Mapping CWL to Exchange 2007

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

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

		 Click on 'View or Update
Main Page		Login Details' to view or update your account information. • Click on 'Change
View or Update Login Details Change Password	Welcome! If you are not Manage your account by selecting one of the options on the left.	Password' to update your CWL password for this account. It is recommended you change your password every 3-6
Update Password Recovery Questions		 O Click on 'Update Password Recovery
Map Exchange 2007 to	1) User clicks here to begin mapping	Questions' to update the information that will allow you to reset your CWL password if you forget it.
Manage My Services Logout		 Click on 'Manage My Services' to get or change your access to different services

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

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

	myAccount	
Main Page	Map Exchange 2007 to FASmail	
	This tool is intended only for those using the UBC Exchange 2007 se	ervice.
View or Update Login Details	To help facilitate the transition of your Exchange 2007 account to FASmail, y 2007 account to your CWL account. This will ensure that your e-mail accoun CWL account. To map your accounts, please follow the three steps below:	ou must map your Exchange t is transitioned to the correct
Change Password		
	Map your Exchange 2007 Account	
Update Password Recovery Questions	1. Select the CWL Account that you would like to associate with yo	our FASmail account.
Map Exchange 2007 to	C (orgstp1	
FASmail	© fürgstij2	
and the second second	C (pousie)	
Manage My Services	Case	
	C Soggers	
Logout	O this 1) Select desired CWI to	
	dow consistence with EASmail	
	O tresbail	
	Once your FASmail account is provisioned, your FASmail address will be	ifciila@mail.ubc.ca
	Your existing Exchange 2007 e-mail address will continue to work.	
	2.44	T
	2. Add your Exchange 2007 account(s).	
	Add S account	
	account	2) Dynamically
	3. Click the Save button to complete your mapping.	updates when a
	Note: You will not be able to make changes after you click Save.	CWL is
	See.	selected

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

Campus-	Wide Login 😔 myAccount	1
	Map Exchange 2007 to FASmail	Password Security
Main Page		Decements area
	Step 2: Add your Exchange 2007 account(s)	 Kept confidential.
View or Update Login Details	Please authenticate the Exchange 2007 account that you wish to map to your selected CWL account 級的意識.	 Never shared with anyone, or used in plain sight of others. Committed to memory and
Change Password		 changed frequently. (average 2 for each of the second second
Update Password Recovery Questions	Exchange 2007 Account:	 Never used more than once.
	Exchange 2007 Password:	you log into.
Map Exchange 2007 to FASmail		Visit the ITSecurity site for more information.
Manage My Services	Authenticate Cancel	1) Enter Exchange 2007
Logout		username
		2) Enter Exchange
		2007 password
		3) Click here to
	e-mail: cwl.teedback@ubc.ca © 2005-2008 The University of British Columbia, all rights reserved.	authenticate
		Exchange 2007
		credentials

5. Success/failure note will be displayed. If you were successfully authenticated click **Continue** button.

Campus-\	Vide Login 🗠 myAccount		*
1ain Page	Map Exchange 2007 to FASmail		Password Security Passwords are:
/iew or Update Login)etails	Please authenticate the Exchange 2007 account that you wish t	o map to your selected CWL account and the	 Never shared with anyone, or used in plain sight of others. Committed to memory and never be written down
Jpdate Password Recovery Questions	Your Exchange 2007 account Values has bee Please click the button below to continue.	n successfully authenticated.	 Changed frequently. (every 3-6 months) Never used more than once. Unique for each system you
1ap Exchange 2007 to ASmail	Continue		log into. Visit the ITSecurity site for more information
1anage My Services			
.ogout			
	e-mail: cwl.feedback@ubc.ca © 2005-2008 The University of British Columbia, all rights res	erved.	

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

Hain Page	Map Exchange 2007 to FASmall	
	This tool is intended only for those using the UBC Exchange 2007 service.	
/iew or Update Login Details	To help facilitate the transition of your Exchange 2007 account to FASmail, you must map your Exchange 2007 account to your CVKL account. This will ensure that your e-mail account is transitioned to the correct CVKL account. To map your accounts, please follow the three steps below:	
Change Password		
	Map your Exchange 2007 Account	
Opdate Password Recovery Questions	1. Select the CWL Account that you would like to associate with your FASmail account.	
Map Exchange 2007 to (ASmail	Once your FASmail account is provisioned, your FASmail address will be 300 gamail.ubc.ca	1) CWL choser
Manage My Services	Your existing Exchange 2007 e-mail address will continue to work. 2. Add your Exchange 2007 account(s).	
logout	Batters 🖌	2) Exchange
	Ads Remove	2007 account authenticated
	3. Click the Save button to complete your mapping. Note: You will not be able to make changes after you click Save.	
		3) Click caup
	Save	to man
		chosen CWL
		with the
	1	authenticated
		Exchange 2007 account
		4) After
		clicking save,
		no changes

2. Logout from MyAccount :

T	This tool is intended only for those using the UBC Exchange 2007 service.
and the second	
etails	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 correc CWL account. To map your accounts, please follow the three steps below:
hange Password	
-	Map your Exchange 2007 Account
ecovery Questions	1. Select the CWL Account that you would like to associate with your FASmail account.
ap Exchange 2007 to	© gloda
ASmail	Once your FASmail account is provisioned, your FASmail address will be 街谷後尊mail.ubc.ca
anage My Services	four existing exchange 2007 e-mail address will continue to work.
	2. Add your Exchange 2007 account(s).
ogout	
1	Add Remove
	3. Click the Save button to complete your mapping. Note: You will not be able to make changes after you click Save.
Licer can logout	Save
User carriogour	