

How to Enable the AI Assist Feature

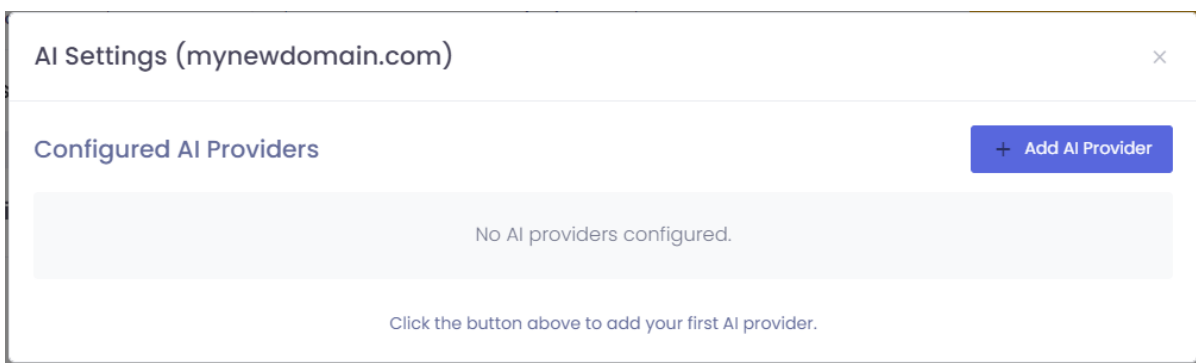
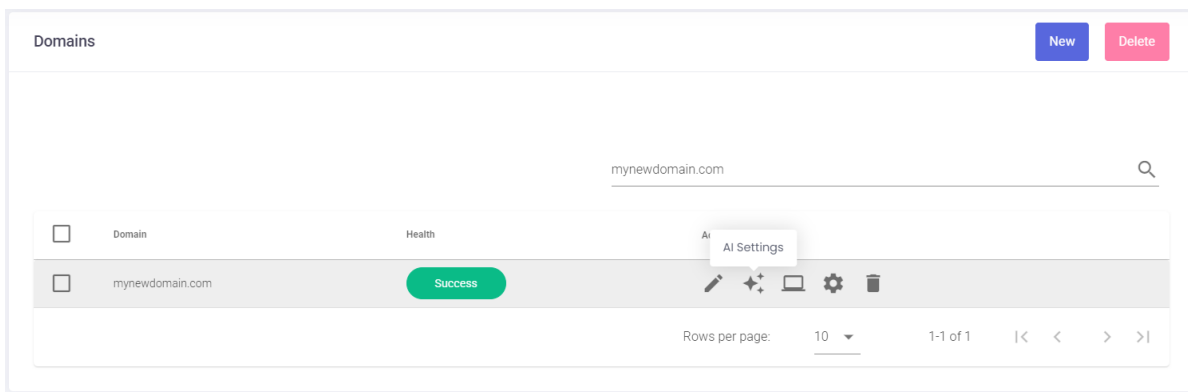
AI Assist is a powerful tool integrated directly into your Webmail. It allows you to compose emails from short descriptions, generate replies, translate text, and summarize long threads instantly.

This feature operates on a "bring-your-own-key" basis, giving you full control over which AI provider and model you use. You can currently connect with providers such as Gemini, Anthropic, or OpenAI.

Step 1: Enable AI at the Domain Level

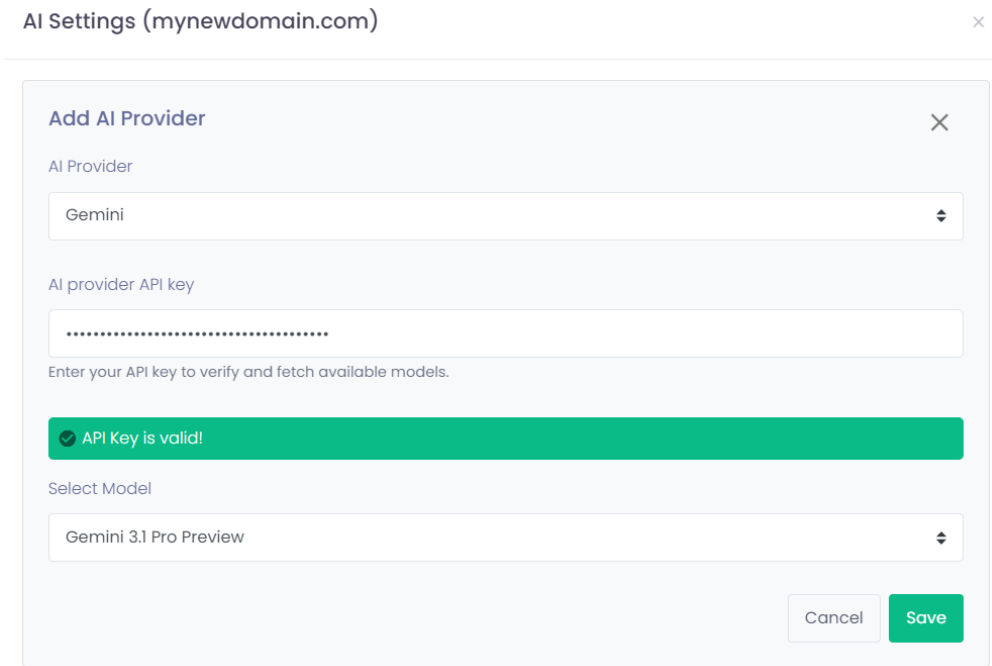
Before individual users can access AI tools, you must configure the AI provider for the entire domain.

