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E-mail Update part 2

As mentioned in the last e-mail update article, your district e-mail account stores the voice mail messages left on your classroom or office telephone. Because one voice mail message takes up twenty or more times the space of a typical e-mail message, they can cause a problem for the district mail server. With over a thousand district e-mail accounts, you can see how quickly voice mail messages could fill up the district e-mail server.

The MIS department has put a maximum size limit on your account of 50 megabytes. This limit should easily store over 100 voice mail messages along with your text based e-mail. Voice mail messages are actually attachments to an e-mail message managed by the phone system in unison with the e-mail server.

There is an MIS imposed limit of 3 megabytes on attachments to your e-mail. This limit does not affect voice mail unless someone tried to leave you a 10 minute message. But it does affect attachments sent to you or that you send to someone else. It is probably best not to use e-mail for files that are larger than 3MB -- even if there was not a limit.

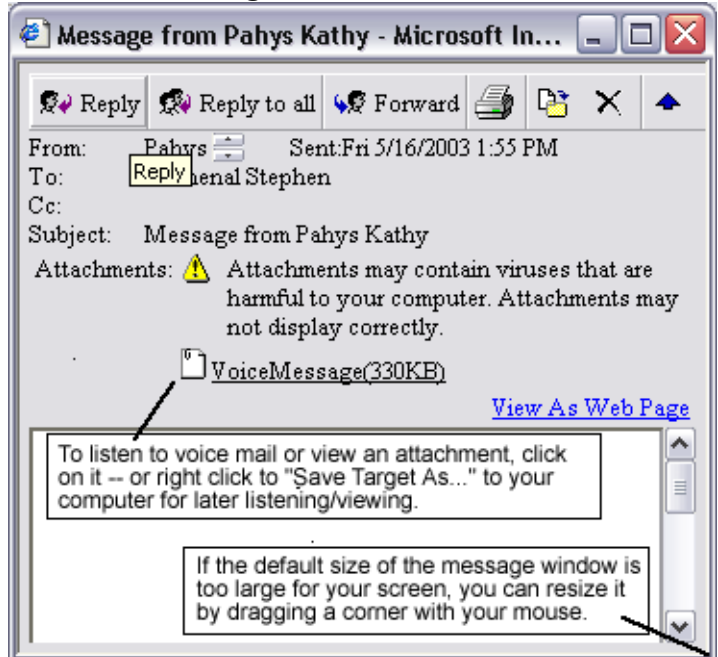
Alternatives to e-mail attachments include...

1. You can share files with staff or students in your building by putting a copy in the Staff or Student Share folder found in "My Computer". Remember that this is a public area and anyone can view or change this file. Always keep your original in your personal folder.

2. If you need to share large files with someone outside the district (or to take them home), you can ask your technology or media specialist to help you burn a CD that you can mail or carry. Some schools have large capacity portable Zip disks or external hard drives that you can use to take large files you are working on between home and work.

3. If you have an ftp account on a web server, you can save the files to your website and simply put a clickable link to the file in your e-mail message. This is better than sending an attachment because it does not fill up either your or your recipient's mail box. You can request web space from the district for school related purposes. There are many free or inexpensive web services for non-school purposes.

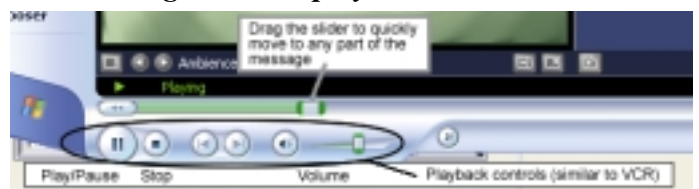
Voice mail messages are attachments to an e-mail....



Sometimes you may be asked for your username and password when trying to open an attachment...



