

### ORACLE COLLABORATION SUITE

The Oracle Collaboration Suite is a suite of integrated applications that allows users to easily communicate and share information. The Oracle Collaboration suite includes:

- **Oracle Email**, web based e-mail system equipped with anti-virus and anti-spam utilities.
- **Oracle Calendar**, calendaring application which allows you to share your calendar with other users.
- **Oracle Voice Mail**, enables users to access their voice messages from within their inboxes from any location at anytime.

The initial implementation of the Oracle Collaboration suite will **ONLY** include Oracle Email, however in the future applications such as Oracle Calendar, Oracle Voice Mail, and others will also be implemented.

### ORACLE EMAIL

Oracle Email utilizes the Internet Message Access Protocol version 4 (IMAP4.) IMAP4 permits a client e-mail program like Outlook, Outlook Express, Eudora, or Netscape Mail to access your e-mail messages from your desktop or laptop. In addition, you can also take advantage of Oracle's Webmail client to access your e-mail via the Internet from any location at anytime with a compatible browser.

Browsers Compatible with Oracle Webmail	
Windows	<ul style="list-style-type: none"><li>▪ IE 5.5 or higher</li><li>▪ Mozilla 1.1 or higher</li><li>▪ Netscape 7.0, Netscape 7.1</li></ul>
Mac OS 9	<ul style="list-style-type: none"><li>▪ IE 5.1.x</li></ul>
Mac OS X	<ul style="list-style-type: none"><li>▪ IE 5.2</li><li>▪ Netscape 7.1</li></ul>
Linux	<ul style="list-style-type: none"><li>▪ Mozilla 1.1</li><li>▪ Netscape 7.0, Netscape 7.1</li></ul>
Solaris	<ul style="list-style-type: none"><li>▪ Mozilla 1.1 or higher</li><li>▪ Netscape 7.0, Netscape</li></ul>

## E-mail Address Format

Oracle email addresses have the following format:

**firstname.lastname@lehman.cuny.edu**

Duplicate names will have a two digit number appended the end of the name.

For example:

**jane.smith01@lehman.cuny.edu**

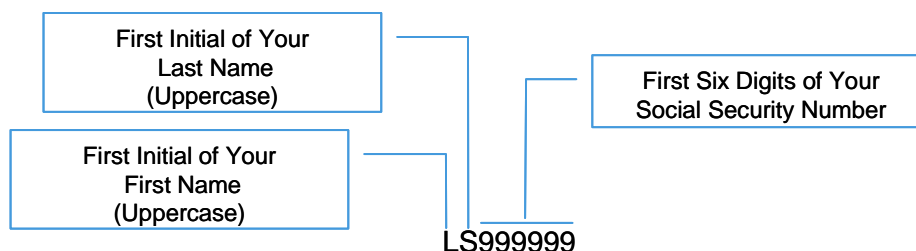
## Passwords

Passwords are case sensitive and depending upon your role at the college your initial password will have the following format:

### Faculty/Staff

Initial passwords for faculty and staff will be the first initial of your first name, the first initial of your last name, followed by the first six digits of your social security number.

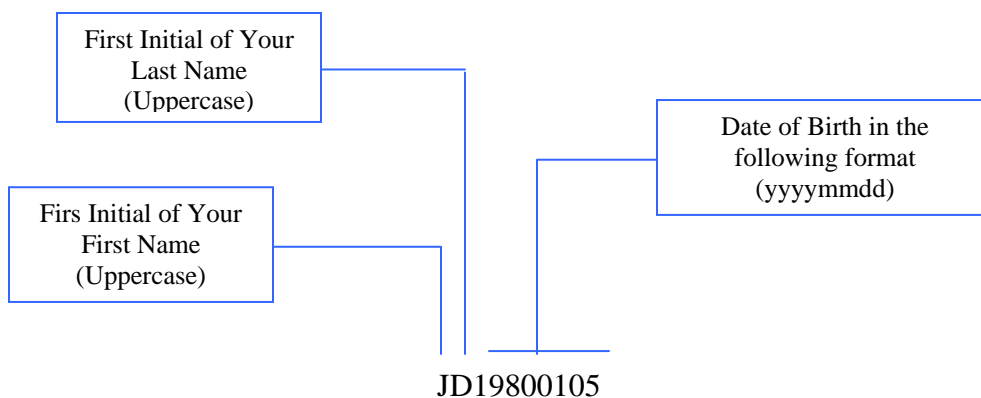
For example:



### Students

Initial passwords for students will be the first initial of your first name, the first initial of your last name, followed by your date of birth in the following format - yyyyymmdd.