1. Log in to your [Admin Panel](#).
2. Navigate to the **Domains** section.
3. Locate the domain you wish to manage and click the **AI Settings** icon (represented by a sparkle symbol) in the actions list.



4. Click the **Add AI Provider** button.

5. Select your preferred **AI Provider** and enter your **API key** to verify the connection.



AI Settings (mynewdomain.com) ×

Add AI Provider ×

AI Provider

Gemini ▾

AI provider API key

.....

Enter your API key to verify and fetch available models.

✓ API Key is valid!

Select Model

Gemini 3.1 Pro Preview ▾

Cancel Save

6. **Select a Model:** You can choose between high-performance complex models or faster, more cost-effective ones.

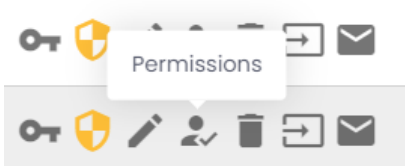
“ **Tip:** For standard email composition and summarizing, a "fast" model (such as a Flash-tier model) typically provides the best balance of speed and cost-efficiency.

7. Click **Save**.

Step 2: Grant User Permissions

Once the domain is configured, you must specify which users have permission to use the AI tools.

1. In the Admin Panel, go to the **Users** section.
2. Select the relevant domain from the list.
3. Locate the specific user and click the **Permissions** icon (represented by a person with a checkmark).



4. Scroll down to the **AI** section of the permissions window.

5. Check the boxes for the tools you want to enable:

- **Webmail Enabled:** Allows the user to use AI for composing, replying, and summarizing within their email interface.
- **OfficeDocs Enabled:** Enhances productivity by enabling AI assistance within the office document editor.

Permissions: john@mynewdomain.com

Can access:

- Application passwords
- Change password
- Delivery rules
- Extensions
- Folders cleanup
- Forwards
- Last logins
- Local delivery
- Spam quarantine
- Vacation message

Service permissions

- SMTP
- IMAP
- POP3

AI

- Webmail Enabled**
Allows user to compose/reply/summarize with the help of a configured LLM, as well as perform natural language searches.
- OfficeDocs Enabled**
Enhance user productivity in OfficeDocs via LLM assistance

Access email only between hours Send email as

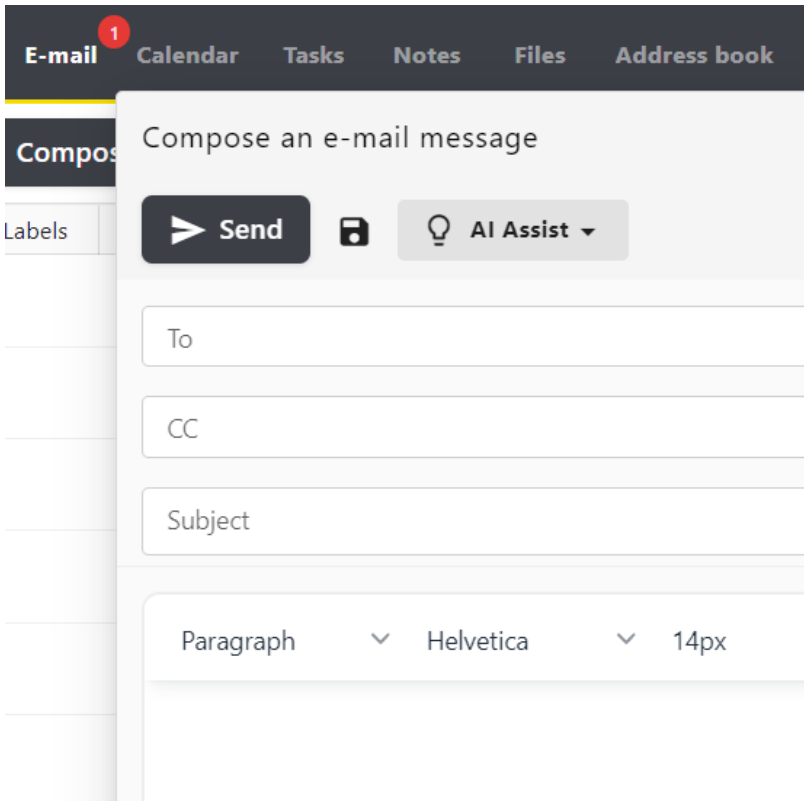
Cancel Update permissions

6. Click **Update permissions** to finalize the changes.

Using AI Assist

Once enabled, users will see the **AI Assist** button in their Webmail interface. It is available in:

- **The Compose Window:** To draft new messages from brief notes.
- **Reply Windows:** To suggest professional responses based on the conversation history.
- **Email Summaries:** To quickly digest long or complex email threads.



Revision #1

Created 10 April 2026 17:27:41 by Admin

Updated 10 April 2026 17:49:23 by Admin