

Using Email

Staff are encouraged to use email within the school as a fast and effective way to communicate information.

Why are we updating to a new system?

There are two parts to our email system. The 'front end' is the part that you use and the 'back end' controls the way emails are handled both within school and the outside world. The front end will not change much so if you are familiar with the current system you will not have a problem with this update. The major change to the back end means there will be added functionality such as shared calendars for staff as well as allowing easier management of the system.

Not another email address!

Across all school systems, we are trying to make usernames uniform. There have been several issues in the past with staff usernames consisting of their first name.

A decision has been made to create email addresses consisting of your first initial and surname. For example:
m.skyrme@nunnerywood.worcs.sch.uk

The 'dot' between the initial and surname will avoid confusion as 'underscore' has done in the past.

Updating of Network Login

In the next few months staff will also have their **network login** name changed to reflect their email address. This format will provide a more professional look to email addresses when communicating outside of school, whilst providing a better way of removing your first name from our network.

Accessing New Email

ICT Support will quickly set up your laptop to enable you to view your new email account.

What about my old email and address(es)?

Your old mailboxes will still be accessible as before and will remain on the system until the end of the summer term 2006.

Any future emails sent to your old email account under your old email address(es) will be aliased to your new account for example emails to alex_french@..... Or fr@..... Will be sent to a.french@nunnerywood.worc.sch.uk

Telling People

Please tell people you regularly contact that your email address has changed. Although you will still get email from your old address(es), this will only happen until September 2007. Of course any future emails you send will show your new email address. If you subscribe to any newsgroups or similar services, please update those too.

Mailbox Storage Limits

There are limits to the size of your mailbox.

One way to reduce the size of your mailbox is to save attachments to your home drive rather than keep them stored on the email server.

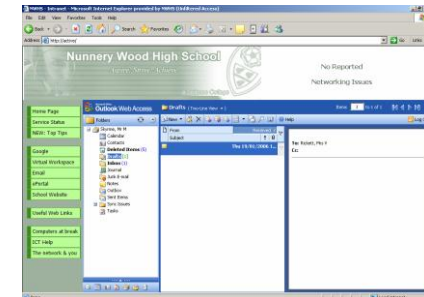
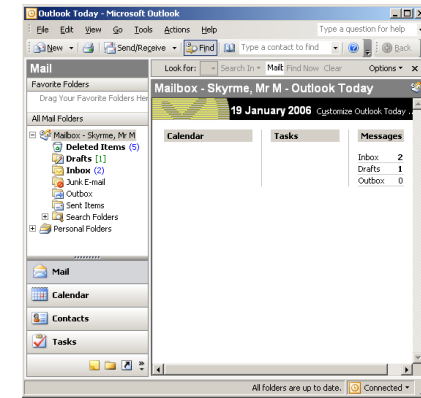
You will receive an email if you are close to your storage limit.

If you require assistance please see ICT Support.

Ways to get email

Using a Workstation

Traditional outlook program



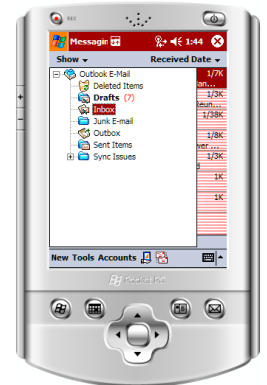
Web Based Version

One advantage of the web based version means you can access email from any computer. To access the web based version click the link on the intranet 'Email'.

On your PDA:

Contact ICT Support if you want to get emails on your PDA. It's quick and simple to set up.

All of these different methods of obtaining your emails synchronise between your pda, laptop, workstation or web based version automatically.

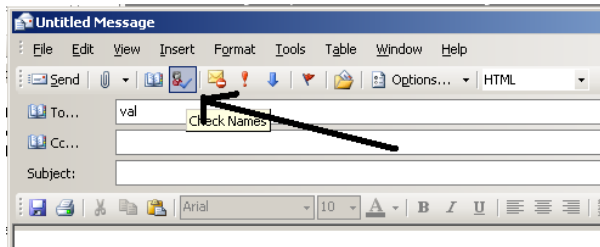


You can access your email externally via the school's website

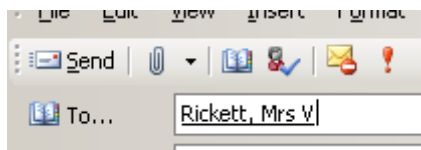
Emailing staff is easy!

Because the new system is interlinked with all users of the network, it is easy to send an email to someone or a group of people.

For example if you needed to send an email to 'Val Rickett', type in 'val' in the To box then click 'Check Names'



The system will search for all the 'val' names on our system. If there is only one the 'friendly name' will be returned. If there is more than one you select the one you want.



You can also send emails to groups of people. The network already knows which department(s) staff belong to. For example to send a group email to ICT Support, you can type ICT in the 'To' box rather than 3 or 4 email addresses.

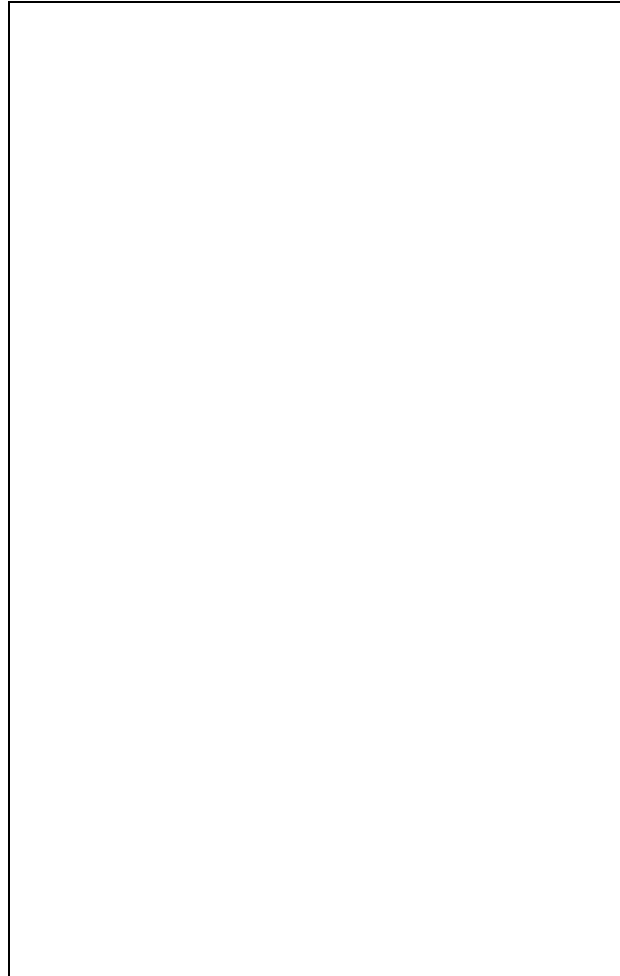
The Future

There are various different elements to outlook such as shared calendars, tasks and shared information which will be used in the near future.

Please Remember

The ICT Support Team is here to help
Please don't be afraid to ask

Notes:



Nunnery Wood High School

Aspire, Strive, Achieve

**Effective From:
20 February 2006**

ICT Support Using & Accessing Email



This leaflet is intended to give staff an understanding of the School's Email system.

The ICT Support Team appreciates the varying degree of knowledge that staff have regarding computers and the use of the network. Therefore, please ask if you have any queries or require further information.

School ICT Information Leaflet

Spring 2006

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