For example, if your name was Janet Douglas and you were born January 5, 1980, your password would be JD19800105.



**Note:** Leading zeroes must be entered for single digit months and days (see example above.)

It is extremely important that you change your password after your initial login.

See instructions on how to change your password following the ***Accessing and Logging Into Oracle Web Mail*** section.

## ACCESSING AND LOGGING INTO ORACLE WEB MAIL

1. Launch and point your browser to **<http://collabsuite.cuny.edu>** Click the Oracle Collaboration Suite link located on the right side of the screen.



- At the Sign-In screen enter your username and password in the appropriate fields and select Lehman College from the drop down arrow list.

**Sign In**

Enter your User Name

Enter your password

Enter your Single Sign-On user name and password to login

User Name

Password

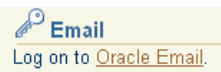
School

Login Cancel

Unauthorized use of this site is prohibited and may be subjected to civil and criminal prosecution SSO #2

Select Lehman College  
From the list of Schools

- Click the Login button and click the Oracle Email link in the resulting screen



## CHANGING YOUR PASSWORD

To change your password, access and login to Oracle Webmail, and follow the steps below:

- Click the **Preferences** link from the Global Navigation area.



- From the **Navigation Bar**, ensure **Basic Settings** is highlighted.



3. From the **Basic Settings** screen, click the **Change Password** button.
4. At the **Internet Directory** screen, enter your current password. Enter and confirm your new password and click the **Submit** button located on the right side of the screen.

Remember **passwords are case sensitive** and should be a minimum of six characters, preferably a combination of letters and numbers.

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Old Password	<input type="password" value="••••••••"/>
New Password	<input type="password" value="••••••"/>
Confirm New Password	<input type="password" value="••••••"/>

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5. Click the **Done** button located on the right side of the screen to confirm your password change.

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Internet Directory
Home ?

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**Password Change**

Password was successfully changed!

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[Home](#) | [Help](#)

## HOW TO ACCESS YOUR E-MAIL FROM AN E-MAIL CLIENT

To access your e-mail from within a client such as Outlook, Outlook Express or Eudora you must configure your client with the following information:

<b>Username:</b>	firstname.lastname@lehman.cuny.edu
<b>E-mail Address:</b>	firstname.lastname@lehman.cuny.edu
<b>Server Type:</b>	IMAP4
<b>Incoming Mail Server:</b>	ocsimap.cuny.edu
<b>Outgoing Mail Server:</b>	ocssmtp.cuny.edu

**EXTREMELEY IMPORTANT:** In order to successfully be able to send messages you need to go to advanced settings and set the **Outgoing Server** to require authentication by login and enter your full email address and password. We will shortly post more detailed information and examples.

