



Volume 2, Issue 1

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Revised




Brush Up *On* Technology

Welcome to The First Issue of the:
Brush School District Technology Newsletter

Welcome back from Spring Break and welcome to the first edition of the Brush School District "Brush Up on Technology" newsletter.

The general intent of this newsletter will be to keep district staff apprised of the happenings in the advancement of technology within the district. Together we hope to tackle the effort of improvement in all technology aspects of the district.

Here are the projects currently taking place:

1. Implementation of Active Directory services on all PCs within the district.
2. Implementation of the district's new email server. (using Exchange and Outlook)
3. Implementation of DHCP server issued IP addresses.
4. Deployment of a new and improved anti-virus software package.
5. System cloning for ease of rebuilds using Ghosting applications.
6. System integrity using Deep Freeze.
7. Planned phase-out of Novell in Brush High School

Most of these services will enhance the network infrastructure of the district and primarily will be unseen—however will cause less downtime and greater flexibility once implemented.

However, there are some changes to improve district email which will require staff training and moving of needed emails from the old email system into the new email system.

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The District Technology Department Strives to Serve District Staff and Enhance 21st Century Learning Skills of Brush Students.

We Look Forward to Working With Each of You!

!!!-CRITICAL-!!!-CRITICAL-!!!

You Must Forward Desired Emails from the existing email server to the new Exchange server!!!

WE WILL BE DE-Commissioning (removing) THE OLD EMAIL SERVER Wednesday April 7th.

Please See Steps on Next Page

How will my email change???

There are always concerns with changes. But some changes really do help move things forward. We would like you to know that once we all proceed through the issues involved in this change we are confident that the changes will be positive.

Questions and Answers:

Q- What will be my email address after this change?

A- Your email address will be your FirstInitial.LastName@brushschools.org example r.dalton@brushschools.org

Q- Will those outside the district still be able to use my old email address, the one without the dot (.)?

A- Yes. We have set up some aliases that ensure that once we change over to the new system outside people will be able use the same email address they always have to get the mail to you. However, you should realize that your primary email address will contain the dot (.) between your first initial and last name. Please let people know when they ask for your email address that it does contain the dot (.)

Q- Will I be able to save or forward my current email to the new email server?

A- Yes. Please follow the steps shown later in this newsletter. Please remember to only forward the emails that you REALLY need. Use this opportunity to clean out your email folders.

Q- I am a PC user, how will I access my new email?

A- You will be using Microsoft Outlook to access the new email. Microsoft Outlook is a powerful and multi-functional application that we believe you will find very useful. You will also be able to access your email anywhere on the WEB through the web-based access application.

Q- I am a MAC user, how will I access the new email?

A- MAC users will use the web-based application to access their email. You can gain access in-school on your MAC or anywhere on the WEB.

Before reading the steps to forward email on the next few pages — here is some information:

You will note in the steps that follow that you are asked to forward email to an email address like:

