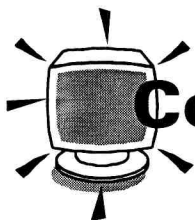




**Managing  
Your  
Server**

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# Getting Started

So, you're the new On-Site Administrator. In this role, you are responsible for managing the server. This is easy, because:

- Information Services personnel install and configure the server for you
- The server does most of the work automatically

This guide documents all your On-Site Administrator tasks. To learn about these tasks, you can read this guide from front to back like a novel. Or, just refer to the table on the next page.

## On-Site Administrator Tasks

This table lists each required On-Site Administrator task, when you need to perform the task, and the page number where the task is detailed.

<b>Task</b>	<b>Do It...</b>	<b>See...</b>
Set the password for the Administrator's mailbox	After you finish reading this table. This is your first task, and you only need to perform it once.	Page 3
Check if Backup Exec Job Launcher is running	Periodically, such as every few days.	Page 6
Check for e-mails from LAN backup	Every morning.	Page 7
Rotate back up tapes	Every other Friday morning.	Page 9
Archive back up tapes	The last Friday of each calendar year.	Page 10
Check if MS Mail Dispatcher is running	Periodically, such as every few days.	Page 12
Add an MS Mail user	When a new employee starts at your property.	Page 15
Modify an MS Mail user	If you make a mistake when adding an MS Mail user.	Page 15
Delete an MS Mail user	When an employee quits your property.	Page 17
Recover an MS Mail user's password	If an MS Mail user forgets their password.	Page 18
Install MS Mail	If you receive a new PC and it does not already have MS Mail installed. It is very unlikely that you need to perform this task.	Page 21
Call the JMB Hotline (312-915-1234) in the unlikely event of a server crash	Under one or both of the following conditions: <ul style="list-style-type: none"> <li>■ No one can connect to the server.</li> <li>■ The server monitor displays a bright blue screen with white error message text.</li> </ul>	—

## Setting the Password for the Administrator's Mailbox

### Warning:

Do not forget the new Administrator password because it cannot be recovered! If you forget this password, the entire MS Mail system must be reinstalled.

Your first task as On-Site Administrator is to set the password for the Administrator's mailbox. Not only is this task easy – you only need to perform it once. It simply involves changing the password from the default to something unique.

### To set the password for the Administrator's mailbox:

### Note:

Perform these procedures on your PC.



Mail

- 1 Double-click the Mail icon (located in the Main program group). The Sign In window appears.
- 2 Complete window fields as described in the following table. When done, the Sign In window should look like the figure following the table.

Field Name	Do This
Mailbox	Type <b>Admin</b> (unless it already appears) and press <b>Tab</b> .
Password	Type password.



- 3 Click **OK** to close the window.
- 4 Select **Change Password** from the **Mail** menu. The Change Password window appears.