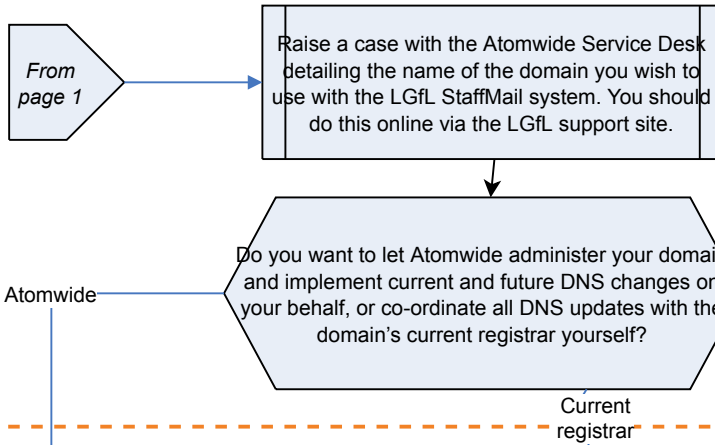


Setting up aliases from a school domain to LGfL StaffMail

Revision 3.1 19th August 2019

Stage 2a

Note: USO accounts must already be set up



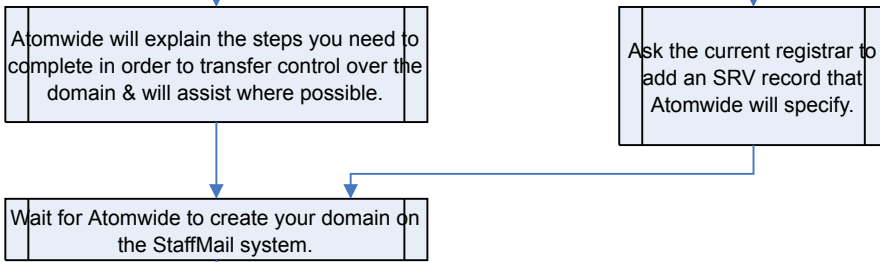
Example:

I want to arrange that emails addressed to office@myschool.myauthority.sch.uk are delivered to the LGfL StaffMail account of the school secretary, jsmith123.456@lgflmail.org

At this stage...

Emails sent to addresses of the form something@myschool.myauthority.sch.uk are being delivered to a system other than LGfL StaffMail, and are being fetched from there using webmail, Outlook or some other client.

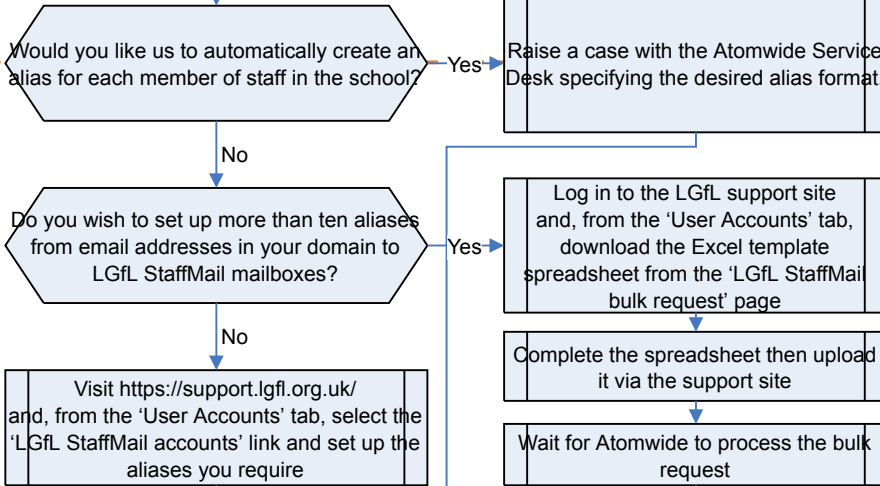
Stage 2b



At this stage...

