Synology DiskStation
Mail Station 2 User's Guide

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.

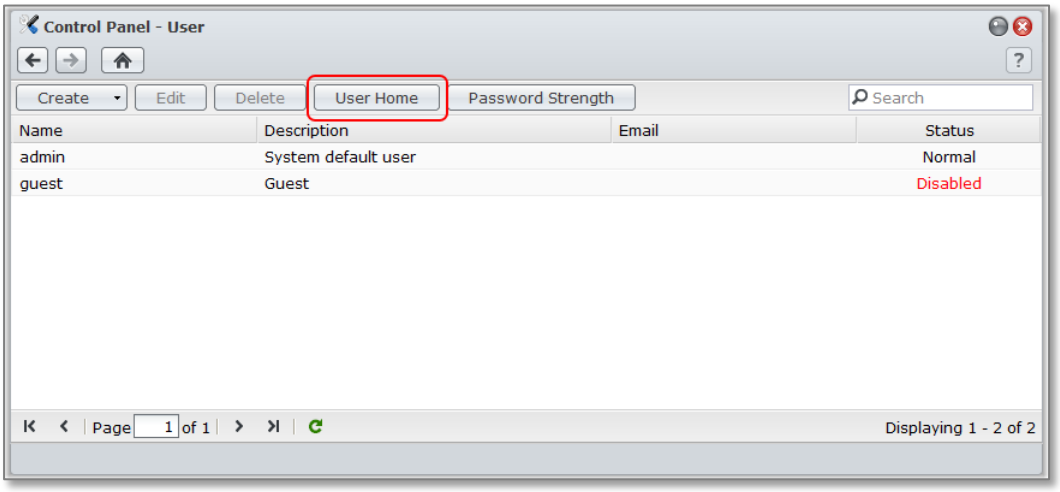
Before You Start

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

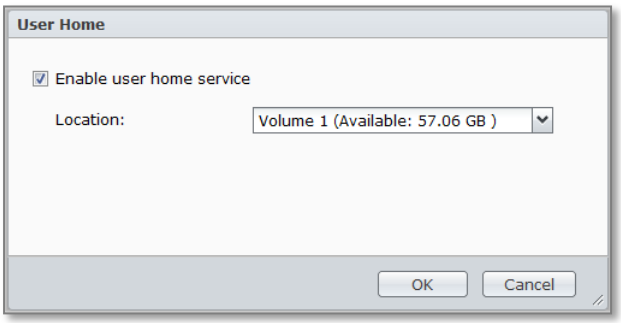
Enable User Home

1 Go to **Main Menu** > **Control Panel** > **User**.

2 Click **User Home**.



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



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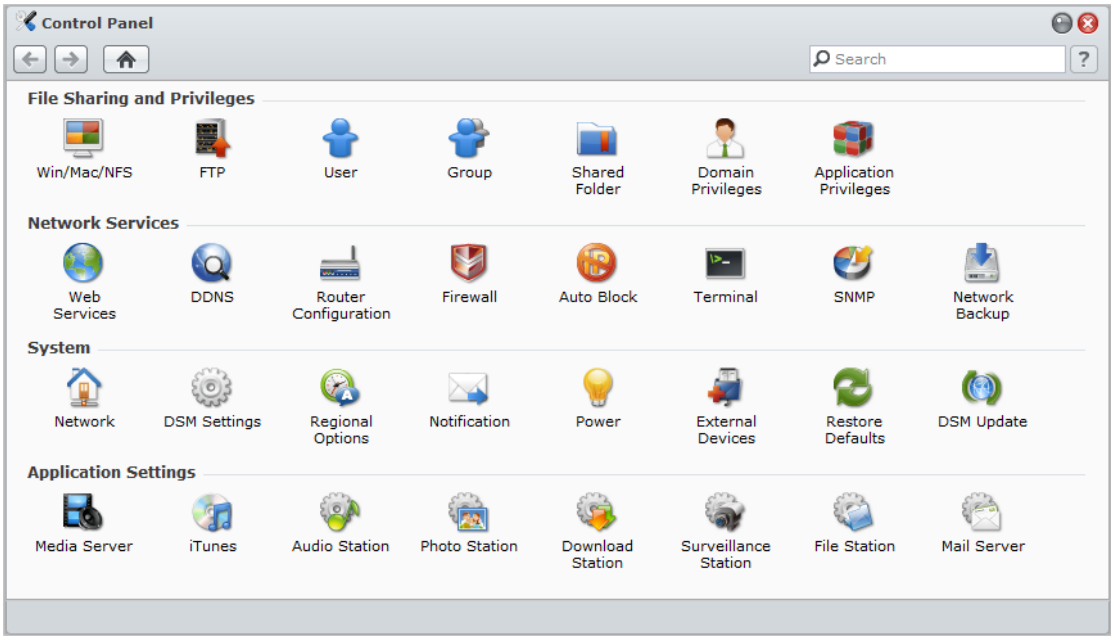
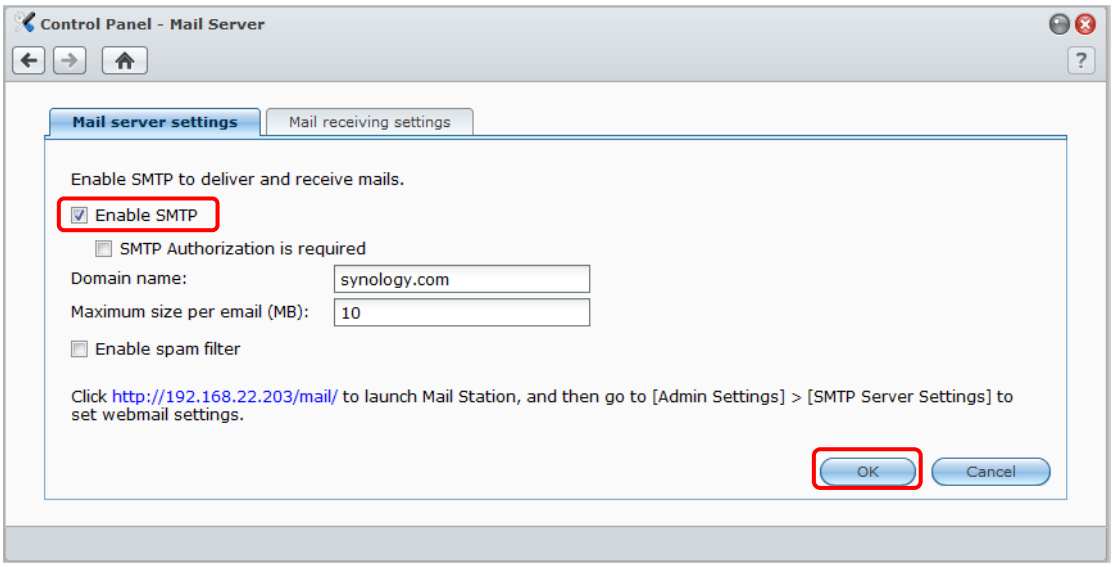
Enable SMTP on DSM

