

Parallels[®] Pro Control Panel

Parallels Pro Control Panel 10.3.4 for Linux Site Administrator's Guide

Quick-start Tutorial

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Parallels

660 SW 39th Street

Suite 205

Renton, Washington 98057

USA

Phone: +1 (425) 282 6400

Fax: +1 (425) 282 6444

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Preface

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Typographical Conventions

Before you start using this guide, it is important to understand the documentation conventions used in it.

The following kinds of formatting in the text identify special information.

<u>Formatting convention</u>	<u>Type of Information</u>	<u>Example</u>
Special Bold	Items you must select, such as menu options, command buttons, or items in a list.	Go to the System tab.
	Titles of chapters, sections, and subsections.	Read the Basic Administration chapter.
<i>Italics</i>	Used to emphasize the importance of a point, to introduce a term or to designate a command line placeholder, which is to be replaced with a real name or value.	The system supports the so called <i>wildcard character</i> search.
Monospace	The names of commands, files, directories, and domain names.	The license file is located in the <code>http://docs/common/licenses</code> directory.

Preformatted	On-screen computer output in your command-line sessions; source code in XML, C++, or other programming languages.	<pre># ls -al /files total 14470</pre>
Preformatted Bold	What you type, contrasted with on-screen computer output.	<pre># cd /root/rpms/php</pre>
CAPITALS	Names of keys on the keyboard.	SHIFT, CTRL, ALT
KEY+KEY	Key combinations for which the user must press and hold down one key and then press another.	CTRL+P, ALT+F4

Feedback

If you have found a mistake in this guide, or if you have suggestions or ideas on how to improve this guide, please send your feedback using the online form at <http://www.parallels.com/en/support/usersdoc/>. Please include in your report the guide's title, chapter and section titles, and the fragment of text in which you have found an error.

Quick-start Guide for Site Administrators

This quick-start guide is composed of a number of interlinked Help-system topics that show you how to complete common tasks.

Click a link below to learn about the task. Then click the quick-start links at the top or bottom of the topic to proceed through the guide. You can keep this guide open while you complete each task in the control panel.

Quick-start topics:

- 1 Checking your site's settings (on page 7)
- 2 Changing your Site Administrator password (on page 8)
- 3 Adding yourself as a user (on page 9)
- 4 Adding accounts for other users (on page 12)
- 5 Setting up your site's email services (on page 16)
- 6 Sending or receiving email (on page 17)
- 7 Setting up your site's Web pages (on page 17)

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Checking Your Site's Settings

When you first access the Site Administrator control panel, and periodically thereafter, you might want to check your site's settings and resource allocation for accuracy. Only your service provider can change these settings. If you see an error, contact your service provider to have it corrected.

➤ ***To check your site settings:***

- 1** Click the **Shortcuts** tab on the Home page.
- 2** In the shortcuts area, click **Site Information** (Tools section).

The Configuration page is displayed. This page shows your site's current settings. Only your service provider can change these settings.

Changing Your Site Administrator Information

You can change your Site Administrator password and email contact address (on page 8) at any time. You cannot change your Site Administrator user name, however.

For increased security, change your Site Administrator password after you first log on to the Site Administrator control panel and periodically thereafter.

Important: When you change your Site Administrator password, you are also changing the password you use to access email, FTP, Telnet, and SSH as Site Administrator. These services all use the same password and are updated automatically when you change it.

However, if your site uses Microsoft FrontPage Extensions, be aware that the Microsoft FrontPage Administrator password is independent of the Site Administrator password. It is the same initially, but it does not update automatically. You can change the FrontPage Administrator user name or password using the FrontPage Extension Permission Management Interface.

➤ ***To change your Site Administrator information:***

- 1 Click the **Shortcuts** tab on the Home page.
- 2 In the shortcuts area, click **Change Password** (Tools section). The Edit Site Administrator form is displayed.
- 3 In the **New Password** field, enter a new password.
- 4 In the **Confirm New Password** field, retype the password.
- 5 In the **Administrator Email** field, enter the email address at which you want to receive email notifications.
- 6 Click **Update**.

Adding Yourself as a User

If you want to access the User Administrator control panel to manage your own user-level email account, you need to add yourself as a user to the site.