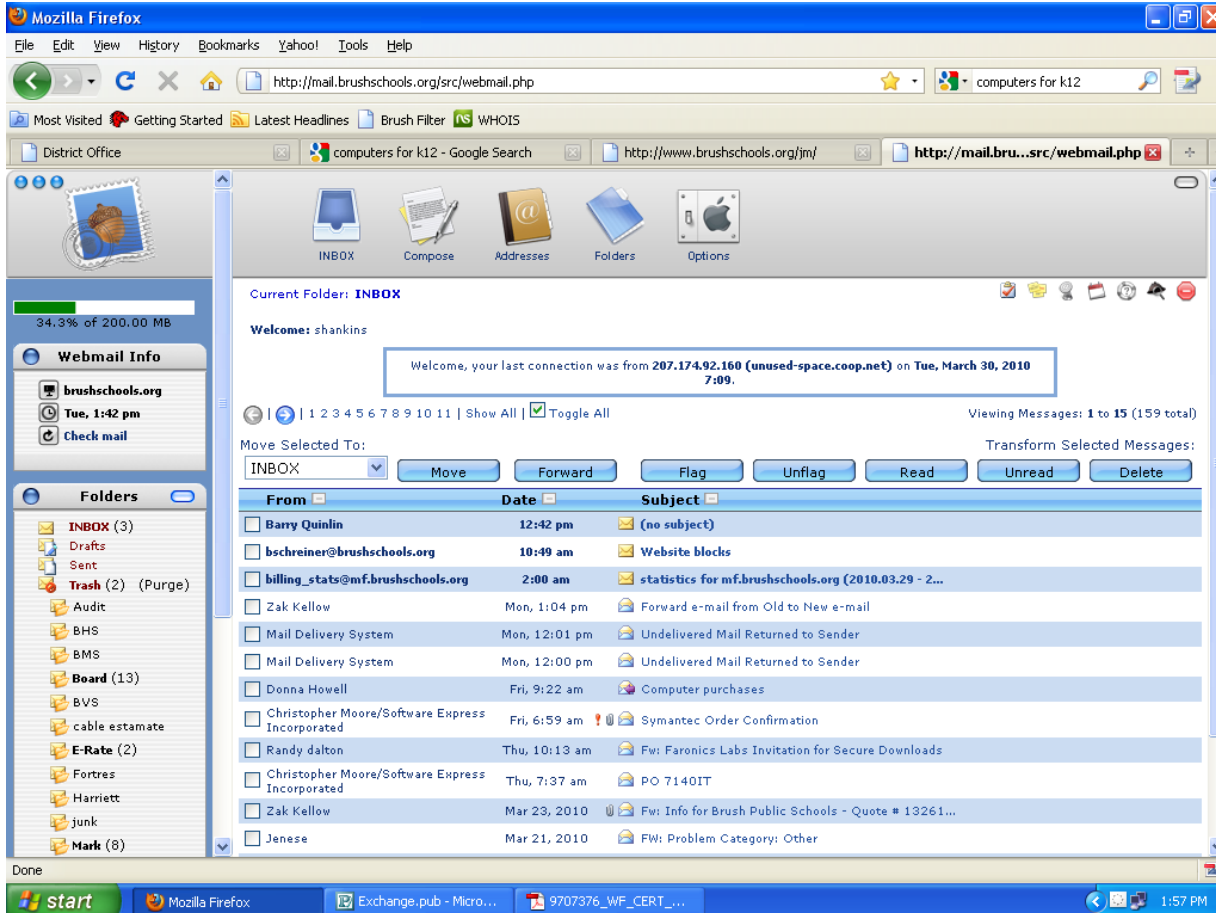
FirstInitial+LastName@bsd.local example =

Since my name is Randy Dalton then I would forward emails to: ***rdalton@bsd.local***

The bsd.local part of this address is temporary. On April 7th—that will change to the familiar brushschools.org to maintain the same district addresses

STEPS TO FORWARD EMAILS TO NEW SYSTEM

Login to your existing (current) email system.

