

# Organizational Mail

# Organizational Email

**Computer Services**  
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<http://www.csv.missouristate.edu>  
901 S. National  
Springfield, MO 65897

**DOC079: Organizational Email**  
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# Introduction

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Current Missouri State student organizations may obtain organizational email accounts on the Missouri State email system by completing and returning the *Organizational Email Request Form* available in Cheek Hall 164.

When Computer Services has created the account, each organization's sponsor will become the "mailbox manager" to the organizational account. The mailbox manager will be Computer Service's official contact for the organization's email address.

The organizational email account can only be accessed through Microsoft® Outlook® or BearMail. By default, email sent to the organization's email account cannot be sent or "forwarded" to the sponsor's individual email account. The organizational email will be sent to a public folder accessible only through Microsoft® Outlook®. The sponsor will be the only one who can grant others (like students within the organization) access to the organization's email account.

For information on using organizational email addresses view *BearMail – For Organizations* on the web at:

<http://bearmail.missouristate.edu/access/organization.htm>

## Reading Organizational Mail in BearMail

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Organizational Mail can be read from any internet-connected computer using Missouri State University BearMail.

1. Access *BearMail for Organizations* at:

<http://bearmail.missouristate.edu/access/organization.htm>

2. Select the Student Organization from the list.
3. The *Outlook Web Access* log in screen will appear.
4. Login with your PrivateID and Password.
5. If you have questions, check with the Office of Student Activities to see if you have access.

# Microsoft Outlook

Microsoft Outlook can be configured to enable access to Organizational Mail. You must first configure Outlook to access your personal Missouri State email. See DOC132: Configuring Outlook 2003.

1. Open Microsoft Outlook and select **E-mail accounts** from the **Tools** menu.
2. Select **View or change existing e-mail accounts** and click **Next**.
3. The *E-mail accounts window* will open. Select **Change** from the list of buttons on the right.
4. The *Exchange Server Settings* window will appear. Select **More Settings...**
5. The *Microsoft Exchange Server* window will appear. Select the **Advanced** tab at the top.
6. Select the **Add...** button
7. The *Add Mailbox* window appears. In the box type the mailbox address for the organizational mail you wish to access.

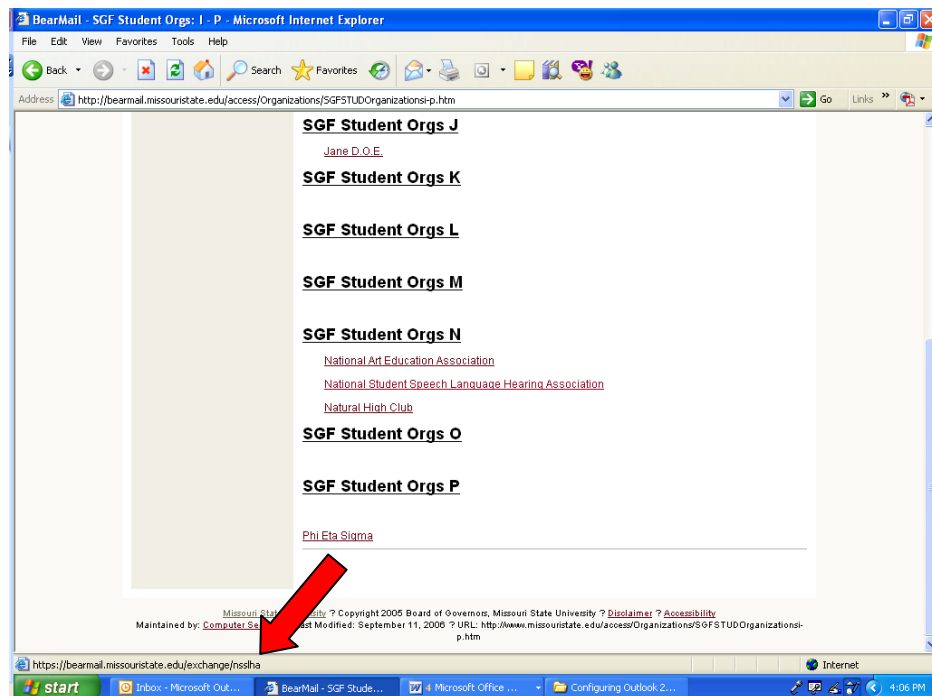
NOTE: You may find the organizational mail address by hovering your mouse over the name of your organization on the BearMail for Organizations Web Page:

<http://bearmail.missouristate.edu/access/organization.htm>

The address appears in the lower left hand corner of your browser. Type only the name of your organization after the last backslash.

Example: <http://bearmail.missouristate.edu/exchange/nsslha>

Type only `nsslha` into the box.



8. Select **Ok**.

9. Your organization will be listed in the **Mailboxes** area of the *Microsoft Exchange Server* window.
10. Select **Apply**.

# Access to Organizational Mail

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<p>You may request that others have access to your organizational email. You must fill out an <i>Organizational Email Request Form</i> available online at:</p>
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<http://www.missouristate.edu/activities/files.asp>

# Forwarding Organizational Mail

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When you receive organizational email messages, you may need to send a response (reply) or send the message to someone else (forward). You can do this by selecting or opening a message and using the toolbar to direct your response.

## Forward a Message

To forward a message:

1. Select or open the email message to forward.
2. Click the **Forward** button.  
A new mail message appears.
3. Address the message, and click **Send**.  
The message is forwarded

## Reply to the Author of a Message

To reply to the author of a message:

1. Select or open the email message to which you are replying.
2. Click the **Reply** button.  
A new mail message appears.
3. Type your response, and click **Send**.  
The message is sent to the author of the original message.

## Reply to the Author and Recipients of a Message

To reply to the author and recipients of a message:

1. Select or open the email message to which you are replying.
2. Click the **Reply to All** button.  
A new mail message appears.
3. Type your response, and click **Send**.  
The message is sent to the author and all recipients of the original message.

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