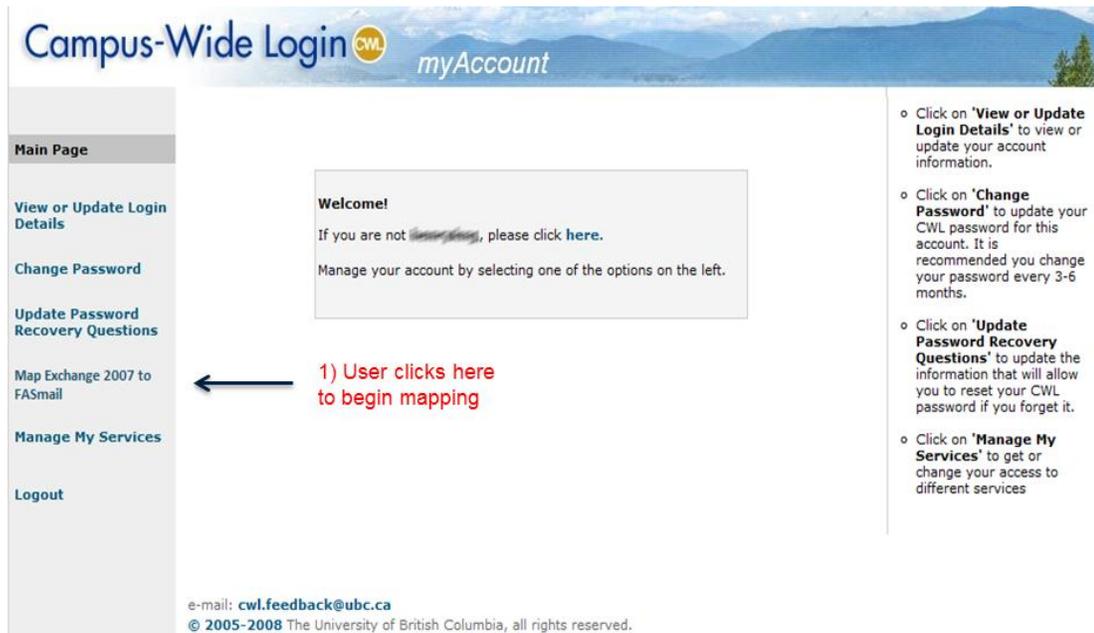


Mapping CWL to Exchange 2007

This process links your existing CWL account name to existing Exchange 2007 mailbox to simplify FASmail mailbox provisioning.

1. Login to <https://www.cwl.ubc.ca/myAccount/index.jsp> with your CWL credentials.
2. In **My Account** click on **Map Exchange 2007 to FASmail** located in the left menu panel as shown below



3. In **Section 1** of **Map Exchange 2007 to FASmail** select your **CWL** account (if you have multiple CWL accounts, select your primary one or the one you want to be associated with your new FASmail mailbox).

In **Section 2** click **Add** button to add your existing Exchange 2007 account as shown below:

Campus-Wide Login  myAccount

Main Page Map Exchange 2007 to FASmail

View or Update Login Details This tool is intended only for those using the UBC Exchange 2007 service.

Change Password To help facilitate the transition of your Exchange 2007 account to FASmail, you must map your Exchange 2007 account to your CWL account. This will ensure that your e-mail account is transitioned to the correct CWL account. To map your accounts, please follow the three steps below:

Update Password Recovery Questions

Map Exchange 2007 to FASmail

Manage My Services

Logout

Map your Exchange 2007 Account

1. Select the CWL Account that you would like to associate with your FASmail account.

- @imgstg1
- @imgstg2
- @imgstg3
- @imgst
- @imgstg5
- @imgstg2
- @imgstg
- @imgstg
- @imgstg3

← **1) Select desired CWL to associate with FASmail**

Once your FASmail account is provisioned, your FASmail address will be @imgstg@mail.ubc.ca
Your existing Exchange 2007 e-mail address will continue to work.

