Managing Email

SASSPA Conference 2010
Agenda

- Managing webmail
- Yammer
- Passwords And Security
DET Webmail

- NSW DET Webmail is based on Outlook Web Access (OWA)
- Internet Based webmail system which provides a unified email system to all DET staff
  - School, TAFE, Corporate Staff (~ 100 000)
  - Common Address Book (GAL)
  - Minimum setup for end user
  - Link to Student Address Books
You have been designated as a delegate for Kyle, Brett

Kyle, Brett

Sent: Tuesday, 17 August 2010 10:10 AM
To: test slugpexmc01

This message was sent automatically by Microsoft Outlook to inform you that you have been designated as a delegate. You can now send messages on my behalf.

You have been given the following permissions on my folders:

- **Calendar:** Editor (can read, create, and modify items)
- **Tasks:** Editor (can read, create, and modify items)
- **Inbox:** Editor (can read, create, and modify items)
- **Contacts:** Editor (can read, create, and modify items)
- **Notes:** Editor (can read, create, and modify items)
- **Journal:** Editor (can read, create, and modify items)

To open folders for which you have permissions, click the File Tab, and on the Open tab, click Other User's Folder. You will be able to create and modify Meeting Workspaces.
Limitations

• Size limited to 500MB for School Staff
• No "Offline" archive
• Unable to share contacts/Distribution Lists
• Unable to share calendars
• Unable to share inbox
Can schools use Outlook Client?

• Available for Principals only – no Regional Support

• Why Not:
  – More support required
  – More bandwidth required
  – More licences required by DET
  – More Exchange servers required
  – Cost $$$$$$$
Organising Email

• Create Folders for current usage
• Folders allow grouping emails according to topic, correspondent, date etc
• Base folders on Calendar Year and sub folders on topic.

• Note: - Folders are still part of Mailbox Space
FW: Test email 3

Sharkey, Greg

Sent: Wednesday, 25 August 2010 1:48 PM

To: test slugpemc01

Attachments: Blank File.docx (54.87 KB) [Open as Web Page]

Regards

Greg Sharkey

Technology Adviser
Sydney Region - Miranda Office
Kingsway, MIRANDA 2228
ph: 9531 3909 fax: 9531 3999
Mobile: 0400 325094

Or Email: Greg.sharkey@det.nsw.edu.au

This message is intended for the addressee named and may contain privileged information or confidential information or both. If you are not the intended recipient please delete it and notify the sender.

This is a more complex email including formatting and attachments

From: Sharkey, Greg
Sent: Wed 25/08/2010 1:36 PM
To: test slugpemc01
Subject: Test email 1

test
Using Folders

• To move email to folder:
  – Open folder tree
  – Drag email to appropriate folder

• To delete all emails within a folder:
  – Right click on folder and select Empty Folder
“Offline” Storage

• Sometimes it is necessary to keep email for later
• If left in Inbox - consumes space
• Needs to be moved out of email system to local / network storage

• Solutions:
  – Print to paper
  – Print to pdf
  – Copy / print to OneNote
Offline Solutions

• Print to paper
  – Easy, quick
  – Takes filing cabinet space
  – Offline non-electronic format
Offline Solutions

• Print to PDF/ Acrobat document
  – Electronic format - able to be reused
  – Shareable
  – Can be grouped by file system or as "portfolio"
Offline Solutions

• OneNote
  – Part of MS Office 2007 Suite
  – Shareable
  – Enables grouping into notebooks, tabs and pages.
  – can also be grouped with other files.
OneNote

• OneNote is an Electronic Binder which allows for:
  – Multiple notebooks
  – Multiple Tabs
  – Multiple Pages

• All grouped as one Metafile.

• Can contain other content
  – Eg notes, word docs, etc
To Setup OneNote

• Start OneNote (Part of Office 2007)
• Create a New Notebook
  – Save the location to a network / shared folder
• Create Tabs or Sections as required
Using OneNote

• Open Message
• Right Click on message content
• Select Send to OneNote
• Select Notebook and tab
• Give a useful Page Name
• Add notes if required
From: Sharkey, Greg
Sent: Mon 16/08/2010 2:24 PM
To: Nakowski, Margaret
Subject: IWB Intranet link


Regards

Greg Sharkey
Technology Adviser

Sydney Region - Miranda Office
Kingsway, MIRANDA 2228
ph: 9531 3909
fax: 9531 3999
Mobile: 0400 325094
Website: http://sts.sydneyr.det.nsw.edu.au
For Enquiries which will require a visit, meeting etc: - Please contact the ITD Help Desk and log a call.
This can be done by
- Phone 1800 338 483
- Email ITHelpServices1800338483@det.nsw.edu.au
- Website - Visit the ITD Helpdesk and log a call detwww.det.nsw.edu.au/helpdesk/logacall/logacall.htm
For urgent issues, or quick questions, please ring my Mb: 0400 325 094
Or Email: Greg.sharkey@det.nsw.edu.au
This message is intended for the addressee named and may contain privileged information or confidential information or both. If you are not the intended recipient please delete it and notify the sender.