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



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



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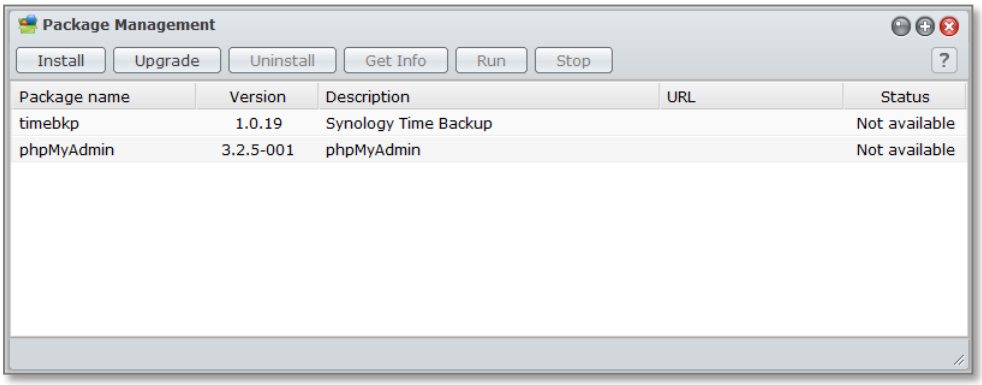
Install and Run Mail Station

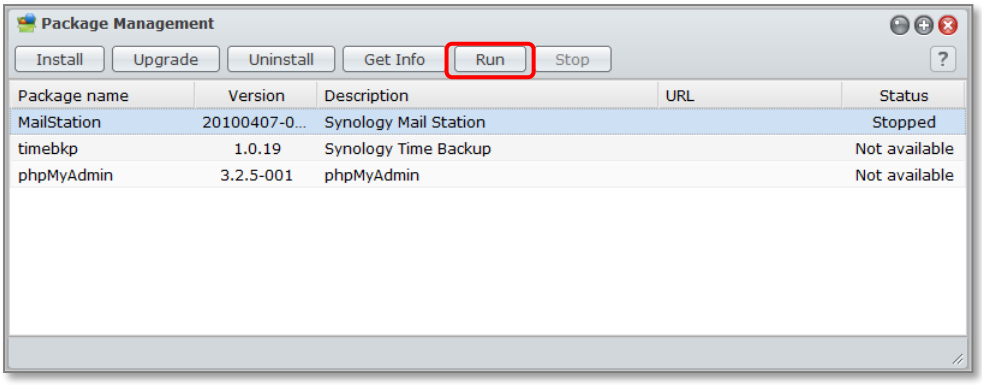
Install the Package

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.

