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.

<table>
<thead>
<tr>
<th>Browsers Compatible with Oracle Webmail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Windows</strong></td>
</tr>
<tr>
<td>- IE 5.5 or higher</td>
</tr>
<tr>
<td>- Mozilla 1.1 or higher</td>
</tr>
<tr>
<td>- Netscape 7.0, Netscape 7.1</td>
</tr>
<tr>
<td><strong>Mac OS 9</strong></td>
</tr>
<tr>
<td>- IE 5.1.x</td>
</tr>
<tr>
<td><strong>Mac OS X</strong></td>
</tr>
<tr>
<td>- IE 5.2</td>
</tr>
<tr>
<td>- Netscape 7.1</td>
</tr>
<tr>
<td><strong>Linux</strong></td>
</tr>
<tr>
<td>- Mozilla 1.1</td>
</tr>
<tr>
<td>- Netscape 7.0, Netscape 7.1</td>
</tr>
<tr>
<td><strong>Solaris</strong></td>
</tr>
<tr>
<td>- Mozilla 1.1 or higher</td>
</tr>
<tr>
<td>- Netscape 7.0, Netscape</td>
</tr>
</tbody>
</table>
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:

LS999999

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 - yyyymmdd.

For example, if your name was Janet Douglas and you were born January 5, 1980, your password would be JD019800105.
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.
2. 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 screen]

3. 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:

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

![Global Navigation Links]

2. 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.

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

**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:
Username: firstname.lastname@lehman.cuny.edu
E-mail Address: firstname.lastname@lehman.cuny.edu
Server Type: IMAP4
Incoming Mail Server: ocsimap.cuny.edu
Outgoing Mail Server: ocsssmtp.cuny.edu

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:

   - **Enter a Descriptive Name for the Filter**
   - From the **Active field** select **Yes**
   - Select **Deliver** from the **Event section**

   From the **Conditions Section**, Select the following Options:
   
   - **Matching** - all
   - **Attribute** - Sent date
   - **Operator** - since
   - **Value** - Enter the date you would like to begin forwarding your e-mail

   From the **Actions Section**, Select the following Options:
   
   - **Command 1** Send a blind copy to
   - Enter an e-mail address you would like to have your e-mail forwarded to

   Click the **More Button** at right and Select **Delete** from the **Command 2** section

5. Click the **Submit** button.