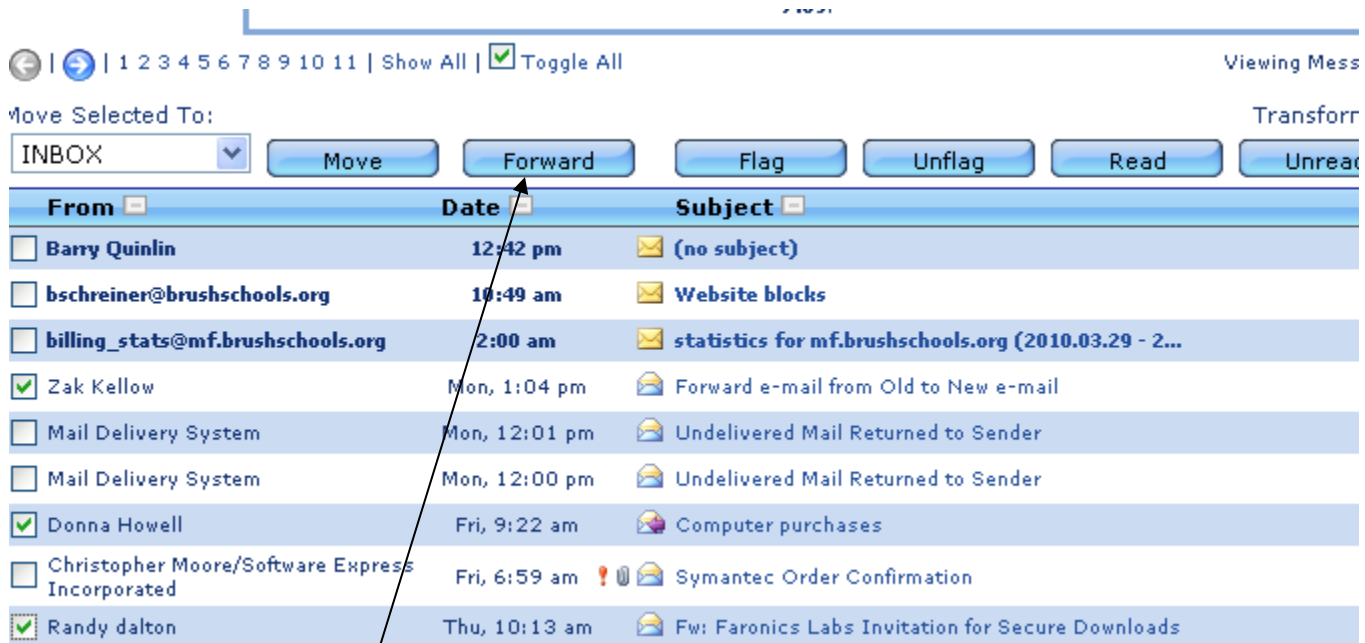


Select the emails you would like to forward by clicking the box next to the email(s) your desire to forward.

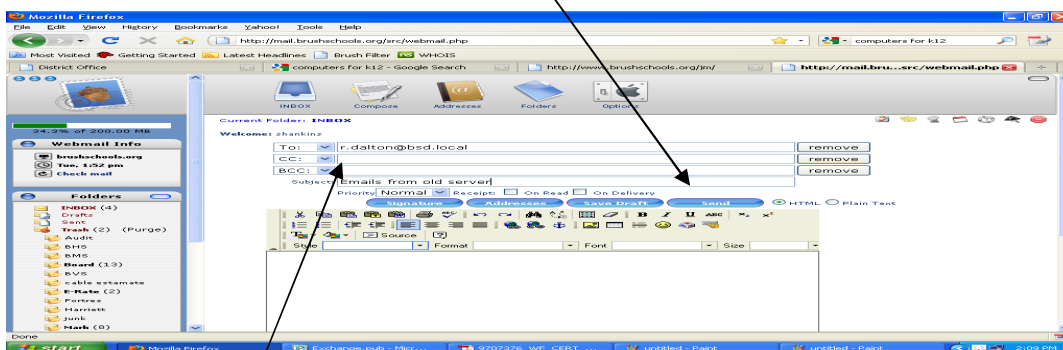
<input checked="" type="checkbox"/>	Zak Kellow	Mon, 1:04 pm	Forward e-mail from Old to New e-mail
<input type="checkbox"/>	Mail Delivery System	Mon, 12:01 pm	Undelivered Mail Returned to Sender
<input type="checkbox"/>	Mail Delivery System	Mon, 12:00 pm	Undelivered Mail Returned to Sender
<input checked="" type="checkbox"/>	Donna Howell	Fri, 9:22 am	Computer purchases
<input type="checkbox"/>	Christopher Moore/Software Express Incorporated	Fri, 6:59 am	Symantec Order Confirmation
<input checked="" type="checkbox"/>	Randy dalton	Thu, 10:13 am	Fw: Faronics Labs Invitation for Secure Downloads
<input type="checkbox"/>	Christopher Moore/Software Express Incorporated	Thu, 7:37 am	PO 7140IT

- Only forward emails that are critical to keep into the future! Be selective.

You may select a folder or multiple files to forward.