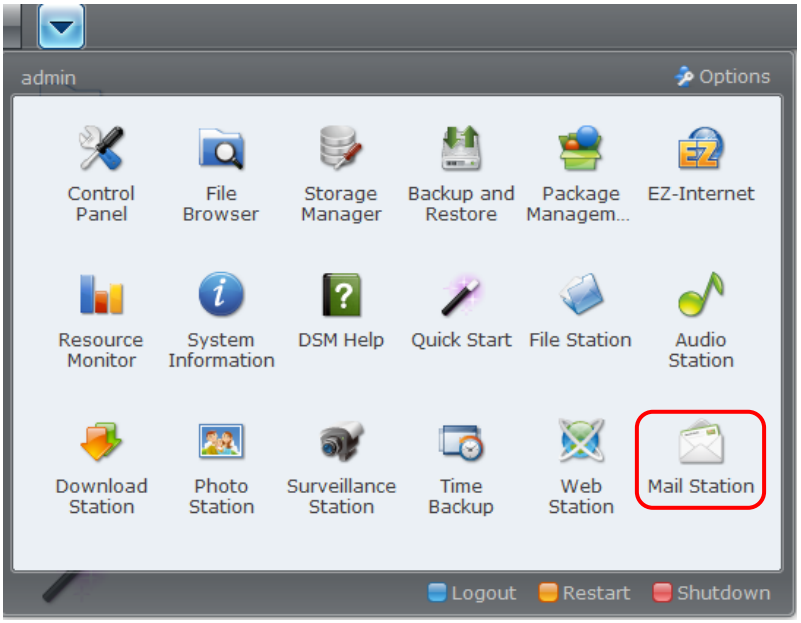


3 Once the installation is finished, select the package and click **Run** to enable the service.



Run Mail Station

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



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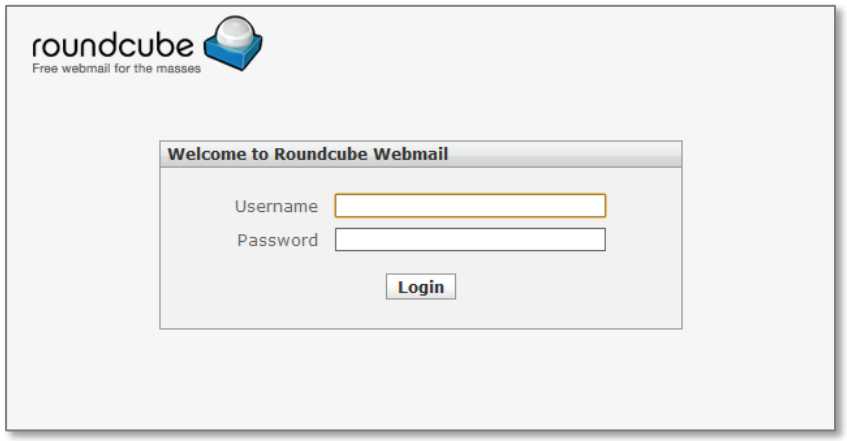
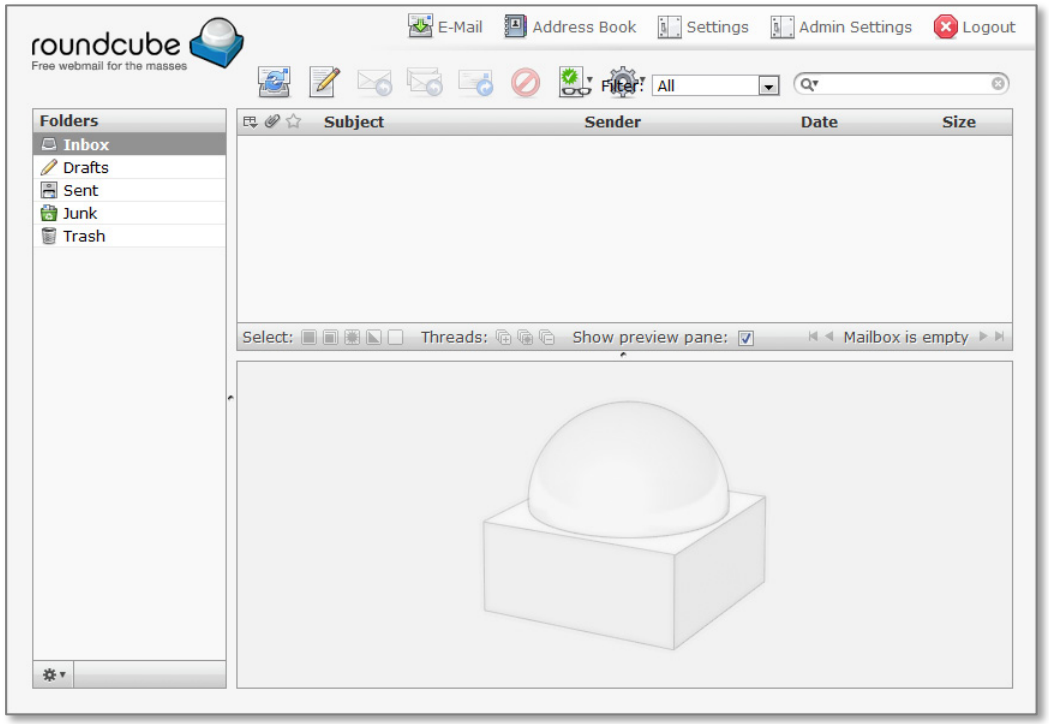
2 You will be brought to the login page of Mail Station. Log in with the username and password of a valid DSM user.



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



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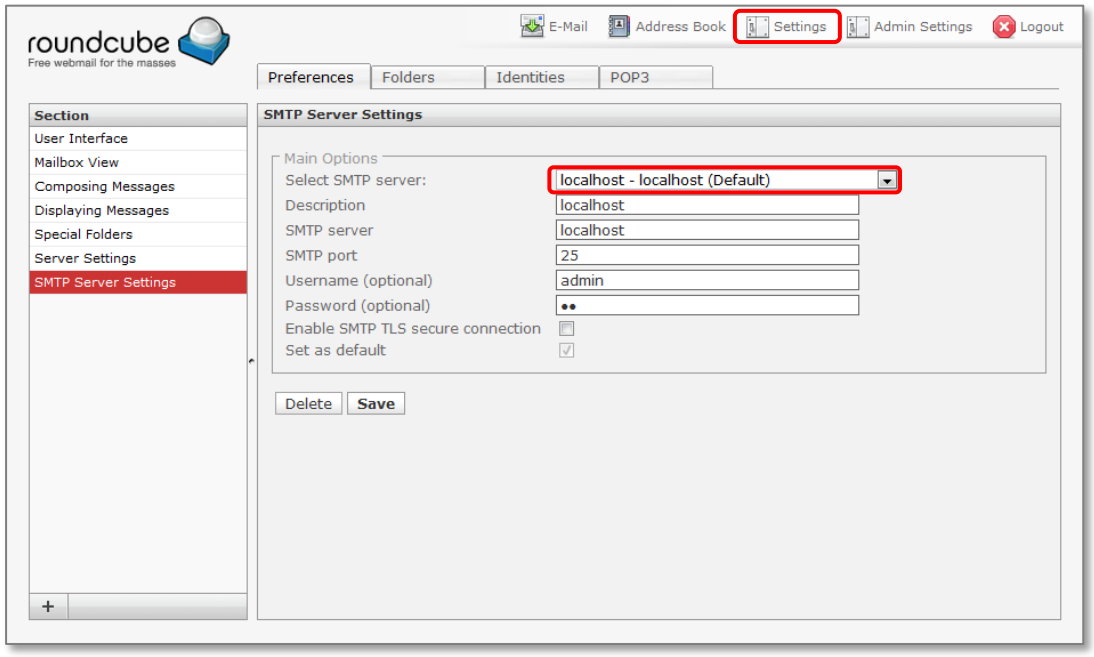
Initial Setup

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.



