# Synology DiskStation Mail Station 2 User's Guide



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# Synology

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# Introduction

On Synology DiskStation Manager 3.1 (hereafter DSM 3.1) and onward, the built-in mail server allows you to retrieve and send emails with your own domain name, while Mail Station is an add-on package provides a webmail interface for you to access the emails. Besides, you can also create multiple POP3 accounts in Mail Station to receive and store emails from any other mail servers (e.g. Gmail, Hotmail and so on) to centralize all of your emails.

Please note that the webmail on Synology DiskStation does not support non-English account or empty password.

In this document, we will show you all the steps to use your Mail Station.

# **Before You Start**

Before getting started with Mail Station, you have to do the following settings in DSM first.

#### **Enable User Home**

- 1 Go to Main Menu > Control Panel > User.
- 2 Click User Home.

🔏 Control Panel - User			<b>0</b>
← →			?
Create   Edit D	elete User Home	Password Strength	<b>P</b> Search
Name	Description	Email	Status
admin	System default user		Normal
guest	Guest		Disabled
K < Page 1 of 1 >	ЯС		Displaying 1 - 2 of 2

3 Tick the **Enable user home service** checkbox to enable this service. Each user's emails will be stored in their **home** folders.

User Home	
Enable user home service	1
Location:	Volume 1 (Available: 57.06 GB )
	OK Cancel

#### **Enable SMTP on DSM**

1 Go to Main Menu > Control Panel > Mail Server.

K Control Pane	el .							00
← → ♠	]					<b>D</b> Search		?
File Sharing a	nd Privileges							
		-				<b>3</b>		
Win/Mac/NFS	FTP	User	Group	Shared Folder	Domain Privileges	Application Privileges		
Network Serv	ices							
				8	\>	🥶		
Web Services	DDNS	Router Configuration	Firewall	Auto Block	Terminal	SNMP	Network Backup	
System								
	£033			9	<b>-</b>	2		
Network	DSM Settings	Regional Options	Notification	Power	External Devices	Restore Defaults	DSM Update	
Application Se	ettings							
	<b>(77</b> )	<b>(</b>	i i i i i i i i i i i i i i i i i i i	÷	<b></b>		6	
Media Server	iTunes	Audio Station	Photo Station	Download Station	Surveillance Station	File Station	Mail Server	

2 Under the **Mail server settings** tab, check the **Enable SMTP** checkbox then click **OK** to apply the setting. Refer to <u>the tutorial</u> about Mail Server setting details.

K Control Panel - Mail Server	00
	?
Mail server settings	
Enable SMTP to deliver and receive mails.	
Enable SMTP	
SMTP Authorization is required	
Domain name: synology.com	
Maximum size per email (MB): 10	
Enable spam filter	
Click http://192.168.22.203/mail/ to launch Mail Station, and then go to [Admin Settings] > [SMTP Server Settings] to set webmail settings.	
OK Cancel	

# Install and Run Mail Station

#### **Install the Package**

- 1 Download the package of MailStation.spk from Synology Download Center.
- 2 Go to Main Menu > Package Management. Click Install and select the package and to install it.

😤 Package Management						
Install Upgrade	Uninstal	Get Info Run Stop		?		
Package name	Version	Description	URL	Status		
timebkp	1.0.19	Synology Time Backup		Not available		
phpMyAdmin	3.2.5-001	phpMyAdmin		Not available		
				1		

3 Once the installation is finished, select the package and click **Run** to enable the service.

😑 Package Management 💿 😳 🕄						
Install Upgrade	e Uninstall	Get Info Run Stop		?		
Package name	Version	Description	URL	Status		
MailStation	20100407-0	Synology Mail Station		Stopped		
timebkp	1.0.19	Synology Time Backup		Not available		
phpMyAdmin	3.2.5-001	phpMyAdmin		Not available		

#### **Run Mail Station**

1 After enabling Mail Station package, log in to DSM and go to Main Menu > Mail Station.



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2 You will be brought to the login page of Mail Station. Log in with the username and password of a valid DSM user.

roundcube	, Aliante de la construction de	
We	come to Roundcube Webmail	
	Username Password	
	Login	

