

Email for Faculty & Staff

Choosing the Right Service for You

Related Tip Sheets: Mobile Devices | xMail Calendar

Introduction

At NSIT, faculty and staff often ask us about email. How we answer them depends on what they want to do with their email. Staff and faculty have four possible options for email, which are:

cMail

cMail is the University's primary email service, available free of charge to all faculty, staff and students. Individuals can access cMail via the web or can install a program, such as Mozilla Thunderbird, to read and file their email. In addition to standard email functions, cMail's web interface includes a stand-alone personal calendar and integration of the University directories. Mozilla Thunderbird includes a variety of additional capabilities such as RSS feeds and multiple account management. cMail is compatible with Windows Mobile devices, such as Treos, BlackJacks, and the like.

xMail

xMail is a fee-based service designed for users and departments that want highly integrated messaging and calendaring based on Microsoft Exchange. Individuals can access xMail via a program, such as Outlook or Entourage, or via the web. The xMail calendar, through Outlook or Entourage, serves as the University's central administrative calendar. xMail is compatible with BlackBerry and other mobile devices.

Departmental Service

Historically, many departments created their own email services to meet the needs of their constituents. Some of these services are still in existence, while others have been migrated to take advantage of central services. Staff and faculty may opt to use local services according to the preferences of their departments.

Outside Service:

Some individuals, particularly students, choose to forward their email to a non-University service, such as gmail or SBCglobal. However, please be aware that anyone who potentially handles sensitive information, such as medical, student, some kinds of research data, financial, or HR data, must ensure that such data stays within the University. Therefore, staff and faculty should generally use campus email services for University business.

For more information about email at the University, visit <http://nsit.uchicago.edu/services/email>.

For additional assistance

Please email support@uchicago.edu or call 4-TECH



Making A Decision

Before deciding which email, calendar and mobile device to use, you should find out whether your department has any preferences you are required to follow. To contact your local information technology personnel, see the list on <http://nsit.uchicago.edu/unitssupport>. Assuming you plan to use one of the University's central email services, cMail or xMail, follow the guidelines below to determine which is right for you:

- If you have simple email needs and do not use the administrative xMail calendar or a small device, cMail is your best choice.
- If you use a small device (PDA) other than a BlackBerry, such as a Treo, BlackJack, or iPhone, but you do not use the administrative xMail calendar, cMail is also a good choice. If you're not sure which mobile device is best for you, see the Mobile Devices for Email Communications tip sheet.
- If you use the administrative xMail calendar, you should generally choose xMail for your email in order to take advantage of its integrated environment. See the *Using the xMail Calendar* tip sheet for more information.
- If you use a BlackBerry device, it makes sense to choose xMail, especially if you also use the administrative xMail calendar. See <http://findit.uchicago.edu> for more information about using a BlackBerry in the University of Chicago environment.



Mobile Devices for Email Communication

Choosing the Right Service for You

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Introduction

Need to check email anytime, anywhere? Of course you can use web-based email (both the University's central cMail and xMail services are available via the web), but you might consider using a mobile device that will allow you to check your email anywhere, anytime. You have several options, including BlackBerry devices, Treos, or Windows Mobile devices.

BlackBerry Devices:

If you need to have instantaneous updates on your mobile device, you should choose a BlackBerry. Use of a BlackBerry requires three components, each with their respective charges:

1. A BlackBerry device
2. A cellular voice plan and unlimited data plan
3. xMail

Other Mobile Devices

For a device that's more like a mobile computer, a Treo or a Windows Mobile device might be more appropriate. Both of these options are compatible with either xMail or cMail. Use of one of these mobile devices requires three components, each with their respective charges:

1. A mobile device
2. A cellular voice plan and unlimited data plan
3. cMail, xMail, or another email service

Note: If you use a small device with any frequency, you should select an unlimited data plan.

For more information about purchasing a mobile device, visit NSIT's cellular website at <http://nsit.uchicago.edu/cellular>.



For additional assistance

Please email 29100@uchicago.edu or call 2-9100, option 4



Using the xMail Calendar

Tips for Faculty & Staff

Related Tip Sheets: Email for Faculty & Staff | Mobile Devices

What is the xMail Calendar?

Across departments and across the University, administrators use xMail to schedule meetings with the click of a button! The administrative xMail calendar is associated with the xMail email service and allows users to write and send email as well as schedule meetings in the same environment. Some departments have their own local emailing and calendaring services, so please check with your department support team before ordering the xMail Calendar service.

What can the xMail Calendar do for me?

Many University departments make use of the campus-wide administrative xMail calendar in order to facilitate meetings and scheduling. Using both the email and calendaring features of xMail allows full integration of your email and calendar, making it easier for you to import meetings, conferences and events from your inbox directly into your calendar, or to send out quick and easy reminders to meeting attendees. While you can choose to use cMail free of charge along with the xMail calendar, which is fee-based, you will lose the convenience of having email-calendar integration. Therefore, we recommend that administrative calendar users use xMail email and the xMail calendar together.

To learn more about all of xMail's functions, check out the *Email for Faculty & Staff* tip sheet or visit <http://nsit.uchicago.edu/xmail>.



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