

Childrens Services – BLN

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Dear Headteacher

Termination of iMail Email Services

Due to the current BLN re-procurement, we are transferring all schools who use the IMail email system to a new system called Live@edu. **Access to the IMail system will be terminated on the 1 September 2012.**

Live@edu is a Microsoft product which has been developed specifically for Educational use. The system is web based but can be integrated seamlessly with outlook 2007 (or above) and includes all the features you would expect from an upto date email system, including shared calendars, easy to use distribution lists and a 10Gb inbox size. As well as email, Live@edu also offers a 20Gb skydrive which is your own, personal, online storage area. Also accessible is Microsoft Office (2010) online applications.

There are 2 ways in which we can create your new accounts.

School can email us a spreadsheet containing the following data

- Forename
- Surname
- Display Name (the name which will show when you log into your account)
- Email address

OR

We can export your user data from our SUMS system. If this is the case, all accounts will be created with the user's legal names and we will create a unique identifier for any duplicate account names. School will still need to inform us of their preferred addressing format.

It is possible to set the system up so that pupils can only send and receive emails from other users with the same domain name. If this is set up they will not be able to send or receive email from any other Schools. To enable this, pupils' will need a variant on the staff email addresses eg Joe.blogs12@p.schoolname.bradford.sch.uk – In this example @p. has been included to distinguish that they are a pupil. You may request any variant. Alternatively, a different domain name can be used for pupils such as joe.blogs12@schoolname.blnsch.co.uk

Maintenance of accounts will be done by the Bradford Learning Network Team unless school request that they want delegated control. This includes creation of new accounts, editing of accounts (should a user change their name) Password resets and deletion of accounts.

All users on the IMail system must have migrated to a new system by 1st September otherwise current mail may be lost. If school does not wish to move to Live@edu we would appreciate you contacting us to let us know so we are aware that you have moved to an alternative provision.

Should you wish to move to Live@edu please complete the attached authorisation form and return it to the below address.

If you have any queries or would like to see a demonstration of Live@edu please contact tina.housley@bradford.gov.uk



Please note:

1. For the Live@edu web version to display properly, you must have Internet Explorer version 7 or above installed on your PC. Your technical support provider can check this for you if you are unsure.
2. If you would like to use Microsoft Outlook to view your email you will need Outlook 2007 or above to be installed on your PC.
3. If you currently use iMail, once the switch to Live@edu is complete, you will no longer have access to the iMail system. Therefore, any staff who are not having their inboxes / contacts transferred will need to keep a copy of these themselves should they wish. It is schools responsibility to make sure that all staff are aware of the change.
4. Once the request for the MX records has been actioned, the records can take approximately 24 hours to populate. During this period, any emails that are sent to you may not be received.
5. Any schools currently using the ngfl.ac.uk domain will have to move onto their Bradford.sch.uk domain. We will discuss this further with you before setting you up on the new system should this apply.
6. We will transfer your accounts on an agreed Friday at 3:45 and you will be unable to access the new system until the following Monday, therefore you will be unable to access email over the duration of the weekend.
7. Any mail we have transferred will be imported into your new accounts once we know that your new accounts are working and there are no issues with the new system. This may result in your transferred mail not appearing in your new accounts until the Tuesday following the move.

Once the attached form is completed please return it to

Tina Housley

Bradford Learning Network

Bolling Road

Bradford

BD4 7EB

FAX: 01274 385943



Bradford Learning Network Live@Edu transfer

School Name	
Do you want the BLN to export your user information or will school provide a list?	<i>Please Delete as appropriate</i> Please export our data / We will provide a list of email accounts
Do you want the BLN to manage your accounts post transfer	Yes / No

What domain name do you currently use e.g. schoolname.bradford.sch.uk	
What format are your email addresses currently Eg. Firstname.surname@	
What format would you like your new email addresses to be for staff e.g. FIRSTNAME.SURNAME	
What format would you like your new email addresses to be for pupils e.g. ComputerLoginName@ <i>Format must be appropriate to handle duplicate addresses as all users must be unique</i>	
Do you require any customised accounts creating eg head@schoolname.bradford.sch.uk (Max 3 accounts)	
Which accounts require emails and contacts from the current inbox transferring to the new inbox (max 5 accounts, please provide current email addresses)	
Do you currently access your emails in school through Outlook	
What is the name of your current email system eg iMail / PrimaryEmail	
Do you want your pupils to be able to send and receive emails to external email accounts eg. to another school?	

IF No, a separate domain will be required ie @p.schoolname.bradford.sch.uk

Name of the person completing the form	
Headteacher's Signature	

