

GRANTING SYSTEMS ACCESS FOR EMAIL PROCEDURE



<u>System:</u> Quality Management System	<u>Reference No. Revision No:</u> Q-F-IT-P-15, Rev 1	<u>Originated by:</u> Systems Administrator
<u>Revision Date:</u> 29.07.2013	<u>Page No:</u> Page 1 of 3	<u>Authorised by:</u> IT Manager

1 Purpose

This document describes the procedure and a process for creating email accounts for users.

2 Scope

This procedure covers adding user's general information, setting the default password, adding user in relevant distribution lists e.g., allstaff, and allocating mailbox quota.

3 References

Q-F-IT-PO-05 Electronic Mail Policy

4 Definitions

N/A

5 Responsibilities

The Systems Administrator – only the System Administrator OR an approved IT department employee is responsible creating email user accounts, after reception of an authorized IT system access form.

The IT Systems Manager – only the IT manager can authorize an employee's system access form.

6 Procedure – Email

- a) Log into the URL <https://147.110.192.1:7071/zimbraAdmin> (disable proxy)
Username: admin

GRANTING SYSTEMS ACCESS FOR EMAIL PROCEDURE



System:
Quality Management System

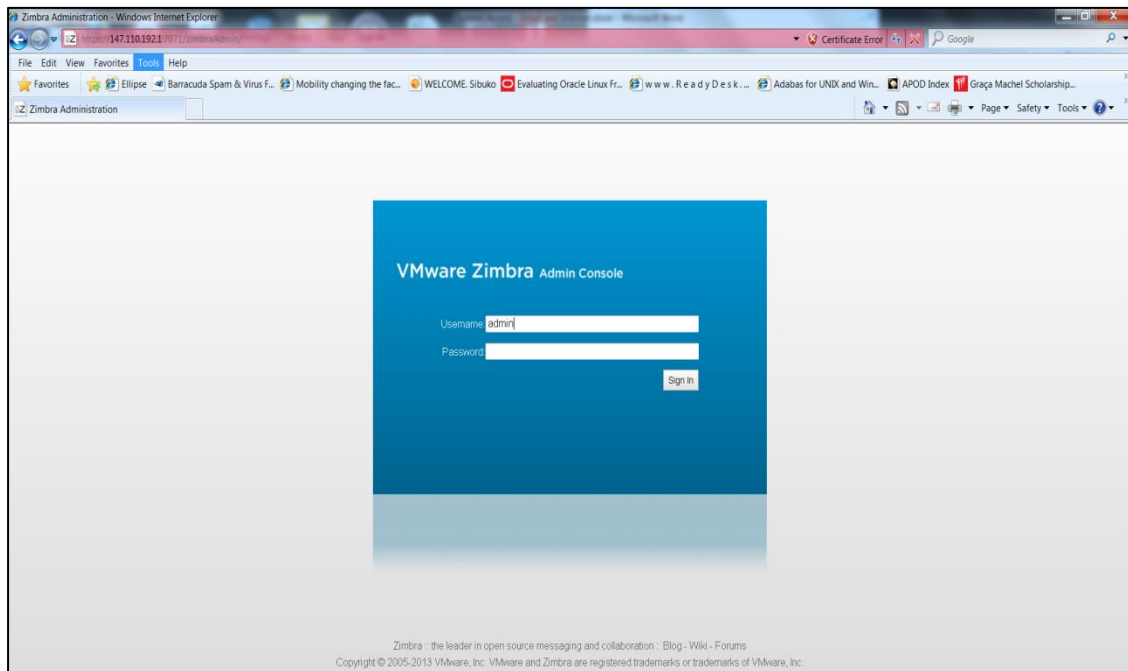
Reference No, Revision No:
Q-F-IT-P-15, Rev 1

Originated by:
Systems Administrator

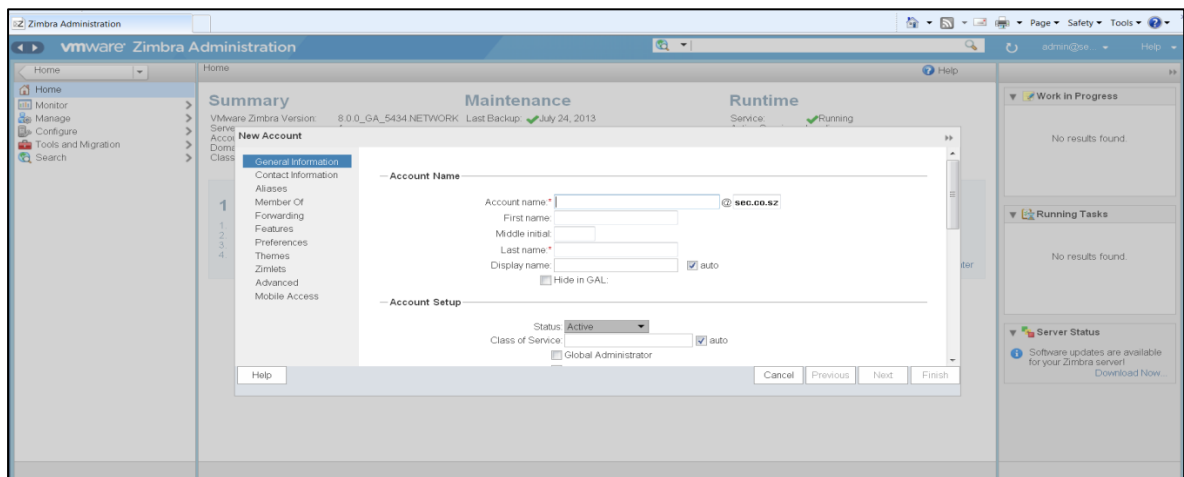
Revision Date:
29.07.2013

Page No:
Page 2 of 3

Authorised by:
IT Manager



b) Select 'Add Account'



- *General Information* – add the details of the user.
The account name must of the form
name.surname@sec.co.sz
Set default password and check 'Must change password'
- *Contact Information* – Enter information on where user will be based and contact information
- *Aliases*–if none leave blank
- *Member Of*– add user to relevant distribution lists; all staff, etc.

GRANTING SYSTEMS ACCESS FOR EMAIL PROCEDURE



<u>System:</u> Quality Management System	<u>Reference No. Revision No:</u> Q-F-IT-P-15, Rev 1	<u>Originated by:</u> Systems Administrator
<u>Revision Date:</u> 29.07.2013	<u>Page No:</u> Page 3 of 3	<u>Authorised by:</u> IT Manager

- *Forwarding* – leave to defaults
- *Features* – leave to defaults
- *Preferences* – leave to defaults
- *Themes* – leave to defaults
- *Zimlets* – leave to defaults
- *Advanced* – set user mailbox quota to 500MB
- *Mobile Access* – if not authorized or required leave blank

Click 'Finish' button

7 Records

Reference No.	Title	Responsible	Retention period
Q-F-IT-F-01	System Access Form	Systems Administrator	Indefinite