

Making the Most of Columbia E-mail, 12-8-11

As we are all well aware, the central Columbia e-mail system is aging and in some cases, inadequate to our needs. And, due to data security concerns, forwarding your Columbia mail to a third party e-mail provider that might suit your needs better is against University policy.

While this is no doubt frustrating for those of us who find CU e-mail challenging, until the University upgrades the existing system there are some steps you can take to ease the angst.

If you have:

Space Quota Concerns

1. Replace your free Cubmail account with a premium CUMC Exchange account: CUMC IT runs its own e-mail server, and it is connected to the Cubmail system, so all your uni.columbia.edu mail will still go to one central mailbox. An account will cost you \$126 per year, but you'll have instant access to a 1 GB mailbox plus CUMC's shared Outlook calendar. And, you can purchase up to 8GB of mail storage for just \$63 per GB, per year as needed. Learn more here: <http://www.cumc.columbia.edu/it/outlook/index.html>
2. Request a space quota increase for your existing free Cubmail account: While the Cubmail basic account starts with 250 MB of storage, you can request a storage increase to 1 GB free of charge. To request an increase simply e-mail askcuit@columbia.edu.
3. Configure your e-mail software so that some/all of your e-mail gets saved to your local machine and not on the mail server where it counts against your space quota. If you need help setting this up, please call or e-mail 5Help.
4. Regularly purge old e-mail files. To make the quickest dent in your quota, sort your mail by size, and delete large files first. Save any attachments you want to keep to your O drive on the School's file server – you'll still be able to access them from anywhere, but they will no longer be clogging up your inbox. If you need help setting this up, please call or e-mail 5Help.

Issues with the Cubmail Interface & Features

1. Again, you can upgrade to a CUMC IT Exchange e-mail account and use the full-featured Outlook mail software. It has the added benefit of working really well on smartphones. Follow these links for more information:

<http://www.cumc.columbia.edu/it/outlook/index.html>

<http://office.microsoft.com/en-us/outlook/>

2. Use an e-mail client without Exchange, such as Outlook or Thunderbird, instead of logging into Cubmail over the Web. Outlook has a very useful suite of tools – calendaring, tasks, filters, robust search, etc. – as does Thunderbird, and both will work seamlessly with the CU system. Find out more here:

<http://office.microsoft.com/en-us/outlook/>

<http://www.mozilla.org/en-US/thunderbird/features/>

If you need help setting any of this up, please call 5help and a technician will be assigned to help you. Other questions or concerns? Don't hesitate to e-mail or call.

Elizabeth Tashiro

(212) 342-3021

Ass't. Dean of Information Technology

Mailman School Of Public Health, Columbia University