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.

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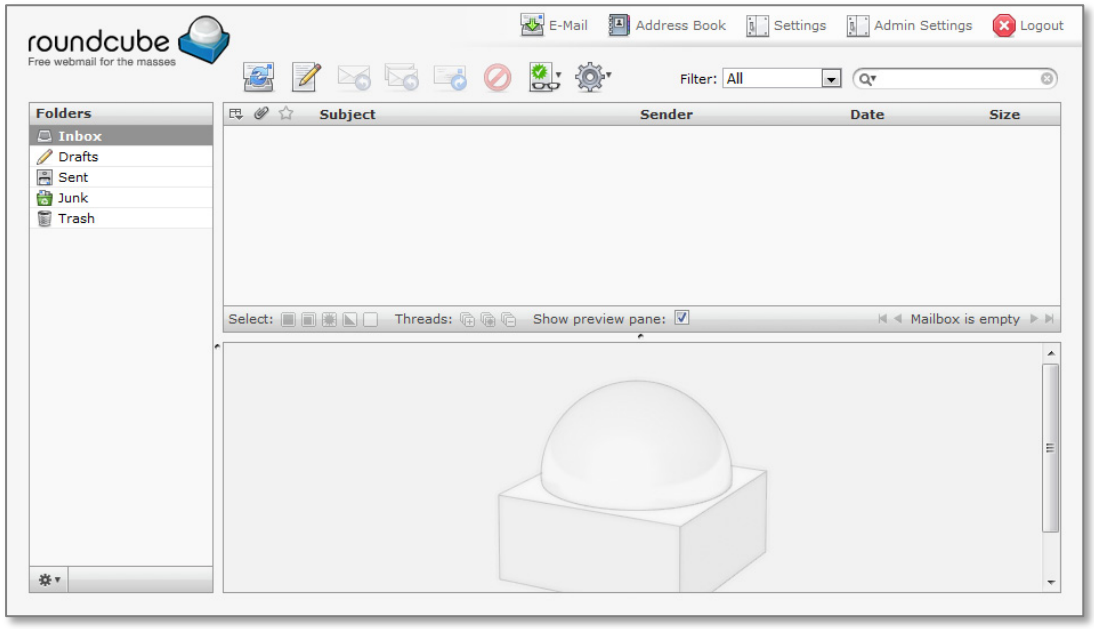
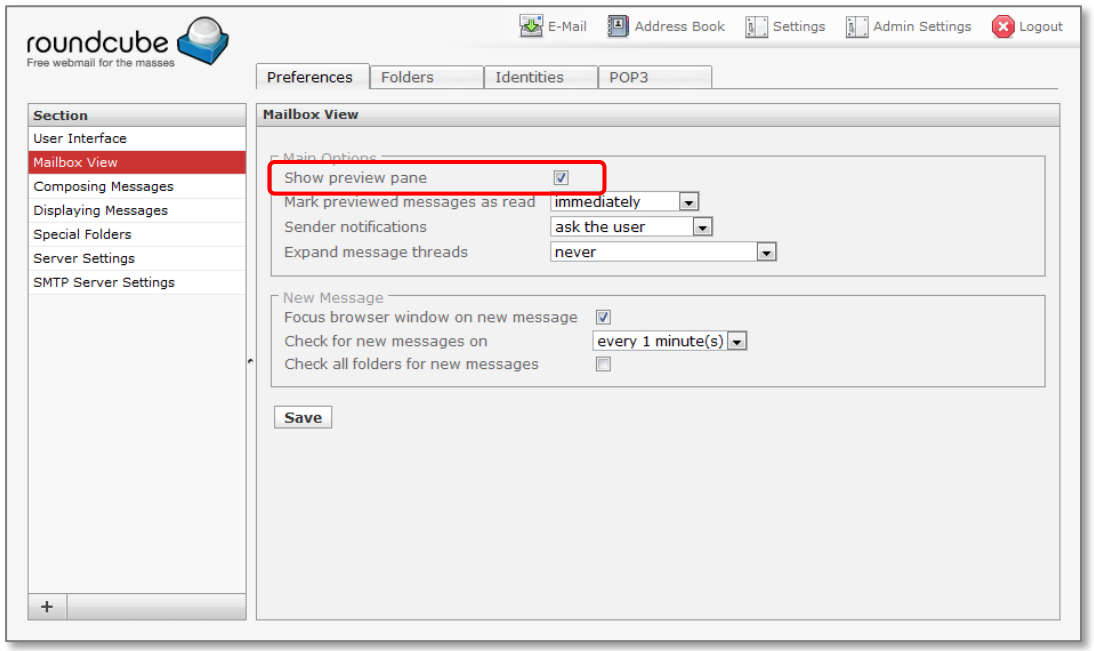
Use Email Service

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.



