

Catalogers Group/Department Meeting
July 13, 2006
2:30-3:30

John Riemer (recorder)

Training for the new E-mail System

Rita Stumps (presenter), Raphael Villena, Claudia Horning comprise the training team for our unit.

Outlook (found within MicroSoft Office) is the client version replacing Mulberry.

Outlook Web Access (OWA) <https://em.ucla.edu> replaces Webmail.

The calendar replacing Sun One is embedded in both of the above.

To use the Outlook client, you must be logged onto a machine as yourself.

OWA and the Client look similar.

Vacation messages can be set in either.

From 6pm Friday, July 14 until 6am Monday, July 17 the outgoing email systems will be unavailable, during the migration. Changes in password can be done before Friday evening.

Address books will need to be imported (you will get to choose between the Mulberry or Webmail versions) after migration. Distribution lists will need to be reconstructed. The default address book will be campuswide.

It will be possible to import previously-created calendar events into the new calendar.

Signature files will likely need to be reconstructed.

Mail sorting rules will have to be reestablished.

View-only access to Mulberry and Webmail is expected to remain available for about 2.5 months.

Virus susceptibility in Outlook is not the issue it was in the past. A Quarantine folder will contain Spam messages.

Use Internet Explorer is recommended for OWA. The appearance of email may change in other browsers.

If accessing OWA on a public computer, it will time out; not so on a "private computer."