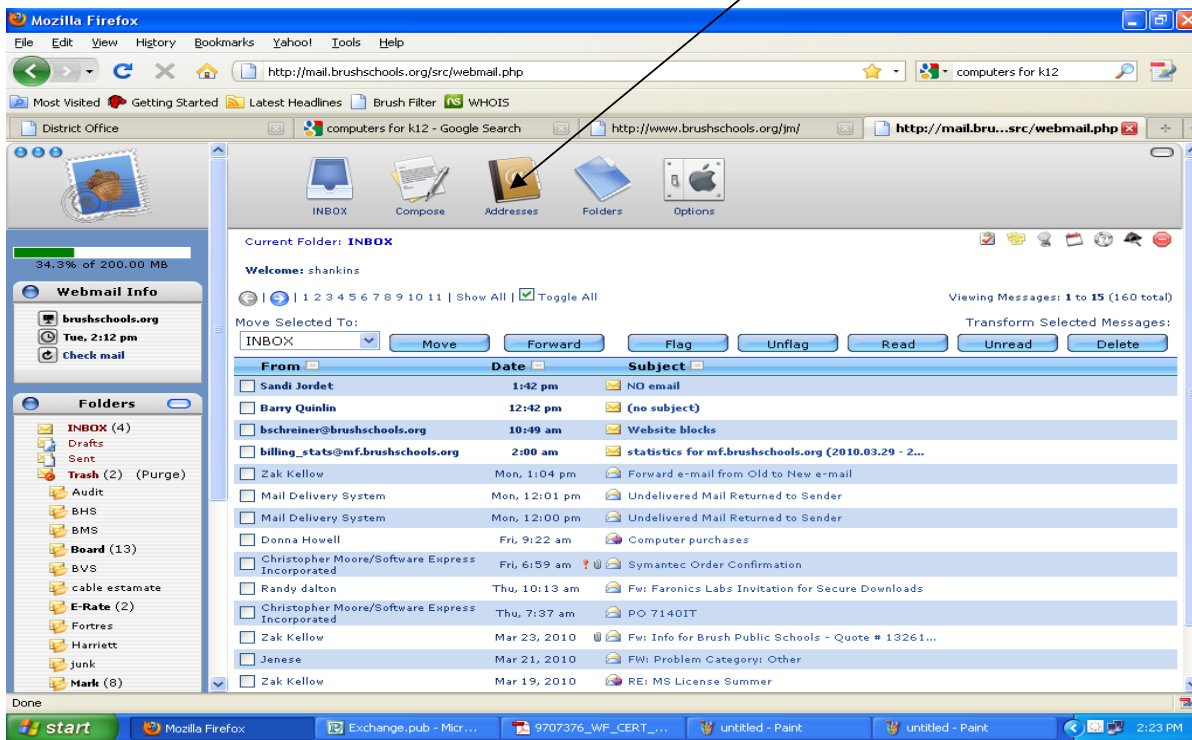
- After you select the files click the forward button
- You will then enter the email address used to forward emails to the new email system—Click the Send button to complete the forward.



- During this transition period forward all emails to an address using this format:
FirstInitial+LastName@bsd.local example =
- Since my name is Randy Dalton then I would forward emails to: ***rdalton@bsd.local***

(you should enter your unique name)

If you have entered Personal Addresses in the Addresses binder—please click on the link.



Unfortunately we have found no easy way to migrate the addresses from the old email server. Our suggestion is that you print this page to save any personal addresses you entered.

Personal address book			
Nickname	Name	E-mail	Info
<input type="checkbox"/>	test@test.com	Jerry Test	test@test.com
<input type="checkbox"/>	test@yahoo.com	Sally Jense	test2@yahoo.com

Global address book			
Nickname	Name	E-mail	Info
lmagnuson	Linda Magnuson	lmagnuson@brushschools.org	Writing Enrichmen
dminer2	Darline Miner	dminer2@brushschools.org	Vocal/Instr Music
mmcwilson	Mike McWilson	mmcwilson@brushschools.org	VO Ag
jhirschfeld	Joe Hirschfeld	jhirschfeld@brushschools.org	Vice President
clinker	Stan linker	clinker@hmcchc.hnllc.com	Vice President

- You need not worry about copying the Global Address List since the new system will contain one.

Until the new server is placed online on April 7th—you must use the web access Microsoft Outlook to access your new account. MAC users will always access their new email in this fashion. PC users will have Outlook running on their PC.

