Advantages of an Exchange Account

1. **Access to the Global Address List**
   The Global Address List contains all email addresses of the people on the Exchange Server here at the Scripps Research Institute.

2. **Share Calendars**
   Collaborating through shared Calendars is easy on the Exchange Server. You can assign levels of permission to share a calendar, such as “reviewer” which allows reading only and not editing.

3. **Easy Out-of-Office messages**
   Set-up your own Out-of-Office messages from your office machine or from a remote location.

4. **Shared folders**
   Create folders in your email account that can be shared by other Exchange users.

5. **OWA - Outlook Web Access**
   Accessing Outlook or Entourage email accounts from a remote location.
   - View your calendar
   - Access the Global Address List
   - Access to all your email folders
   - Set up Out-of-Office messages

6. **Designate a Delegate**
   Designate a delegate for your email, calendar, tasks or contacts.

7. **Create an Email with Voting Buttons**
   Voting buttons can be created on email messages for simple group surveys.

8. **Recall messages**
   If the recipient has not opened the email you sent, you can recall the message. (providing the recipient is also on the Exchange Server)

9. **Better backup**
   If you computer crashes, Research Computing will be able to restore your email account.
10. **Safer data**

Because data is stored centrally, Research Computing is able to “scrub” data more effectively, providing better protection against security threats such as viruses and spyware.

Two ways to set up an Exchange account:

- Call Research Computing HelpDesk - 4-9369

- [http://www.scripps.edu/rc/](http://www.scripps.edu/rc/) and click on the Trouble Ticket link on the left side navigation bar. Fill out the Trouble Ticket and request an Exchange account in the “Problem or Question” box.