

Part-Time MBA Exchange Messaging and Calendaring Transition July 14-17, 2008

Introduction to the Kellogg Exchange system

You can access Kellogg's Exchange system online at <http://webmail.kellogg.northwestern.edu> or by following the link off the Part-Time Student Intranet. At either link, login with your NetID and password to access your email. Please note that your Kellogg email address will **not** change.

Kellogg Exchange email account vs. Northwestern email account

Your Kellogg Exchange mailbox comes with a 512MB quota, whereas Northwestern University email came with a 50MB quota. Your Kellogg Exchange account functions differently from your Northwestern email account, in that your email, calendar, and contacts are all stored on a central Kellogg server, available anywhere with an internet connection. In addition, Exchange allows you to see other student's schedules and set up meetings with one another.

Additional Kellogg Exchange system information

This section provides information about ways to access Kellogg's Exchange system; you may follow any of the steps/documents below that apply to your situation.

Kellogg Outlook Web Access (OWA)

For an overview of Kellogg Outlook Web Access, consult the following webpage:
<http://www.kellogg.northwestern.edu/kis/docs/email/owa.htm>.

Email Forwarding and Replication

If you configured email forwarding or replication for your Northwestern email (casbah, hecky, merle, lulu), this functionality stopped working when your Exchange account was created. Regardless of whether you want to keep this functionality or not, please disable email forwarding with Northwestern (step A below) to avoid possible confusion in the future. Then, if you would like to re-establish forwarding or replication, do so for the Kellogg Exchange system (step B below).

A. Disable Northwestern Email Forwarding

1. Go to the NUIT Mail Tools site (<https://snap.it.northwestern.edu/it/mailtools/mailtools-old.html>)
2. Enter your NetID (username), password, and Hostname (such as "merle.it.northwestern.edu")
3. Select "Turn off mail forwarding" and hit submit. You will receive a confirmation message.

B. Enable Kellogg Exchange Forwarding

1. Go to the Kellogg Exchange Mail Tools site (<https://www.kellogg.northwestern.edu/kis/exchangetools/>)
2. Click "Configure Exchange Email Forwarding" and enter your NetID and password, when prompted.
3. Select "Turn On." If you want to keep a copy of forwarded messages in Exchange, check "Enable."
4. Enter the address you want to forward to, such as johndoe@gmail.com
5. Click Submit. You will see a confirmation message.

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Additional Kellogg Exchange system information – continued

Configure Outlook 2003/2007 for Exchange

Outlook 2007: <http://www.kellogg.northwestern.edu/kis/docs/outlook/config-2007exch.htm>

Outlook 2003: <http://www.kellogg.northwestern.edu/kis/docs/outlook/config-2003exch.htm>

These documents contain information regarding configuring Outlook 2003/2007 to connect to your new Kellogg Exchange Account. Outlook 2003 and Outlook 2007 are the only clients supported for connecting to Kellogg's Exchange system. If you are using your corporate laptop or have a corporate account set up on the laptop you are using for Kellogg, we recommend that you check with your corporate IT department before configuring Outlook for Kellogg Exchange.

Download Previous Email from Northwestern WebMail into Outlook

If you have messages stored on the Northwestern email servers (casbah, hecky, merle, lulu), you may download them into Outlook. Documentation is available on the KIS Website as follows:

Outlook 2007: <http://www.kellogg.northwestern.edu/kis/docs/outlook/config-2007pop.htm>

Outlook 2003: <http://www.kellogg.northwestern.edu/kis/docs/outlook/config-2003.htm>

After downloading your email, you may safely remove the NU Email Account in Outlook, by going to Tools > Account Settings, selecting the email account to delete, and clicking "remove."

If you would like to have continued access to emails stored on NU WebMail, we strongly recommend that you complete the process of downloading email into Outlook within the next two weeks.

Connecting your Smartphone to your Kellogg Exchange account

For documentation on connecting a Smartphone to your new Kellogg Exchange account, please see the following website: <http://www.kellogg.northwestern.edu/kis/docs/mobile/>.

Recovering Deleted Items

You can recover email and calendar items you deleted from the Exchange server, via either Outlook or WebMail (Outlook Web Access) by following the instructions on the webpages below. **Only items deleted within the past 14 days will be available for restoration.** Items deleted more than 14 days prior to a restoration attempt are not recoverable.

Outlook 2007:

<http://www.kellogg.northwestern.edu/kis/docs/howto/software/email/outlook/outlook2007recovery.html>

Outlook 2003:

<http://www.kellogg.northwestern.edu/kis/docs/howto/software/email/outlook/outlook2003recovery.html>

Support

If you have any questions, please visit our website www.kellogg.northwestern.edu/kis, contact the KIS Technical Support Center at 847-467-2100 (summer hours: 8:30am – 5pm, Monday – Friday), or send us an email at kis-help@kellogg.northwestern.edu.