3 After logging in to Mail Station, you will see the page below.

roundcube	>		🛃 E-Mail	Address Book	Settings	Admin Settings	🚺 Logout
Free webmail for the masses		1		🖉 🚉 Fight	All	• Q*	0
Folders <sup>⊘</sup> Inbox <sup>I</sup> Drafts <sup>®</sup> Sent <sup>®</sup> Junk <sup>©</sup> Trash	毘 @ ☆	Subject		Sender		Date	Size
	Select:		Threads:	Show pre	view pane: 🔽	I ≪ Mailbox is	empty ▶ ₩

#### **Initial Setup**

Before starting to enjoy Mail Station, you need to go through the following settings:

1 Log in to Mail Station then go to Settings > SMTP Server Settings to set up the SMTP server. For details about SMTP port settings, please refer to the guide prepared by your email service provider. If you would like to use the built-in mail server of your DiskStation, please choose localhost as your SMTP server.

oundcube 🍛		🐷 E-Mail 🗿 Address Book 🚺 Settings 🚺 Admin Settings 区 Logo
ee webmail for the masses	Preferences Folders	Identities POP3
ection	SMTP Server Settings	
er Interface		
ilbox View	Main Options	
mposing Messages	Select SMTP server:	localhost - localhost (Default)
playing Messages	Description	localhost
cial Folders	SMTP server	localhost
ver Settings	SMTP port	25
P Server Settings	Username (optional)	admin
	Password (optional)	••
	Enable SMTP TLS secure co	nnection
	Set as default	$\checkmark$
	Delete Save	
+		

2 To receive emails from other accounts, refer to the section "**Receive emails from other mail servers**" below to allow receiving emails from different accounts on your Mail Station.

# **Use Email Service**

#### Read an email

1 When logging in to Mail Station, you will see the inbox page by default. The window below is the page with the preview pane showing the content of the email you choose. You can double click the email to read it in a larger window.



2 If you want to disable the preview function, click **Settings** and uncheck the **Show Preview Pane** checkbox under the **Mailbox View** tab on the left hand.

roundcube 🍛	😹 E-Mail 📕 Address Book  Settings 🛓 Admin Settings	🔀 Logout
Free webmail for the masses	Preferences Folders Identities POP3	
Section	Mailbox View	
User Interface		
Mailbox View	r Main Ontions	
Composing Messages	Show preview pane	
Displaying Messages	Mark previewed messages as read immediately	
Special Folders	Sender notifications ask the user	
Server Settings	Expand message threads never	
SMTP Server Settings	New Message Focus browser window on new message Check for new messages on every 1 minute(s) Check all folders for new messages Save	

#### Write an email

1 Click the icon to start editing a new email.

			Mail Address Book	🕽 Settings 🔋 Admin Settings	E Logout
		3 😼 🖉 🕃	Filter: A	II • Q	8
Folders  Inbox  Trash  Folders  Trash	E 🖉 🏠 Subject		Sender	Date	Size
	Select:	Threads: 🕲 🕲 🕞 Shov	v preview pane: 🗹	K ≪ Mailbox is	s empty
<b>资 v</b>					E

2 An email-editing window pops up.

roundcube	)				E-Mail	Address Book	Settings	Admin Settings	🔀 Logout
Free webmail for the masses	-	ABC	0	1 💌	-@-•				
Attachments	Sender	admin <	admin@s	ynology.c	com> 💌				
	Recipient	1							<u>^</u>
		Add Cc	Add Bcc	Add Reply	/-To				*
	Subject								
									~
	<b>^</b>								
									-
+	Send nov	v Cano	el				Check spelling	Editor type Pl	ain text 👻

3 Choose to write email in HTML or Plain text format.

$\frown$				F-Mail	Address Book	L Settings	Admin Settings	
roundcube 🥪	)					In Counga	M	- Logour
Free webmail for the masses	<del>\</del>	ABC	9 🎿 🖬	2 ŵ'				
Attachments	Sender	admin <ac< th=""><th>dmin@synology</th><th>/.com&gt; 💌</th><th></th><th></th><th></th><th></th></ac<>	dmin@synology	/.com> 💌				
	Recipient							~
		Add Coll Ad	ld Ree   Add Ree	alv To				*
	Subject	Add CC   Ad	ia Bee   Ada Kep	Jiy-10				
		-						*
	-							
								-
+	Send now	Cancel				Check spelling	Editor type	ain text 🚽
	o chu non	Cancer				chock spennig	H	TML
Done					😜 Internet   Protec	ted Mode: On		ain text

4 To attach the files to your email, click the "+" icon at the bottom-left corner. The maximum size of the attachment is 5MB.

