

## MEMO

**TO:** All Faculty and Staff  
**FROM:** Public Relations/OIT  
**RE:** Your New E-mail Address  
**DATE:** January 28, 2003

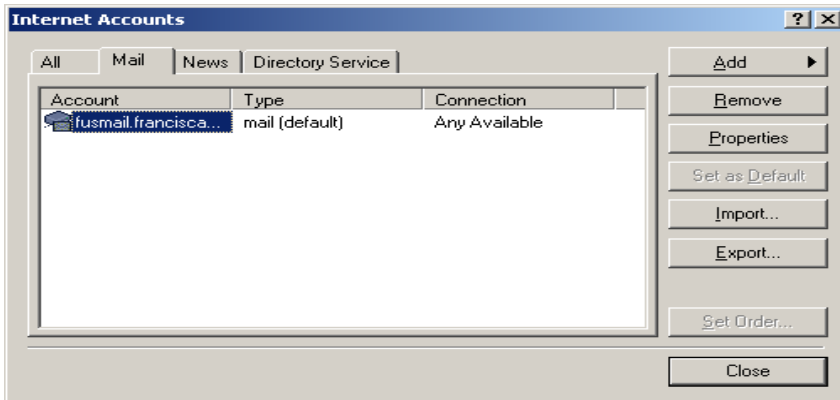
As you know, by March 3, 2003, the old domain name franuniv.edu will cease to exist at Franciscan University. Users must change their domain name to franciscan.edu. Several settings **MUST** be changed on your personal computer, otherwise correspondents will not be able to send messages to you.

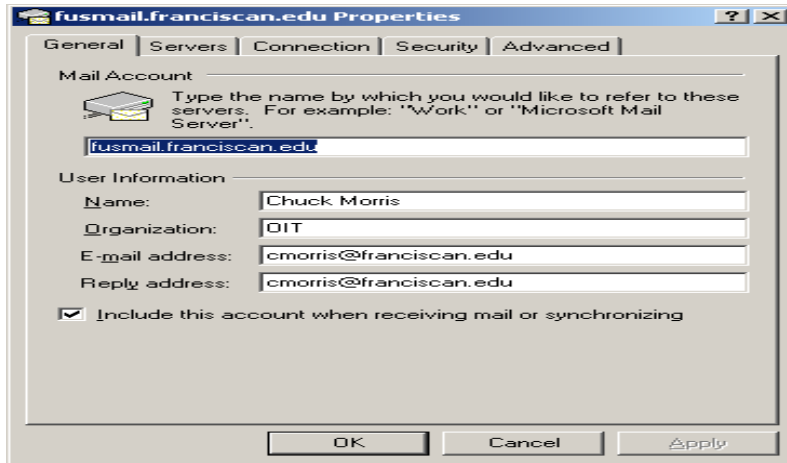
Please follow these instructions for changing your Netscape or Outlook Express settings. If you have any questions, contact the OIT Help Desk at Ext. 7033.

NOTE: Lotus Notes users will not have to make any changes. Also, computers delivered to faculty and staff by OIT since November 2002 should be programmed with the new settings. However, if you received a computer in this time frame, you should send a test message to [cmorris@franciscan.edu](mailto:cmorris@franciscan.edu) to confirm that the changes have been made.

## OUTLOOK EXPRESS USERS

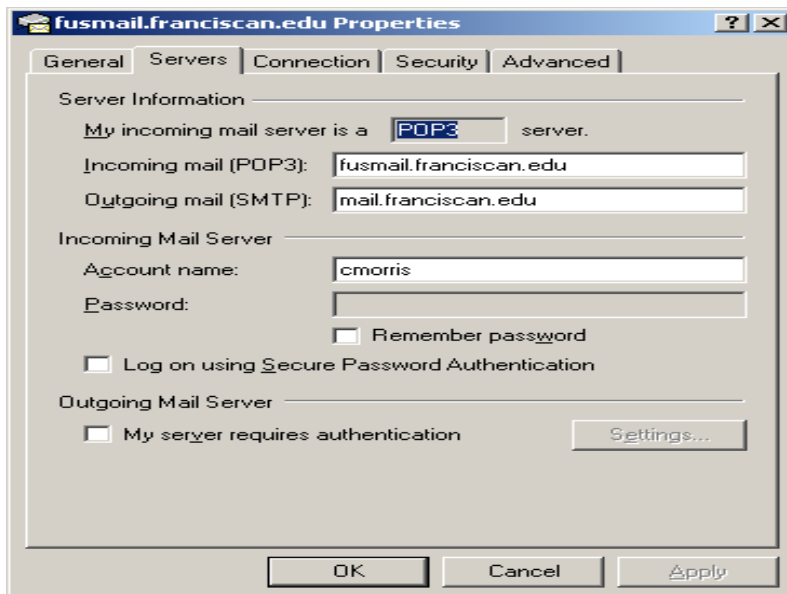
There are two screens in Outlook Express with settings that need to be changed. Open the “tools” menu and select “accounts.” Select the “mail” tab, highlight the name there and click on “properties.” (Note: Mac users may have slightly different screen names)