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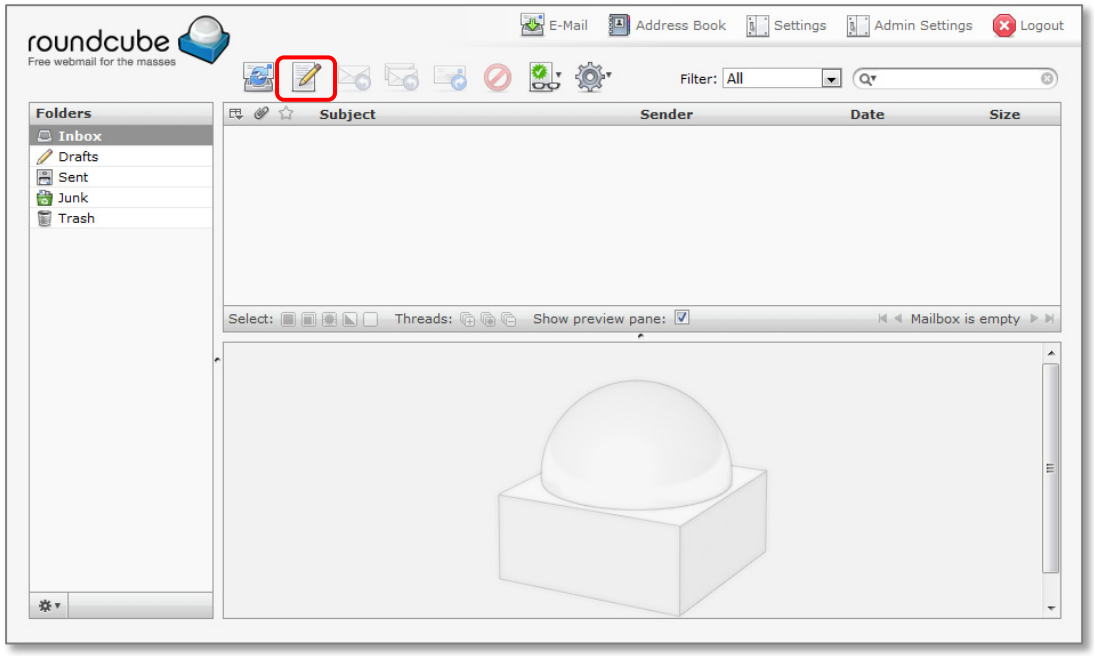
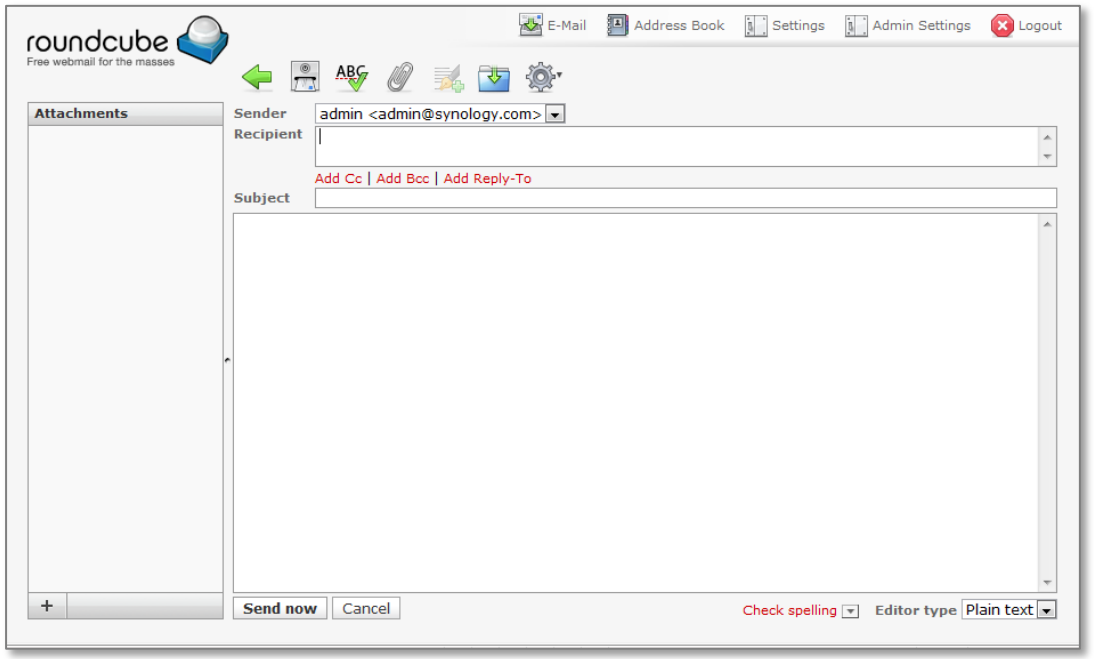
Write an email