roundcube 🍛		😹 E-Mail 🗿 Address Book 🚺 Settings 🛐 Admin Settings 区 Logou
Free webmail for the masses	Preferences Folders	Identities POP3
POP3 Account		

5 After finishing editing, fill in the information of receiver in the **Recipient** field, then click **Send Now** below (or the icon above) to send the email. You can also save this draft.

roundcube	1		🛃 E-Mail	Address Book	Settings	Admin Settings	😣 Logout
Free webmail for the masses		ABC (	2 🕺 🔁	ŵ. <b>-</b>			
Attachments	Sender	admin <ad< th=""><th>min@synology.co</th><th>m&gt; 💌</th><th></th><th></th><th></th></ad<>	min@synology.co	m> 💌			
	Recipient						
	Subject	Add Cc   Add	Bcc   Add Reply-	То			
	Subject						
	~						
			1				
+	Send nov	V Cancel			Check spellir	ng	lain text 💌

#### **Receive emails from other mail servers**

With Mail Station, users can receive emails from other mail servers and store all their emails on DiskStation. Follow the steps below to enable this feature:

1 Log in to Mail Station with admin account and password, go to Admin Settings and click POP3 Mail Server Settings on the left panel. Tick the Allow user to receive emails from external POP3 mail server checkbox on the right panel, and click Save to enable POP3 service.

roundcube 🍛	🐼 E-Mail 🗿 Address Book 📗 Settings 🚺 Admin Settings 🔯 Logout
Free webmail for the masses	Admin Setting
Section	POP3 Mail Server Settings
SMTP Server Settings	
POP3 Mail Server Settings	Allow user to receive emails from external POP3 mail server Receiving interval (min) Save

2 Go to Settings and click the POP3 tab and then click the "+" icon at the bottom-left corner to create a new POP3 account. Fill in your POP3 account information on the right panel, and click Next to continue. If you have any question regarding the POP3 account information, check with your mail service provider for details.

oundcube 🍚			1	E-Mail 🔳 Address Book	Settings	Admin Settings	🔀 Logou
e webmail for the masses	Preferences	F	olders Identi	ities POP3			
OP3 Account		A	dd a POP3 account				
			Step 1: Enter POP3	Account Information			
			E-Mail	synology@gmail.com			
			Username	synology			
			Password	•••••			
			POP3 mail server	gmail.com			
			POP3 port	110			
			Enable POP3 S	SL secure connection			
		^	Cancel Next				1
							_

3 Choose the folder where to place the emails coming from this account. You can also choose to remove the original messages from your POP3 server after receiving the emails. Click **Next** to continue.

roundcube 🍛			👪 E-Mail	Address Book	Settings	Admin Settings	🔀 Logout
Free webmail for the masses	Preferences	Folders	Identities	POP3			
POP3 Account		Add a POP3 Step 2: Sel Choose a © Curre © New 1 Remove o Cancel	account t POP3 Mail Receive a folder to receive ent folder: Inbox folder: original messages we original messages Back Next	ing Options messages: ges on the POP3 m	ail server		

4 Fill in the SMTP server settings for this POP3 account. By adding various SMTP servers, you can choose to send emails from one of the different email accounts. Click **Next** to continue.

roundcube 🍛		🛃 E-Mail 🗾 Address Book 🔝 Settings 🚺 Admin Settings 区 Logout
Free webmail for the masses	Preferences	Folders Identities POP3
POP3 Account		Add a POP3 account
+		Step 3: Enter SMTP Server Information <ul> <li>Use default SMTP server</li> <li>Iocalhost - localhost (Default)</li> </ul> Pascription <ul> <li>SMTP server</li> <li>SMTP port</li> <li>Username (optional)</li> <li>Password (optional)</li> <li>Set as default</li> </ul> Cancel         Back         Next <ul> <li>Total Secure connection</li> <li>Set as default</li> <li>Cancel</li> </ul>

Set your preferences for receiving emails from the new account, and click **Save** to finish the settings.

roundcube			E-Mail	Address Book	Settings	Admin Settings	🔀 Logout
Free webmail for the masses	Preferences	Folders	Identities	POP3			
POP3 Account		Add a POP3	account				<u>^</u>
+		Step 4: Se Specify w time:	t Initial Mail Receiv which messages to nt messages: essages messages (Only re Back Save	ing Options receive when you eceive messages se	ent from now o	e server for the first	

5 Now you can start to receive emails from the POP3 account.