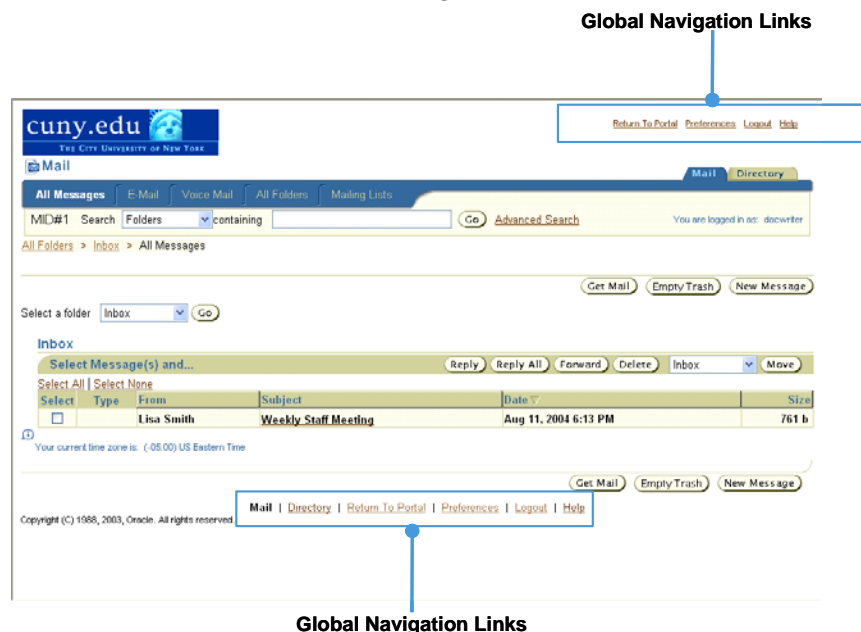
## FORWARDING E-MAIL

Since Oracle E-mail is web-based and can be accessed from any location at anytime, it is high recommended that you utilize your Oracle E-mail account. However, if it is necessary you may forward your e-mail to another e-mail address, such as a Hotmail or Yahoo account.

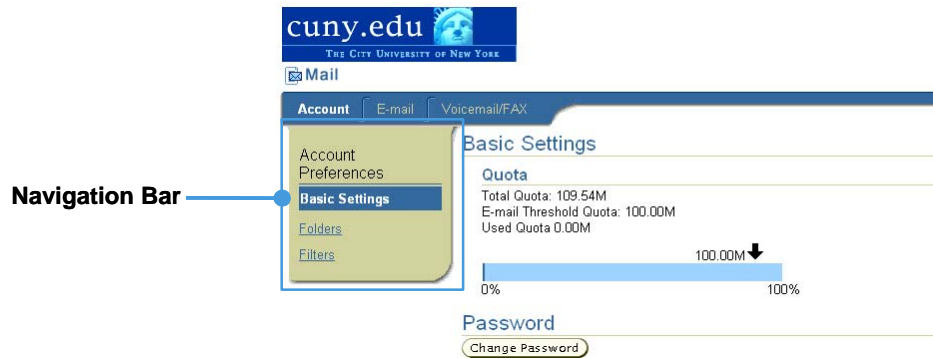
In order to forward e-mail to another e-mail account, you must create a filter. Filters, also know as rules, will perform a certain action on an e-mail message based upon a condition(s) you set.

To create a filter access and login to Oracle Webmail as outlined in the previous section, and follow the steps below:

1. Click the **Preferences** link from the Global Navigation area.



2. From the **Navigation Bar**, click **Filters**.



3. From the Filters screen, click the **Create** button.



4. Complete the fields as follows:

The screenshot shows the 'Filters: Create' form with several annotations in blue boxes:

- Enter a Descriptive Name for the Filter:** Points to the 'Filter Name' field, which contains 'Forward My Mail'.
- From the Active field select Yes:** Points to the 'Active' dropdown menu, which is set to 'Yes'.
- From the Conditions Section, Select the following Options:**
  - Matching - all:** Points to the 'Matching' radio button, which is selected.
  - Attribute 1- Sent date:** Points to the 'Attribute 1' dropdown, which is set to 'Sent date'.
  - Operator - since:** Points to the 'Operator' dropdown, which is set to 'since'.
  - Value - Enter the date you would like to begin forwarding your e-mail:** Points to the 'Value' field, which contains '08/22/04'.
- Select Deliver from the Event section:** Points to the 'Event' dropdown, which is set to 'Deliver'.
- From the Actions Section, Select the following Options:**
  - Command 1 Send a blind copy to:** Points to the 'Command 1' dropdown, which is set to 'Send a blind copy to'.
  - E-mail Address Enter an e-mail address you would like to have your e-mail forwarded to:** Points to the 'E-mail Address' field, which contains 'myaccount@yahoo.com'.
  - Click the More Button at right and Select Delete from the Command 2 section:** Points to the 'More' button and the 'Command 2' dropdown, which is set to 'Delete'.

The form also includes a 'Submit' button at the bottom.

5. Click the **Submit** button.