1 Click the icon to start editing a new email.



2 An email-editing window pops up.



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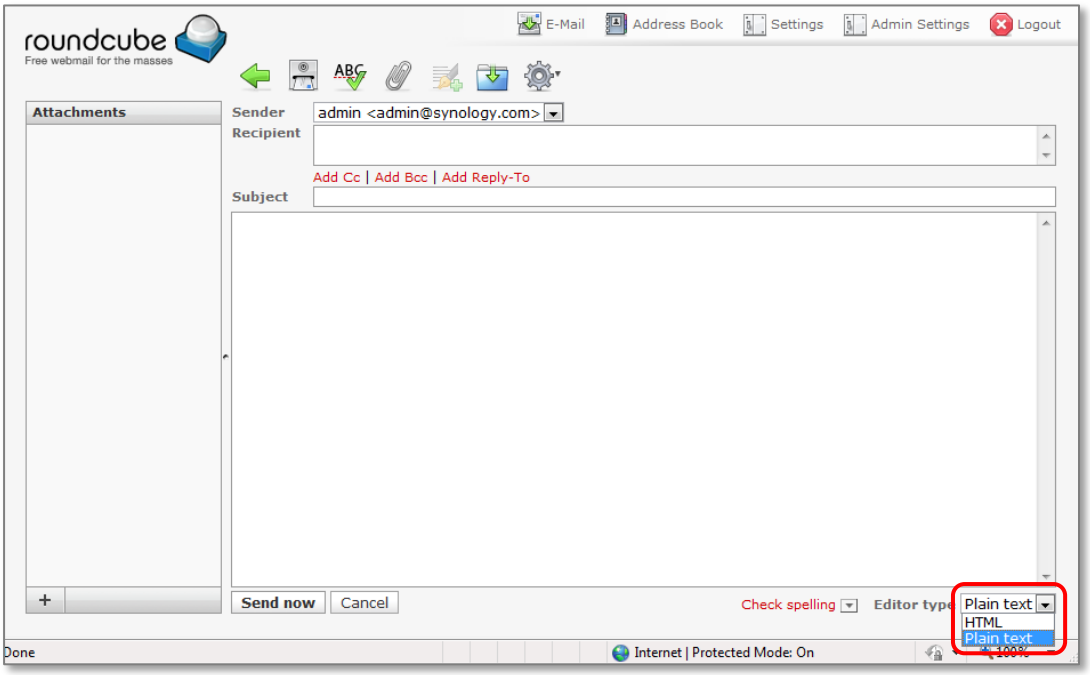
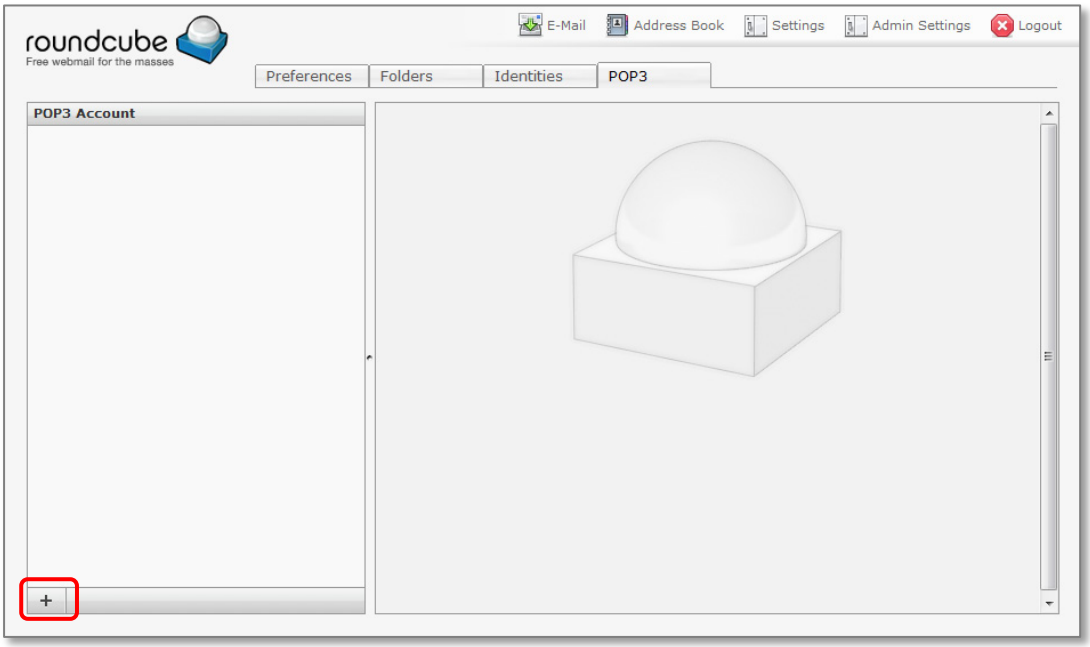
3 Choose to write email in HTML or Plain text format.



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



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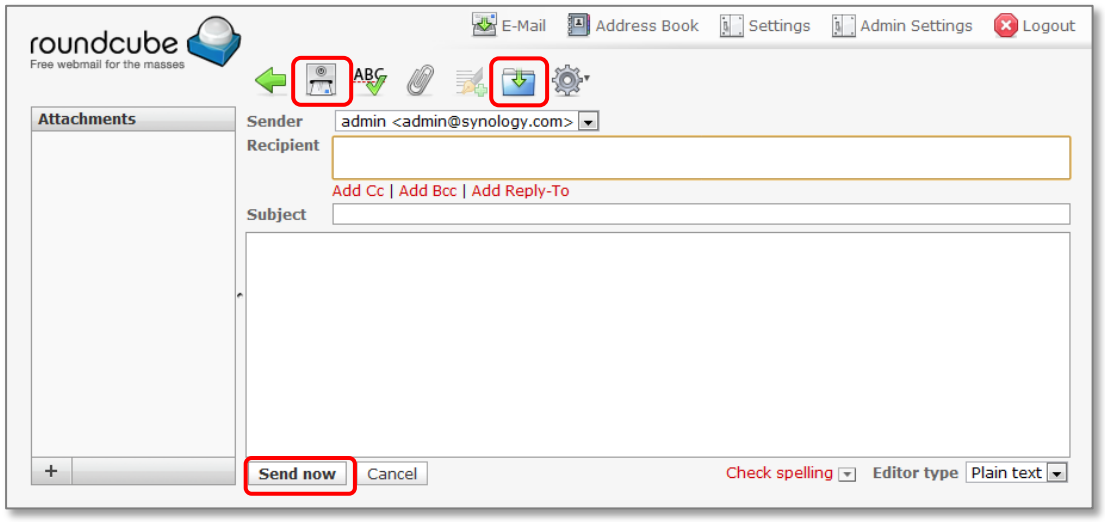
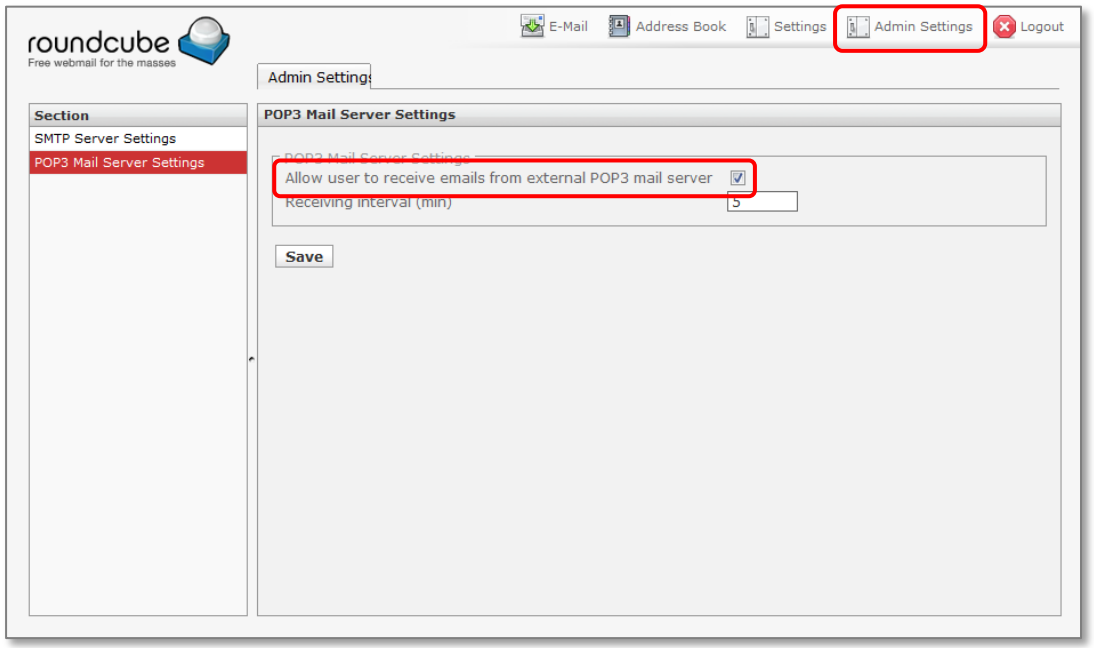
5 After finishing editing, fill in the information of receiver in the **Recipient** field, then click **Send Now** below (or the icon above) to send the email. You can also save this draft.



