

Now that I have a Remote Exchange Server, what can I do?

In today's world, everyone wants all of their data available to them all the time.

You've signed up for one of the most comprehensive email systems available today. For years, Microsoft Exchange has been the standard for corporate email. Previously, it was too expensive and too complex for a small company to have an Exchange server. Now, Omnidata Corp has made it possible to have remote access to our Exchange Server.

What does that mean? It means that all mail is delivered and stored on the Exchange Server that is located at Omnidata Corp. We maintain the Exchange Server and make it available to you for all of your email needs. Because it is remote, the Exchange Server is available to you wherever you have an Internet connection in one of several ways.

1. **Outlook Client** – wherever you have a computer with at least Windows XP SP2 and at least Outlook 2003 SP2 you can setup Outlook to connect to the Remote Exchange Server. All data will be current and anything you do will be reflected from anywhere else you look at it.
2. **Outlook Web Access** – from anywhere that you have an Internet connection and Internet Explorer, you can access your email, contact, calendar, etc. The format and functionality will be slightly different but all information is the same and once again consistent.
3. **PDA/SmartPhone** – if you have one of the compatible phones and a data plan, you can connect it to the Remote Exchange Server and have your data available to you wherever you have phone coverage. The type of data (email, contacts, calendar, tasks, notes) is dependent on the type of phone. Again, once it is setup, if you make a change on your phone, it can automatically be synched (without wires) to the Remote Exchange Server. Currently, Treo SmartPhones give you access to Email and either Contact or Calendar or both (depending on model), Any Windows based phone gives you access to all Outlook data and the 2<sup>nd</sup> generation iPhone gives you email, contacts and calendars. Many other phones (Blackberry, Sprint Instinct and others) give you limited to access to email but not the Exchange Server.

How is this different than a traditional POP email account? With a POP account, email is delivered directly to Outlook, removed from the main server that it was sent to and stored on your computer only. You can use the functionality of Outlook but you can't share it with anyone, you can't see any folders from the Internet except newly delivered, unread mail and it is very difficult to keep more than one computer up-to-date. You can get email on your compatible phone but you cannot easily keep it in synch with Outlook.

Everything you are accustomed to seeing on your Outlook client is stored on the Exchange Server. Therefore, it is also available to be shared throughout your organization. Email can be read by someone else, Contacts can be shared, Calendars can be viewed and/or updated by whomever you decide to share it with. You can use your Outlook client to schedule meetings and within the organization you can check availability of every attendee before sending out the invitation. You can create a company wide Contact list, assign one person to maintain it and then share it so everyone can have the most up-to-date information.