➤ **To add yourself as a user:**

- 1 Click the **Shortcuts** tab on the Home page.
- 2 In the shortcuts area, click **Add User** (Users section). The Add User form opens.
- 3 In the **User Name** field, enter the name you want to type when you log on to the User Administrator control panel. User names can be up to 40 alphanumeric characters in length, and they cannot contain spaces.

Note: The user name entered here also becomes the first part of your email address, for example `<username>@<example.com>`, but you do not need to type the @ symbol and site name in this field.

- 1 In the **Full Name** field, enter your first and last names. Names in this field can be up to 40 alphanumeric characters in length, and they can contain spaces.
- 2 In the **Password** field, enter the password you want to use to log on. Passwords are case sensitive, cannot contain spaces, and have to be at least one character in length. Allowed characters include: a-zA-Z 0-9 , . - _ / + \$ ~ : % @ !
- 3 In the **Confirm Password** field, retype the password.
- 4 In the **Disk Quota** field, enter the amount of disk space, in megabytes, you want to reserve for yourself. To allow an unlimited amount of disk space, type **0** (zero). To determine how much disk space is available on your site, check the Configuration page.

Note: Be aware that disk quotas are not supported on NFS-mounted servers. If you know your site is on an NFS-mounted server, or if you receive an error in this field when adding an account, type **0** (zero) in this field.

To determine whether your site is on an NFS-mounted server, contact your service provider.

- 4 **Optional:** Enable access to any of the following services:

Note: Your Site Administrator account enables you to log on to all of the services available to your site. If you enable these services for your User Administrator account as well, you can use either account to log in to these services.

- a **FTP.** If FTP is available to your site, you can select the **FTP** check box so you can use FTP, File Transfer Protocol, to transfer files between your computer and your site. This service is especially useful for individuals who need to upload Web pages to your site and who are not using Microsoft FrontPage to publish content. To prevent FTP access, leave the check box blank.

- b SSH Secure Shell.** If SSH (Secure Shell) is available to your site, you can select the **SSH Secure Shell** check box so you can connect remotely to your site using an SSH connection. SSH provides a secure connection through which users who are comfortable using a UNIX shell environment can log on to your site to search, copy, run scripts, and perform other tasks. To prevent SSH access, leave the check box blank.
 - c Telnet.** If Telnet is available to your site, you can select the **Telnet** check box so you can connect remotely to your site using a Telnet connection. If you are comfortable using a UNIX shell environment, you can log on to your site through Telnet to search, copy, run scripts, and perform other tasks. To prevent Telnet access, leave the check box blank.
- 5 Optional:** If subdomains are enabled for your site, you can upload Web site content to a subdomain. To add yourself as a user of the subdomain, check the **Create a user subdomain** checkbox.

Note: A user subdomain is a subdomain with the same name as the user being added. For example, if you are adding a user, Bob, to your site, `mysite.com`, and if you select the **Create a User Subdomain** checkbox, then a subdomain 'bob' will be created. The subdomain can be accessed as `http://bob.mysite.com`.

For user subdomains, the web content directory defaults to the `public_html` directory of the user. Thus, the content for the subdomain, bob, will be placed in the directory `/home/bob/public_html/`.

If you want to upload your subdomain content to a directory other than the `public_html` directory, then you must first add yourself as a user without selecting the **Create a User Subdomain** checkbox, then add a new subdomain, and assign ownership to yourself.

5 Click Add.

Your user account is added. Your account and service login information is listed below. Learn more about accessing services.

- The URL of the User Administrator control panel:
`http://<example.com>/user`
- The user name and password you created for the account
- The email address: `<user_name>@<example.com>`
- SquirrelMail login information: `<user_name>@<example.com>`

- Telnet login information

On a Name-based site:

`<user_name>@<domain_name.com>`

or

`<user_name>#<domain_name.com>`

On an IP-based site:

`<user_name>`

- SSH access information

On a name-based site type:

`<user_name>@<domain_name.com>`

or

`<user_name>#<domain_name.com>`

where `<user_name>` is your User Administrator user name and `<domain_name.com>` is the site name of your site.

On an IP-based site type:

`<user_name>`

where `<user_name>` is your User Administrator user name.

