



# EXCHANGE EMAIL



Exchange Server makes email much easier to use and administer.

1. Centralized Address Lists: All email accounts are automatically added to the “Global Address List” which is available to all users when addressing email.

2. Centralized Groups: Groups of users (e.g. departments, commit-

tees etc.) can be created within Exchange Server and then appear in the “Global Address List” which is available to all users when addressing email.

## EMAIL

# PUBLIC FOLDERS

Public Folders are centralized folders that can be accessed by all users. Access to these folders can be restricted (by user or group) to provide whatever level of security is needed. Public Folders can contain any kind of information including Contact info (Name, address, phone, email, etc), Appointments (Calendars), Tasks, or Email. Some examples of public folders include:

1. Contact information for parents.
2. Calendars to schedule the use of shared resources like meeting rooms.

With Exchange Server, everything in Outlook becomes “group enabled”. Your calendar, task list, Inbox, etc. can all be viewed or modified by other users. Of course, you decide how much, if any, access you want to allow to your information. Now any one can find out where you are and when you will be back just by checking your calendar.

# GROUP ENABLED OUTLOOK FEATURES

## MEETING PLANNER

Exchange Server features a Meeting Planner that lets you select users for a meeting, checks each user's calendar to determine a free time, and then notifies each user and updates their calendars with the scheduled meeting.

PUBLI



# ADMIN

Exchange Server provides easier and more complete administration of email. With standard POP3 email, everything is stored on each user's individual PC. With Exchange Server, all the data is stored in a database on the server. There are many benefits to this:

All email, contacts, calendars, etc. are included in the nightly tape backup of the server. When a PC "crashes", the email will not be lost because it is stored on the server. When a server "crashes" the email can be restored from the tape backup along with all your other data.

When a user gets a new computer, there is no need to manually move the email and address lists from the old PC to the new PC. With Exchange Server you just tell

the new PC which mailbox you want to access on the server. Virus software for Exchange Server prevents viruses from getting into the mailboxes. The virus will be removed before it hits your PCs. With traditional POP3 email, virus software cannot detect a virus until it reaches the user's Inbox.

Anti-spam software should allow much tighter control of unwanted emails.



# REAL TIME EMAIL

With Exchange Server, everything happens right now. You receive your email as soon as it arrives at the server and when you send an email it goes immediately.



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