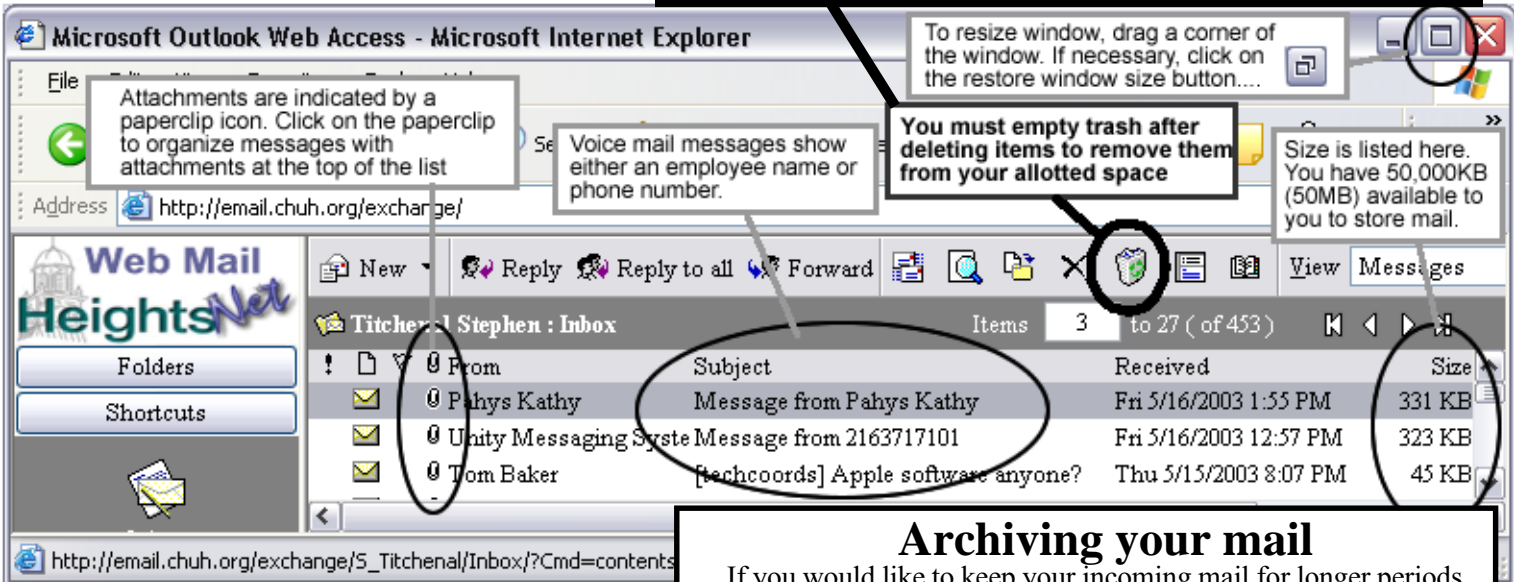
Voice mail messages are played back using a media player such as Windows Media Player, Quicktime or Real Player. If playback does not work, try downloading the latest player version and reinstall it.



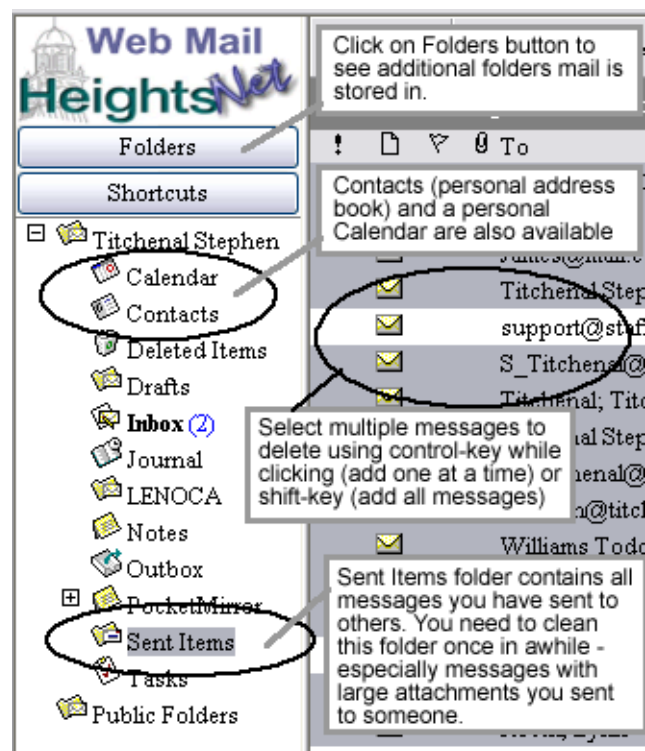
See reverse side for tips on managing your Outlook Web Access mail.

Depending on how many e-mail and voice messages you get, you will be able to keep a couple of months to a full year's worth of messages. You will get a warning message when your mailbox is nearing the 50MB limit.

Once you delete messages you must empty the trash to remove them from your 50MB storage space.



Also clear out your sent mail, especially if you have sent large attachments to others.



Archiving your mail

If you would like to keep your incoming mail for longer periods of time, you should consider using an e-mail program (client) rather than the web based e-mail described so far.

Typical e-mail programs such as Netscape Communicator and Microsoft Outlook Express store your mail on your computer rather than on the district server. As long as you have configured the program to delete mail from the server, you will never run out of space on the district server.

You can set Microsoft Outlook Express to delete mail from the server after a few days. Thus you can still use Outlook Web Access (email.chuh.org) to check your current mail if you are away from your main computer..

The screenshot shows the Outlook Express Properties dialog box for the account 'staff.chuh.org (1)'. The 'Advanced' tab is selected, showing options for server timeouts and message deletion. The 'Remove from server after' checkbox is checked and set to 5 days.

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