1. Open a browser and enter the following in the URL field:

<https://bsd-mail.brushschools.org/owa>

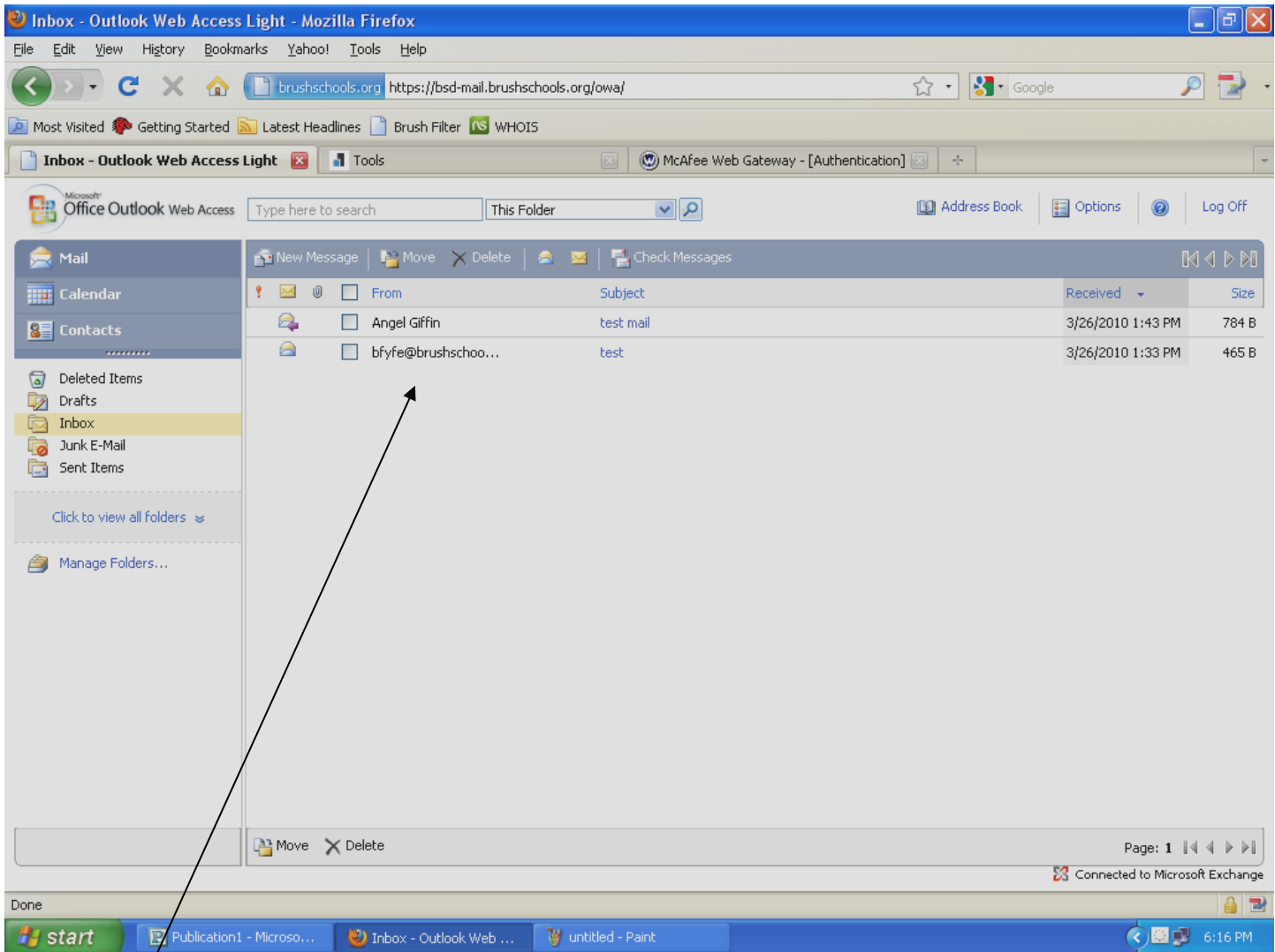
You will see:

- On this screen enter your new Outlook login name which follows this format:
 FirstInitial.Lastname
 Example r.dalton for Randy Dalton
- The password you will use to access this email account during this transition is:

XXXXXXXX (remember to enter the uppercase B)

- You may see another screen which may look like an error that talks about a Certificate —this will only appear for a temporary time until we purchase a small piece of code. (happening next week) This may appear different on some machines so we cannot show all the various possibilities here. Please select to bypass this screen by selecting the section that may refer to “ I understand the risks ” this will allow you to enter Outlook.

You should then be logged into the web version of the new email software. (example below)



Verify—that the emails you forwarded show in the messages of the new web Outlook client.

You should remember that since we are stopping the existing email server on the 7th—you should forward all new emails that arrive prior to leaving for home on the 6th.

We (the Technology Staff) will strive to assist were needed.

Thanks for your patience during this major upgrade.