- **FTP login information**

On a name-based site:

`<user_name>@<domain_name.com>`

or

`<user_name>#<domain_name.com>`

On an IP-based site:

`<user_name>`

- **Anonymous FTP login information**

On a name-based site

`anonymous@<domain_name.com>`

or

`anonymous#<domain_name.com>`

or

`ftp@<domain_name.com>`

or

`ftp#<domain_name.com>`

On an IP-based site

anonymous or **ftp**

where `<user_name>` is your user name and `<example.com>` is the site name of your site.

Adding Mailbox and Service Users

You add mailbox and service user accounts when you want to provide someone with access to your site's services.

After you have added an account, the individual can log in to the User Administrator control panel to send and receive email, manage their contact information, and use services such as FTP, Telnet, and SSH.

Note: To enable a user to publish content to your Web site using Microsoft FrontPage Extensions, your service provider needs to enable FrontPage Extensions for your site. To determine whether FrontPage Extensions is enabled for your site, check the Configuration window. Also, you need to add a FrontPage Extensions user account for the user.

➤ **To add a mailbox and service user account:**

- 1 **Optional:** If you are adding many users with similar settings, you can set the User Defaults template to preset the disk quota and services options on the Add User form.
- 2 Click the **Shortcuts** tab on the Home page.
- 3 In the shortcuts area, click **Add User** (Users section). The Add User form opens.
- 4 In the **User Name** field, enter a user name for the Site Administrator.

Note: This username also becomes the first part of the individual's email address (<username>@<example.com>), but you do not need to type the @ symbol or site name in this field.

- 5 In the **Full Name** field, enter the complete name of the Site Administrator
- 6 In the **Password** field, enter a password for the Site Administrator.

Passwords are case-sensitive.

- 7 Retype the password in the **Confirm Password** field.
- 8 In the **Disk Quota** field, enter the amount of disk space, in megabytes, you want to reserve for the user. To allow an unlimited amount of disk space, type 0 (zero). To determine how much disk space is available on your site, check the Configuration page.

Note: Be aware that disk quotas are not supported on NFS-mounted servers. If you know your site is on an NFS-mounted server, or if you receive an error in this field when adding an account, type 0 (zero) in this field.

To determine whether your site is on an NFS-mounted server, contact your service provider.

- 9 **Optional:** Enable the user's access to any of the following services:

- a **Telnet.** If Telnet is available to your site, you can select the **Telnet** check box to allow the user to connect remotely to your site's server using a Telnet connection. Through this connection, users who are comfortable using a UNIX shell environment can log on to your site and search, copy, run scripts, and perform other tasks. To prevent Telnet access, leave the check box blank.
- b **CGI.** If CGI service is enabled for the site, you can select the **CGI** check box to enable the user to run CGI scripts.

Note: The CGI scripts for user subdomains will be located in the home directory of the user under the `public_html` folder.

```
/home/<user_name>/public_html/cgi-bin
```

To access the CGI scripts from the browser, type

```
http://<domain_name>/~<user_name>/cgi-bin/<script_name>
```

where:

`<domain_name>` is the domain name of the site on which the subdomain is hosted

`<user_name>` is the user name of the user who owns the subdomain

`<script_name>` is the name of the cgi script

- c **SSH Secure Shell.** If SSH (Secure Shell) is available to your site, you can select the **SSH Secure Shell** check box to allow the user to connect remotely to the server using an SSH connection. SSH provides a secure connection through which users who are comfortable using a UNIX shell environment can log on to your site to search, copy, run scripts, and perform other tasks. To prevent SSH access, leave the check box blank.
- d **FTP.** If FTP is available to your site, you can select the **FTP** check box to allow the user to use FTP, File Transfer Protocol, to transfer files between their computer and your site. This service is especially useful for individuals who need to upload content to your site and who are not using Microsoft FrontPage to publish content. To prevent FTP access, leave the check box blank.

10 Optional: If you want to create a user subdomain, select the **Create a User Subdomain** checkbox, otherwise leave it blank.

Note: A user subdomain is a subdomain that has the same name as the user being added. The subdomain will also, by default, be located in the home directory of the user under the `public_html` folder. The subdomain directory cannot be changed by the user.

For example, if you enable a user subdomain for the user, `myname`, then the user subdomain will be called `myname` and will be located at

```
/home/myname/public_html/
```

The subdomain can be accessed as `http://myname.example.com`

Important: When you enable a user subdomain, ensure that you have enabled any one of the following services for the user: FTP, Telnet or SSH. If you do not enable any of these services the user will be unable to upload content to the subdomain.