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.



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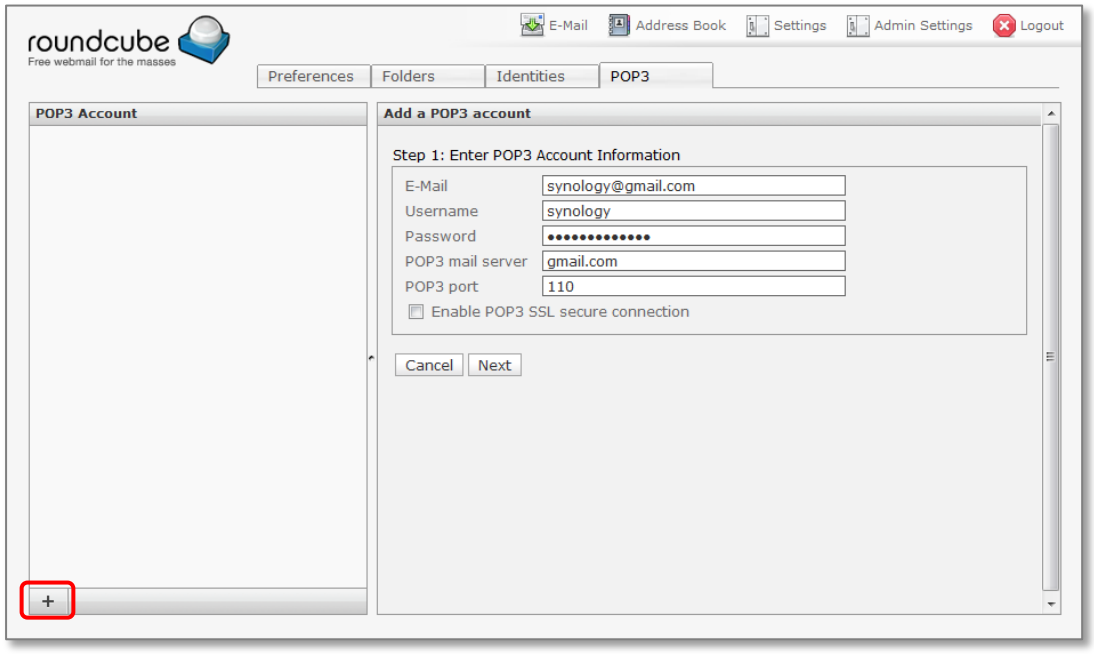
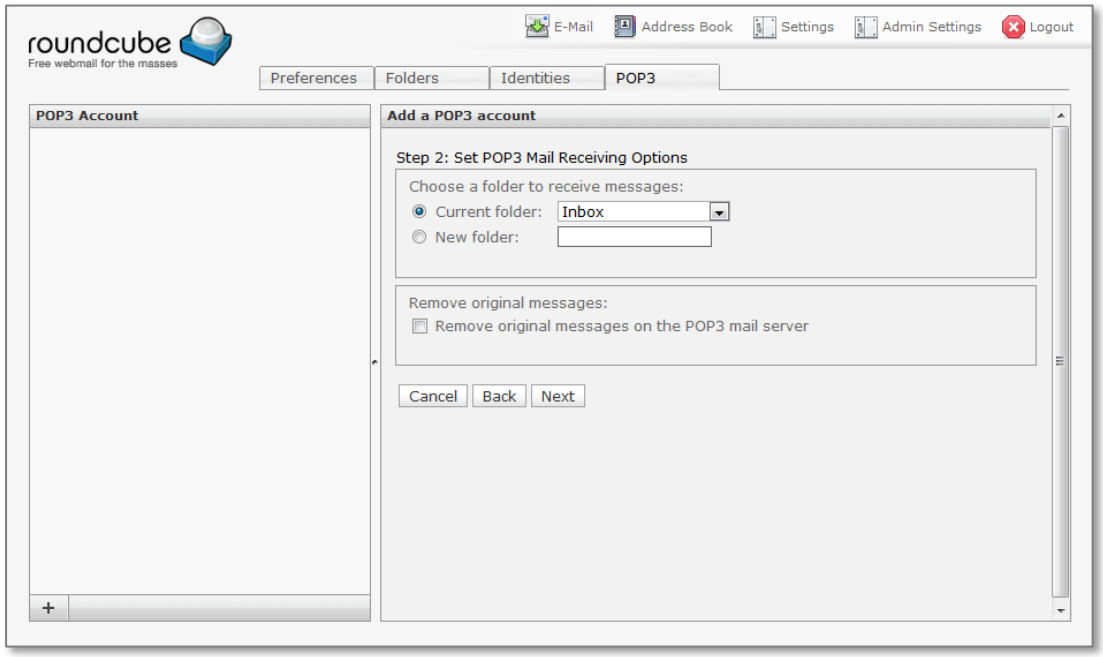
2 Go to **Settings** and click the **POP3** tab and then click the "+" icon at the bottom-left corner to create a new POP3 account. Fill in your POP3 account information on the right panel, and click **Next** to continue. If you have any question regarding the POP3 account information, check with your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



