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LETTER CIRCULAR

Information: X

Action Required: X

Ref: DTiE 4/2006

From: Mr Lawrence Zammit, Director Technology in Education

To: All Heads of State Schools

Subject: Teachers' Email System

Date: 21st March 2006

All DTiE Circulars are available online at <http://skola.gov.mt/circulars>

The email system currently in use is in the process of being upgraded. This upgrade will allow for new facilities and a larger mailbox.

All messages currently stored in your mailbox will be automatically transferred to the new system. Any email address and contact details that you may have stored in your "Personal Address Book" will **NOT** be automatically transferred and you are therefore required to copy these details manually. Note that you will still have access to the directory.

Your login name and email address will remain unchanged, however you will be issued with a new password (this will be sent to heads of schools). It is highly recommended that you change your password as soon as you receive it. (If you need help changing the password see: <http://skola.gov.mt/outlook>)

One of the main improvements of the new system is that you will now be able to access your email via Microsoft Outlook2003. For details on how to configure your email client visit <http://skola.gov.mt/outlook>.

Web based access to your email, with a much improved interface, will still be possible through the "Teachers' Email" link on the schools' portal (<http://skola.gov.mt>).

For help on how to use your email go to <http://skola.gov.mt/outlook>.

Note:

This circular refers only to Teachers' emails. It does NOT apply to students' emails.

Mr. L. Zammit
Director (Technology in Education)