Diocese of Wollongong — MS Exchange eMail

Important: To use your new email at school (School Location), you will need to add the Network Proxy Exclusion: mail.woll.catholic.edu.au to your Proxy exclusions list (see page 7).

All staff in the Diocese of Wollongong will be migrated onto our Microsoft Exchange Mail System. This is a positive step which will provide a more modern email experience using both an email client and Web browser.

The Exchange system uses IMAP technology which pushes email to you when it arrives on the server meaning your system does not need to be setup to check for mail at specified intervals. If eMails are read on multiple devices such as a Entourage or Outlook, a Web browser and an iPhone, you will notice that read messages are marked as read and deleted messages have been deleted on all devices. That’s because the system is always governed from the server — so your mail is stored on the server and hence, always backed up.

Additionally, both your calendar and Address Book are stored on the server so changes you make on any device are almost immediately represented on all other devices! And you can easily share calendars, invite others to meetings and much, much more....

Using Web Mail

All users can utilise a rich web mail experience on any computer connected to the internet and be immediately updated with their email, calendar and address book. But those who do not have their own computer will use Web Mail as their Primary eMail source.

To use your web mail go to;
http://mail.dow.catholic.edu.au

A ‘Public Computer’ doesn’t store any user settings and logs you out of the eMail sooner than a ‘Private Computer’. Clicking on the ‘private computer’ button also causes the browser to remember your username settings.

In the Domain\Username space you will enter your domain followed by your surname-initial-01, etc. The three domains to choose from are primary, secondary or ceo. Hence Fred Smith from a Primary school would enter: primary\smithf01. Press the tab key, type your password then press return.

Using Mac Mail

Apple’s Mac Mail provides a feature rich mail system that integrates nicely with Exchange Mail. However, your computer’s minimum requirement is that it is running Mac OS 10.6 Snow Leopard. Check that you are running Snow Leopard by going to your Apple menu and choosing ‘About This Mac’. The version must read 10.6 or higher.

☑️ Launch Mail. If its the first time you have used Mail, you’ll get the Welcome screen, otherwise click the + sign to add a new account. Don’t delete your old school account yet — you will lose all of those messages if you do.
☑️ On the Welcome Screen (or the new account screen) enter your Name exactly as you are known in the Exchange system.
    ➕   ➖ Click to Add or Delete an account...
Your email address is; firstname.surname@dow.catholic.edu.au
press return or click continue.
The Username will fail so at the next step enter it appropriately.
Change it to primary\SurnameInitial01, [primary or secondary or ceo]
For example, primary\SmithF01. Then continue.

Remember to use primary, secondary or ceo as the relevant Domain then followed by a backslash (\).
If you see the Keychain message, click ‘Always Allow’.
Next Select the Account Type as Exchange 2007 and type a description that you wish to use.
The Incoming Mail Server is; mail.dow.catholic.edu.au
Make sure that the check boxes for setting up Address Book and iCal are also ticked!!!
Incoming Mail security should have Use SSL checked.

A description box is shown.
Check the settings to look much like these.
Ensure ‘Take account online’ is ticked then ‘Create’ the account.

Some important settings...
From the ‘Mail’ menu choose ‘Preferences...’.
Click on the ‘Accounts’ tab.
The amount of space you have to keep old email messages is much more restrictive — you have less space. Set these settings by considering the following;
For sent, tick and set to ‘Delete – One month old’.
For Junk, tick and set to Delete – One week old’.
For Trash, tick and set to Delete – When quitting Mail”.
Click on the ‘Composing’ tab.

The recommended settings for creating and replying to email messages are illustrated by this preference example shown...

Note the option of ‘When sending to a group’. It is set to show all members. It refers to groups that you create in your address book. Do those in such groups need to know all others you are sending the message to?

Click on the ‘Signatures’ tab.

Click the Plus sign to add a signature and type what you would like to see.

Tick the ‘Always match message’ check box.

Tick the ‘Place signature above quoted text’ check box.

Drag your signature onto your account to make it a default. (Drag the name ie ‘My Signature’.)

Close the preferences.

Size the Mail window to your preferred size.

Click on the triangle next to Inbox so you can see all of your Mail Box folders.

You can right-click (Control-click) a Mailbox to bring up a contextual message where you can choose options such as ‘New Mailbox...’ to create additional folders.

Or you can use the menu system at the bottom of your folder list to do much of the same. The Plus adds folders, etc.

Use the ‘Get Account Info’ option which is the last option in the contextual menu (from right clicking or clicking on the contextual cog...) to see how much space your mail boxes are using.

Note the option to Archive Mailboxes which means that old Mail is removed from your system but still remains accessible...
Using iCal

When you set up your Mac Mail, iCal was also configured. iCal is a calendaring program which integrates with both mail and your address book allowing you to easily add events from Mail messages or set up meetings and invite others to those meetings. You can also share your calendar with others or add calendars of other staff to your iCal.

- Launch iCal.
- Select ‘Preferences...’ from the ‘iCal’ Menu.
- Click on the ‘Accounts’ tab then click on ‘Delegates’.

![iCal Preferences](image)

The example shows 3 staff added. Their calendars would be available in my iCal. Their Calendars must be shared first, before I can add them.

- Click the Plus sign to add another staff members calendar to your iCal. Begin to type their name and iCal will search for them.
- To enable others to see your calendar, click the ‘Edit...’ button on the bottom of the dialogue box.
- Click the Plus then type the names of the staff you wish to give access to.
To invite others to an event, first click on your CEO calendar on the Left side calendar list.

Enter the details of your new event.

Click on the ‘Invite attendees...’ button and begin to type those who you want to invite.

They should be in your address book, the Diocesan Staff list or you would enter their email address.

Set an alarm and write some notes, the invitees will get them too...

Using Address Book

Your Address will now be setup with three contact lists. One on your computer only, one stored on the Exchange Server, and the CEO’s Global Address Book (GAL). The accessibility of these differs slightly.

The local address Book is only viewable from your computer. Your CEO Address Book is always viewable from your computer plus any other computer connected to the internet via web mail. The CEO GAL is available when ever you have an internet connection. I recommend you adding all Address Book entries to your CEO Address Book as it is backed up on the server.

Launch Address Book.

From the ‘Address Book’ menu select ‘Preferences...’.

Click on the Accounts tab and Set your ‘Default account for new contacts:’ as the CEO Exchange.

When viewing addresses, you can choose where you want to look... The blue CEO directory represents all of the Account details for All staff in the Diocese. The brown CEO Account is your Exchange Address Book which includes all of the people that you add to it.

Right-clicking a person’s details in the Address Book provides contextual options to what you click. Note how easy it is to Map someone’s address if this information is included in their address details. The information is also shared within other Applications on your computer.