11 Click Add. The user account is added.

Be sure to notify the user that the account is ready and briefly explain how to access the account. You might want to provide instructions for accessing services you enabled in addition to providing the login information.

Login information includes:

- The URL of the User Administrator control panel:
`http://<example.com>/user`
- The user name and password you created for the account
- The user's email address: `<user_name>@<example.com>`
- SquirrelMail login information: `<user_name>@<example.com>`
- Telnet login information

On a Name-based site:

`<user_name>@<domain_name.com>`

or

`<user_name>#<domain_name.com>`

On an IP-based site:

`<user_name>`

- SSH access information

On a name-based site type:

`<user_name>@<domain_name.com>`

or

`<user_name>#<domain_name.com>`

where `<user_name>` is the User Administrator user name and `<domain_name.com>` is the site name of your site.

On an IP-based site type:

`<user_name>`

where `<user_name>` is the User Administrator user name.

- FTP login information

On a name-based site:

`<user_name>@<domain_name.com>`

or

`<user_name>#<domain_name.com>`

On an IP-based site:

`<user_name>`

- Anonymous FTP login information

On a name-based site

`anonymous@<domain_name.com>`

or

anonymous#<domain_name.com>

or

ftp@<domain_name.com>

or

ftp#<domain_name.com>

On an IP-based site

anonymous or **ftp**

where <user_name> is the user name you created for the user and <example.com> is the site name of your site.

Setting up Your Site's Email Services

If your service provider enables email services for your site, you and your users can send and receive email over the Internet.

Set-up Tasks

To set up your organization's email service, complete these tasks:

- Add user accounts (on page 12) for yourself and other users. User accounts enable users to access email and other services from the User Administrator control panel. If you are using the quick-start guide (on page 6), these tasks are steps 3 (on page 9) and 4 (on page 12).
- Set up mailing lists (if available). Mailing lists are lists of email recipients that can receive email as a group. They are useful when you want to send messages, such as system updates, to a group of users.
- Add aliases. An email alias is a method of mapping a nickname to an actual email address. They are useful when you want to map a nickname, such as "sales," to one or more email addresses.
- Add responders. Responders are a method of automatically replying to incoming email messages. Responders can be set up only for aliases. Whenever anyone sends email to the alias, a prepared reply is automatically returned to the sender.
- Add spam filters. Spam filters block unwanted email that originates from outside your site's mail server.

About Your Own Personal Email Accounts

As the Site Administrator, you can immediately send and receive email using your Site Administrator email account.

You can use message forwarding to forward email sent to your Site Administrator account to another email account. This prevents your Site Administrator email from taking up disk space on your site and makes it possible for you to access messages from another account.

However, to take advantage of other email management features and the User Administrator control panel, you need to create a user account for yourself (on page 12). You cannot manage your System Administrator email account through the User Administrator control panel.

After you have created your account, you can log in to the User Administrator control panel to set your personal preferences, such as aliases and responders, you want to use for your User Administrator email account.

How to Send and Receive Email

If your service provider has enabled email for your site, you and the users you add can send and receive email over the Internet using the email services available through your site.

Options for Accessing Email

As Site Administrator, you have three options for sending and receiving email:

- 1 When you are logged in to the Site Administrator control panel, Open the SquirrelMail service using a link on the Configuration page. Then, log on to your SquirrelMail account using your Site Administrator user name and password.
- 2 Create a user account (on page 9) for yourself, then log in to the User Administrator control panel to access your email services.
- 3 Obtain an email program such as Microsoft Outlook or Eudora to access your email services. If you use one of these email programs, you need to configure the program to get your email from the mail server for your site.

Option 2 enables you to use the User Administrator control panel. You cannot log in to the User Administrator control panel using your Site Administrator user name and password.

How to Publish Content to Your Web Site

Publishing content to your Web site means creating HTML and other Web pages and placing them on your site so that they can be viewed on the Internet.

Publication Tasks

- *To publish content to your Web site you need to:*
- 1 Create the Web pages you want to publish
 - 2 Copy your Web pages to your site
 - 3 Check or preview your new Web pages