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.



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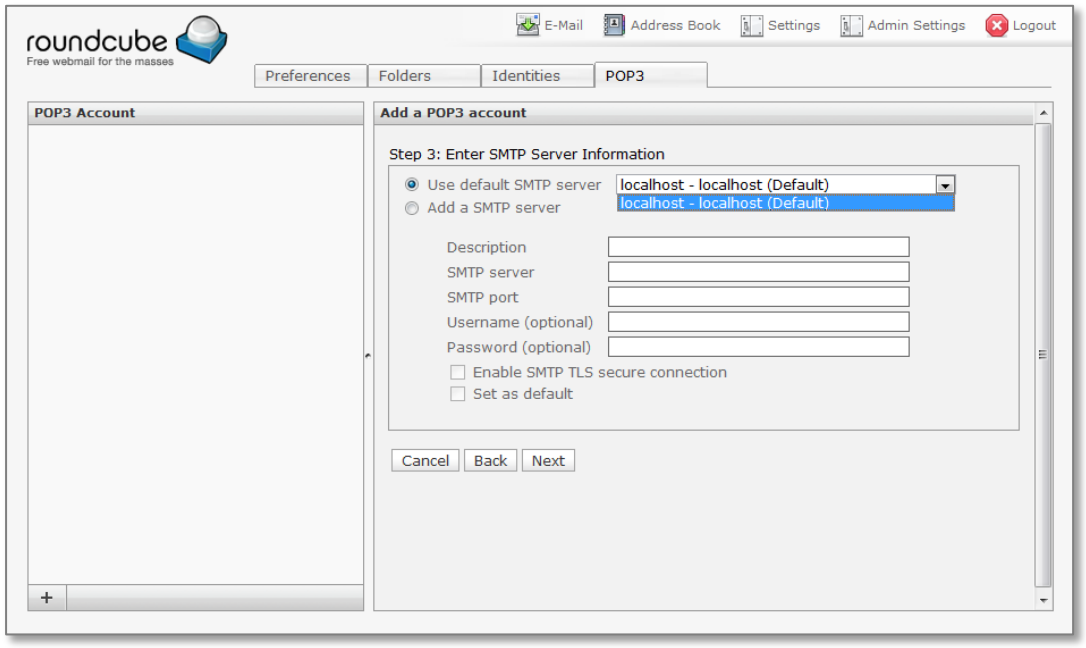
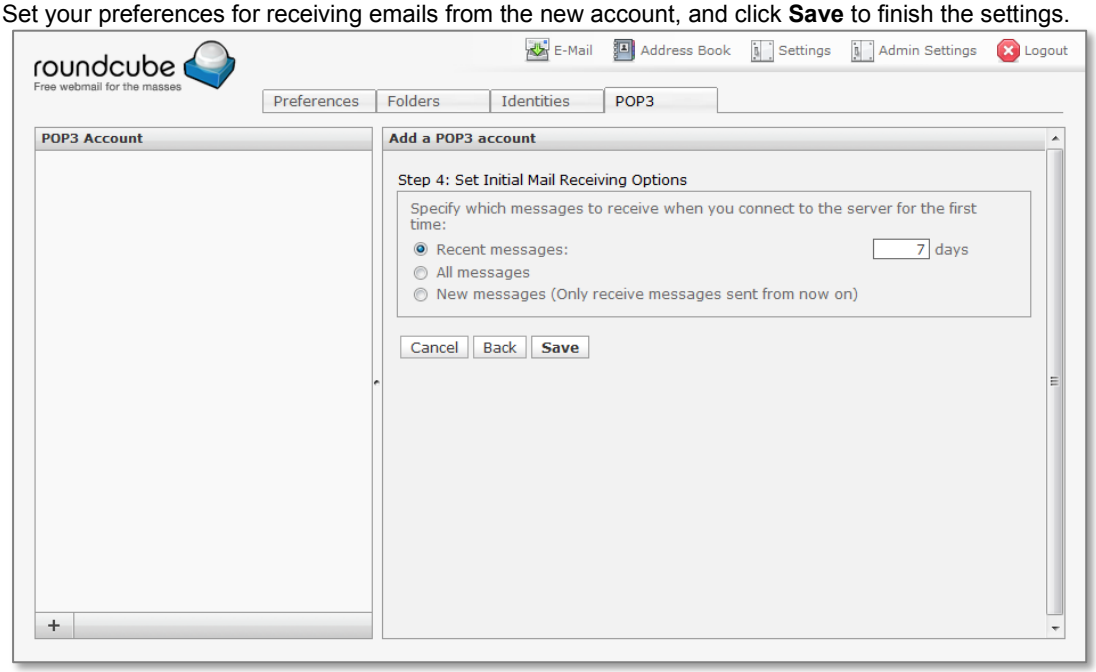
4 Fill in the SMTP server settings for this POP3 account. By adding various SMTP servers, you can choose to send emails from one of the different email accounts. Click **Next** to continue.



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



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

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