The handling of inbound and outbound messages for your domain will not be changed in any way. However, if you ask Atomwide to take control over your domain then the Service Desk will acquire the ability to change the routing of messages as soon as all other parts of the system are ready, and tackle on-going maintenance without the need to involve you. By having an SRV record added to your domain, Outlook installations will be able to discover the StaffMail system automatically.

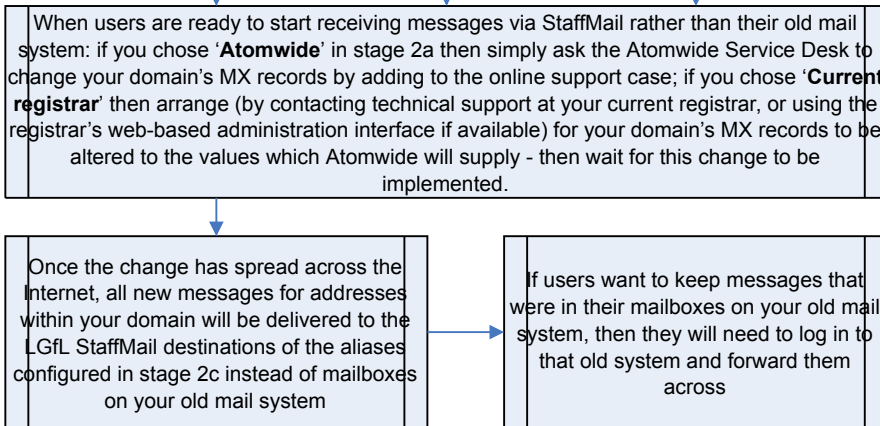
Stage 2c



At this stage...

You have the opportunity to pre-configure aliases so that, for example, emails addressed to office@myschool.myauthority.sch.uk will be delivered directly to the StaffMail account of the school secretary, jsmith123.456@lgflmail.org. Alternatively, you can create 'shared' mailboxes then grant access to other users, each of whom will be able to open the shared mailbox alongside his/her normal one after logging in. Note that if existing StaffMail users send emails to pre-configured aliases, their messages will be delivered to the new StaffMail inboxes and found when the appropriate user logs in for the first time.

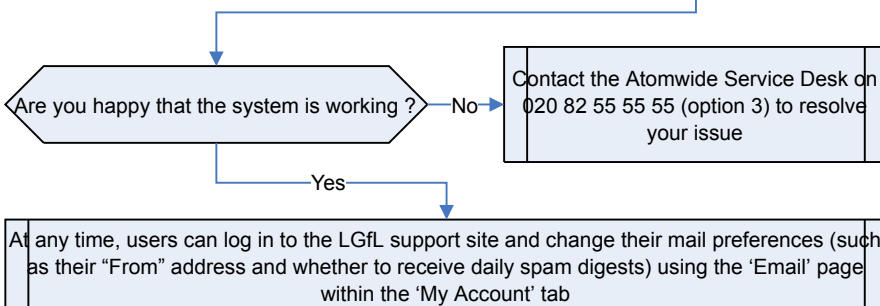
Stage 2d



At this stage...

Once the MX record changes take effect, emails sent to addresses in your domain by all users on the Internet will stop being delivered to their old destination, and will start being delivered to the StaffMail system. In order to read new messages, users will need to start logging into their @lgflmail.org mailboxes (via webmail, Outlook or some other client). All old messages will remain in their folders on whatever mail system was being used before StaffMail. If any of these messages need to be retained, then users should log in to their old mail system and forward them to their @lgflmail.org mailboxes.

Stage 2e



At this stage...

Users should be logging into their StaffMail accounts to receive and send all messages. The support site allows each user to choose whether the @lgflmail.org or the @myschool.myauthority.sch.uk address is used as the "From" address on outbound messages, and also allows users to control whether they are sent daily emails detailing messages that have been blocked as spam (along with the opportunity to allow the release of false positives).