Email system documentation

For PHG and Physiciancareer.com

## PHG

Email System in PHG is composed of mail.phg.com exchange server that is running on sbs2011 windows server, and exchange defender which acts as an inbound proxy, scanning emails for pre-configured accounts, for spam and viruses, and keeping live archive copy on its webmail interface. It has an administrative account, and also accounts for all email users and aliases. Administrator can search and control spam quarantine for all users.

Exchange server on mail.phg.com sends outbound emails directly to the Internet via MX. It also provides Webmail at <https://mail.phg.com/owa> . Network management vendor creates accounts on Exchange Defender and on the server when new user is set up. Local administrator manages groups and distribution lists’ membership.

## PhysicianCareer

PhysicianCareer email is composed of physiciancareer.com and fuzionhg.com email accounts, which are served by 1and1’s perfora.net email service, and of automatic daily/weekly email notifications and clients’ email campaigns, which are served by *fumail* server (more details see below). Incoming emails are stored on email.1and1.com inbox and then forwarded to user’s phg.com email address. Administrator can log in to 1and1 control panel to manage email addresses, forwarding addresses, and mailboxes. PhysicianCareer users have both phg.com and physiciancareer.com email addresses, and some of them, like mbroxterman, are using phg.com as a primary address, and others are configured with physiciancareer.com as a primary email address on PHG’s exchange server.

Most of the mailing lists for PhysicianCareer are forwarded to phg.com and handled by PHG’s server, but there are few that are configured directly on 1and1 control panel.

Daily or weekly “HOTDOC” notifications, new job announcements, and clients’ email blasts are processed by *fumail* (smtp.fuzionhg.com) Linux server which is running as a VM on *ubuntuh* host. See System Internals documentation for more details.

## Other Services

For mass email list management, PHG and PhysicianCareer use mailermailer.com (separate accounts). Also select users have the capability to send mass emails through S:/mlm folder and software in it, which communicates either with exchange or with *fumail* server. Also some email accounts are forwarding copies of all mail to a user’s personal email account.

## Distribution Lists

Over the years, PHG has developed an elaborate system of nested distribution lists, which cover many of the business processes and needs. System administrator should look at the distribution lists folder on the AD or Exchange Console, and study it to understand this structure. Jennifer Polver has knowledge of many details.