2. Add your Exchange 2007 account(s).

← **3) Click to add Exchange 2007 account**

2) Dynamically updates when a CWL is selected

3. Click the Save button to complete your mapping.
Note: You will not be able to make changes after you click Save.

4. In the new screen, provide your Exchange 2007 mailbox login credentials and click **Authenticate**:

Campus-Wide Login  myAccount

Main Page Map Exchange 2007 to FASmail

View or Update Login Details Step 2: Add your Exchange 2007 account(s)

Change Password Please authenticate the Exchange 2007 account that you wish to map to your selected CWL account: @imgstg.

Update Password Recovery Questions

Map Exchange 2007 to FASmail

Manage My Services

Logout

Exchange 2007 Account:

Exchange 2007 Password:

Password Security

Passwords are:

- Kept confidential.
- Never shared with anyone, or used in plain sight of others.
- Committed to memory and never be written down.
- Changed frequently. (every 3-6 months)
- Never used more than once.
- Unique for each system you log into.

Visit the [ITSecurity site](#) for more information.

1) Enter Exchange 2007 username

2) Enter Exchange 2007 password

3) Click here to authenticate Exchange 2007 credentials

e-mail: cwl.feedback@ubc.ca
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5. Success/failure note will be displayed. If you were successfully authenticated click **Continue** button.

Campus-Wide Login CWL myAccount

Map Exchange 2007 to FASmail

Step 2: Add your Exchange 2007 account(s)

Please authenticate the Exchange 2007 account that you wish to map to your selected CWL account.

Your Exchange 2007 account [redacted] has been successfully authenticated. Please click the button below to continue.

Continue

Password Security

Passwords are:

- Kept confidential.
- Never shared with anyone, or used in plain sight of others.
- Committed to memory and never be written down.
- Changed frequently. (every 3-6 months)
- Never used more than once.
- Unique for each system you log into.

Visit the **ITSecurity** site for more information.

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1. Review your selections, make sure your CWL and associated Exchange 2007 accounts are listed and selected and if everything is correct, click **Save**.

Campus-Wide Login CWL myAccount

Map Exchange 2007 to FASmail

This tool is intended only for those using the UBC Exchange 2007 service.

To help facilitate the transition of your Exchange 2007 account to FASmail, you must map your Exchange 2007 account to your CWL account. This will ensure that your e-mail account is transitioned to the correct CWL account. To map your accounts, please follow the three steps below:

Map your Exchange 2007 Account

- 1. Select the CWL Account that you would like to associate with your FASmail account.**
Once your FASmail account is provisioned, your FASmail address will be [redacted]@mail.ubc.ca
Your existing Exchange 2007 e-mail address will continue to work.
- 2. Add your Exchange 2007 account(s).**
Add Remove
- 3. Click the Save button to complete your mapping.**
Note: You will not be able to make changes after you click Save.

Save

1) CWL chosen

2) Exchange 2007 account authenticated

3) Click save to map chosen CWL with the authenticated Exchange 2007 account

4) After clicking save, no changes can be made

2. Logout from MyAccount :

The screenshot shows the 'Campus-Wide Login myAccount' interface. On the left sidebar, the 'Logout' option is highlighted with a blue arrow pointing upwards and the text 'User can logout' in red below it. The main content area is titled 'Map Exchange 2007 to FASmail' and includes a warning: 'This tool is intended only for those using the UBC Exchange 2007 service.' Below this, instructions state: 'To help facilitate the transition of your Exchange 2007 account to FASmail, you must map your Exchange 2007 account to your CWL account. This will ensure that your e-mail account is transitioned to the correct CWL account. To map your accounts, please follow the three steps below:'

Map your Exchange 2007 Account

- 1. Select the CWL Account that you would like to associate with your FASmail account.**
 [CWL Account Icon]
Once your FASmail account is provisioned, your FASmail address will be @f@h@j@mail.ubc.ca
Your existing Exchange 2007 e-mail address will continue to work.
- 2. Add your Exchange 2007 account(s).**
 [Exchange 2007 Account Icon]
- 3. Click the Save button to complete your mapping.**
Note: You will not be able to make changes after you click Save.