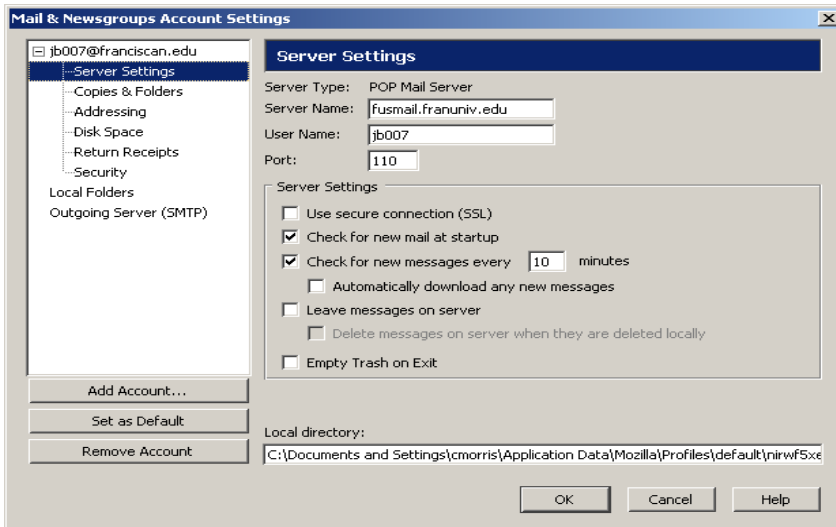
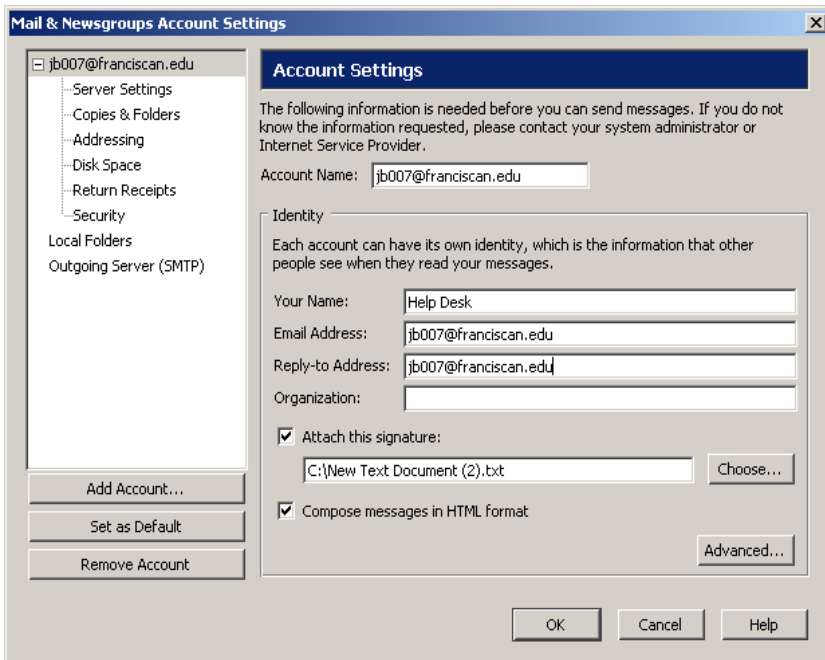
In properties, select the “general” tab and change the name “franuniv.edu” to “franciscan.edu” wherever you see it. Click “apply” to save your changes.

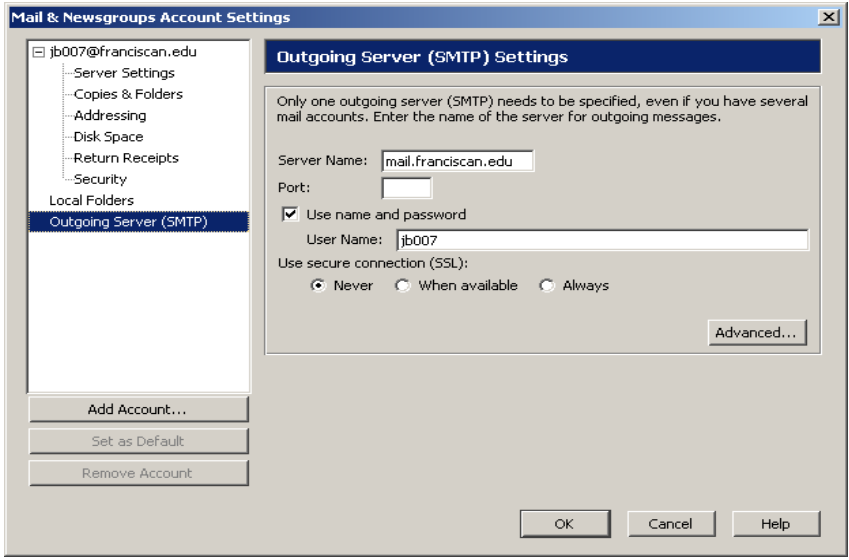
Next, open the tab labeled “servers” (see below). Make similar changes wherever applicable. Click “apply” and close. You are done.



## NETSCAPE USERS

Netscape uses the same principles for changing your e-mail account, but the screen frames are a little different. In the Netscape mail client window, open the “edit” menu and depending on your version of Netscape, select either “mail and newsgroups account settings” or “preferences.” Change the name from “franuniv.edu” to “franciscan.edu” wherever it appears on the first screen, and open the “Server Settings” and “Outgoing Server (SMTP)” screens and again make these changes (examples on back). Click “OK” on each screen.





If you have any questions, contact the Help Desk at Ext. 7033.