servers) on a network.