Inserted from <https://webmail.det.nsw.edu.au/iowa/>
Distribution Lists

• A DL is a group of recipients that receive the same email regularly.
• One message is sent to the Group and then distributed to all members of the group.
• Can be used to:
  – Communicate with Staff
  – Communicate with Parents
  – Send Newsletters
  – Share files with group
• Eg Netpals - [http://netpals.lsoft.com/](http://netpals.lsoft.com/)
Groups

• Also provides Group pages (requires email address - free)
• Membership can be controlled or by self registration

• Yahoo Groups – http://groups.yahoo.com
• Google Groups – http://groups.google.com
• Windows Live Groups – http://www.windowslive.com/Online/groups
Groups

- Each Group has a webpage associated with it.
- All past messages can be accessed from webpage.
- Group can be Private or Public.
- Membership:
  - Controlled by manager
  - By request
- Replies can be sent to whole group or manager only.
- Files can be shared.
Newsletters

Welcome to our school.

This is where you can find newsletters

Version: Current by DemoSchool - 10.59pm

Report this page
Newsletter Distribution

- Allow for newsletters to be distributed via email
- Management of membership
  - Self register or managed
- School Enews –
  - www.schoolenews.com.au
  - Free for <1000 subscribers
- Schoolzine –
  - www.schoolzine.com.au
  - Contains advertising
- Safe Newsletters –
  - Free
The leading school newsletter solution...
Watch how School Enews works in just 2 minutes →

Parents or students not reading the newsletter?
Improve your level of readership, get School Enews working for your school.

Benefits of School Enews:
- Allows bulk emailing of newsletter to parents, students & even grandparents
- Subscribe Form for your school website so parents can subscribe themselves
- One-click automatic unsubscribe so parents don't have to call the school
- Website automatically updates with your newsletter when the bulk email is sent
- Supports email attachments

Free software for schools:
- Free setup (see Pricing)
- No yearly or monthly costs on the "Free Forever" plan

Create & Send Email Newsletters
Sign up for your free account and start sending email newsletters. Write your email, attach your newsletter, click send - so easy.

http://www.schoolenews.com.au
Australian School Newsletters Free

- Free for Australia Schools
- NO specialized software needed
- Reduce paper. Reduce carbon emissions
- Bulk import existing email address lists.
- Parents subscribe from your own website
- Calculates how many emails have been read.
- Easy management control panel
- NO Spam. We protect you from spam
- Secure. Maximize readership.
- NO technology technicians necessary

Testimonial...

"Safe Newsletters has been Brilliant. Its reliable fast, and very easy to use. Its great seeing our newsletters in colour! And its free. I'd recommend them to anyone!"

Trina Cave, PA to the Executive Principal
Calamvale Community College, Queensland
http://calamvalecomcoll.eq.edu.au/

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http://Safenewsletters.com/School-Newsletters.asp
Sharing Calendars

• Google Calendar
  – http://www.google.com/calendar
• Need a gmail account (free)
• Can be shared with other gmail accounts
Yammer

- www.yammer.com.au
- New Communication method
- "DET only Twitter"
- Enables quick and often instant messaging to det communities
- SASS Group - allows communication with SASS across state
Why Yammer

- Email accounts have been around since 1997
- When a group email is sent, it generates ~2300 messages.
- Every “reply All” generates a further 2300 emails.
- Yammer is an online conversation
  - Searchable, taggable, retrievable
  - It does not fill your email box
### Groups

Create groups to communicate with subsets of this network. To communicate with external groups, create a community.

<table>
<thead>
<tr>
<th>Groups</th>
<th>Messages</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moodle 4 Schools</td>
<td>479</td>
<td>290</td>
</tr>
<tr>
<td>Focus: Primary &amp; High Schools, Sharing knowledge &amp; skills in integrating Moodle technologies in the classroom.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DER Regional Team</td>
<td>401</td>
<td>33</td>
</tr>
<tr>
<td>a group for regional members of the DER Team.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Production Database Support</td>
<td>223</td>
<td>5</td>
</tr>
<tr>
<td>Production Database Support Activity of the Oracle RDBMS Database Team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher librarians</td>
<td>179</td>
<td>140</td>
</tr>
<tr>
<td>Teacher librarians in DET schools</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DET iPad Group</td>
<td>158</td>
<td>73</td>
</tr>
<tr>
<td>Own an iPad? Want one? All your questions, answers, and general comments about its awesomeness are welcome.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
School administrative managers
Public Group

Share something with my colleagues:

Marianne Moore: I am currently relieving Manager, Information Access Unit. I can perhaps be of assistance to SAMs with applications for access to information, whether they are informal or formal. I know how the Access Unit prefers information provided to them from schools and can assist with questions you may have about privacy and GIPA.
1 day ago in School administrativ... • Reply • Like • More

Liked by Michele Murphy and Janece Richards.

Janece Richards: thank you so much Marianne I am sure SAMs will take up your offer when the need arises.
1 day ago in School administrativ...

Judith.a.brown: Good Morning
I wish to clarify that the Appendix 3 for consent screening is for people like Tutors or after school care. The original forms have to be posted request made by the Principal direct to screening and are not found on eCPC. expand »
10 hours ago in School administrativ...

Write a reply...
Password Security

• Increase in Security Incidents
  – Password Security incidents:

  - Secret Question (43%)
  - Keylogger (20%)
  - Secondary Attack (16%)
  - Overseen Password (5%)
  - Unencrypted Wireless (7%)
  - Shared Password (5%)
Password Security

• Set the three secret questions with difficult answers
• Encourage staff to change passwords regularly.
• DO NOT Share passwords
• DO NOT Log in on student devices
• Do NOT allow students to connect NON DET laptops into school LAN
Any Final Questions?