

Change in electronic mail delivery system, 8th – 9th November 2014

Based on an agreement between the Faculty management and the management of the IT Center a change in the central electronic mail will occur. Users whose mailbox is still located at the old server (Raptor) shall switch to a new server (Exchange). This means that the affected users will have new mailboxes created for them, and all their mail will be delivered to these starting 10th November 2014.

The current mailboxes now accessible from <https://w3mail.upol.cz> , <http://imp.upol.cz> , MS Outlook, and Mozilla Thunderbird etc. will be maintained. All mail (before the date of the transfer) shall stay at the original server (Raptor). The new mailbox will be accessible at <https://owa.upol.cz>.

For logging into the new mailbox please use your portal username, i.e. portalID@upol.cz (e.g. novakja@upol.cz) and the same password as in the portal or your birth certificate number. By changing the password for the portal you also change the password for accessing the new mailbox.

Be careful not to confuse the login name with the email address.

You may access your new mailbox in three different ways:

- directly via MS Outlook version 2010 and higher (preferred)
- via <https://owa.upol.cz> (the supported browsers are listed here <http://support.microsoft.com/kb/2572191>), when logging in for the first time, set your language preferences and a time zone
- from a mobile device supporting ActiveSync protocol
- from any electronic mail client supporting IMAP protocol

Follow the instructions to set up your electronic mail client:

https://portal.upol.cz/wcmfiles/CVT/InformaceNavody/Mail/Outlook_MSExchange.pdf

Please be aware of the following:

Contacts from the “SquirrelMail” and the electronic mail client Thinderbird will not be automatically transferred.

If your mail is being forwarded from your university mail to a different address, it is necessary to reset this service at <https://owa.upol.cz>:

- top right corner: Options – Create rules for delivered mail – New (Možnosti - Vytvořit pravidlo doručené pošty – Nové)
- use for all messages (použít pro všechny zprávy)
- divert messages to ... (přesměrovat zprávy do ...), here you enter the e-mail address where you want to receive your mail

In case you experience any difficulties regarding the change of electronic mail system, please contact the HelpDesk.

The new MS Exchange for electronic communication, calendars, organizing meetings, and time management offers a wide range of useful functions such as:

1. Calendars

- Every user with a MS Exchange mailbox may use a calendar which allows him/her to make both work related or personal entries. You may of course have more calendars in one mailbox, you may share those with your working group, you may synchronize it with the timetable in Stag, there are various possibilities to view the calendar (days, weeks, months...). You may also synchronize the calendar with your mobile device.

2. Time management

- Users may work in teams, send invitations to meetings, share information about their free-time activities etc. Planning of on-line meetings including phone calls over the internet is currently being tested.

3. Address books

- Each user of MS Exchange automatically has access to the central PU address book which is automatically maintained. On top of that each user may maintain his/her own Contact lists, put them into groups, create his/ her own groups for team electronic communication etc. These contacts may be shared between various devices (PC, laptops, tablets, cellphones...).

4. Mailbox access

- MS Exchange allows its users to access their mailbox in various ways. In MS Outlook there is no need to change the set up on different networks, it is possible to access the mailbox using a web browser or have mails synchronized with their tablets or cellphones.

5. Connectedness of the system

- The system is connected in such a way that the central address book is filled with information from primary data sources; thus you may directly access contact information and a job placement of all users from Outlook, internet or mobile device.
- Users may set up a wide range of repeating tasks to become automatic, i.e. automatic sorting of messages, marking messages, forwarding, responding, leaving messages , creating their own lists and groups. Outlook offers various functions for searching, filtering, saving messages and for enhancing productivity. (full-text search in attachments etc.)