

SOCS E-mail Hosting Services

SOCS E-Mail Hosting has many features that will suit the needs of your school staff. It comes with an **Internet mail client**, a **user-level administration client** and a **domain registration client**.

Internet mail client

Basic e-mail features for the Internet mail client include inbox, drafts, sent mail and trash that allow users to:

- compose, assign priority, save drafts, receive receipts and check spelling for new messages
- read, reply, reply to all, forward with attachments and forward received messages
- browse for and add attachments
- rely on an auto-complete function based on address book contacts
- mark read messages as unread
- use automatic signatures, and insert reply citations

Mailbox management features allow users to:

- add, edit or delete folders and modify folder preferences
- add, edit or delete address book contacts
- change display preferences
- monitor mailbox space usage
- highlight messages based on From:, To:, CC: or Subject line
- modify message index columns in Inbox; personal Spell Checker dictionary; new mail notifications; and SPAM filter settings
- filter messages
- search folders

User-level administration client can:

- modify user mailbox password and the display name on the account
- create and enable vacation/out of the office auto-reply messages
- auto-forward messages to any e-mail address

Domain administration client (used only by email administrator at each school) can:

- name multiple domain administrators for a single domain
- add, modify and delete user-level accounts
- assign new passwords for users
- forward mail from one account to another
- enable a vacation/out of the office message auto-reply
- create an alias e-mail account which forwards to a mail account or a distribution group
- create mailing lists and distribution groups for the domain
- allow for mailing lists to be moderated or unmoderated

More about SOCS E-mail Hosting Service

- E-mail Hosting services are based on the SOCS Service Level Agreement.
- Individual email accounts are equipped with 25MB of storage.
- Total number of mail accounts for each domain is based on contracted accounts.
- Clients can access e-mail via IMAP or POP3. FES supports IMAP, but the client is responsible for supporting their local POP3 client.
- Virus protection is provided, definition updates are scheduled nightly, if available.
- Attachments typically associated with viruses may be blocked at FES discretion.
- The e-mail server is backed up nightly and tapes are stored offsite. E-mail database recovery is limited to the previous two years.
- The school is responsible for administration and setup of e-mail accounts.
- Instruction is available for the domain administration features and the Internet mail client.

To learn more about SOCS Email Services, call 800.850.8397 or visit <http://socs.fes.org>.

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Helping schools manage and control dynamic online communications.