

Service Entity Account

The service entity account (service account) is an electronic mail account that can be assigned to a department or an organization for sharing information or announcements.

The **rx@domail.maricopa.edu** email account is an example of a service account. This service account is managed by the Benefits Department. Announcements regarding open enrollment and insurance benefits can be sent to all Maricopa employees from this service account.

The **mcbaa@domail.maricopa.edu** email account is another example of a service account. This service account is managed by the special interest organization Maricopa Council on Black American Affairs (MCBAA).

Announcements regarding special events, activities and organizational information can be sent to all Maricopa employees from this service account.

A service entity account can be used from your desktop by setting up a personal profile within Netscape. The personal profile contains stored messages, personal settings, and other personalized information for the service entity account.

Secure Access to Your Email Account(s)

The MEMO team is constantly improving District's email functionality. The newest change is the installation of SSL (secure socket layer) to provide secure site connections. What this means is that your email correspondence will be secure.

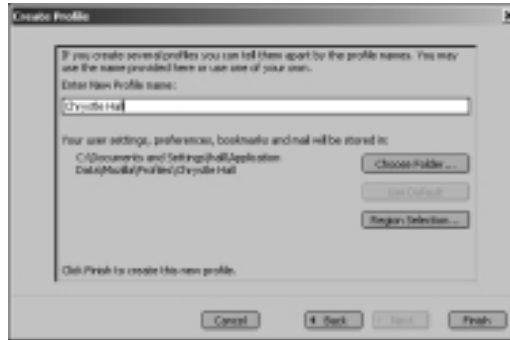
This quick reference guide includes setup instructions to use your email account with a secure connection.

Set Up Your Profile:

1. Go to Start Button>Programs>Netscape 7.1> Profile Manager. The **Profile Manager window** will display.
2. Click Create Profile.

Set Up Your Profile (continued):

3. The Create Profile wizard will display to prompt you through the steps of creating a profile. Click **Next**.



4. Enter your **Service Account Name**. (your organization or department for example: **RX**).
5. Click **Finish**.
6. **If you have other profiles already created**, you will see a window listing all the profiles. Select the Service Account Profile, and click the **Start Netscape 7.1** button. You will see a Netscape Network Registration window prompting you for a Screen Name and Password. Click **Cancel**. When prompted, "Netscape offers several web services with a single registration. Are you sure you want to exit registration?" click **Yes**.

If this is the first profile you have created, you will see a Netscape Network Registration window prompting you for a Screen Name and Password. Click **Cancel**. When prompted, "Netscape offers web services with a single registration. Are you sure you want to exit registration?" click **Yes**.

Netscape will open to a new browser window.

7. Click on the **Mail & Newsgroups** icon at the bottom left side of your screen. (The Mail & Newsgroups icon is also located in the top toolbar.)



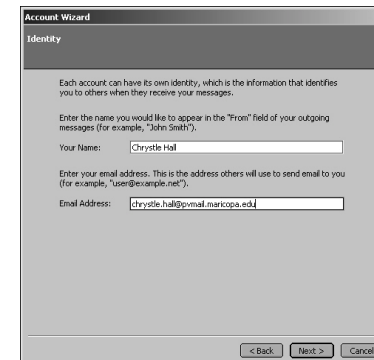
The Account Wizard New Account Setup screen will display.

Set Up Your Profile (continued):

8. Verify **Email Account** is selected and click **Next**. The Identity window will display.



9. At **Your Name**, enter the **Service Account Name**. At **Email Address**, enter the **full Service Account Email Address**. Click **Next**.



10. From the Server Information window, select **IMAP**. At **Incoming Server** field enter email1.dist.maricopa.edu, email2.dist.maricopa.edu, or email3.dist.maricopa.edu, depending upon your respective campus.
 - If you work at Chandler-Gilbert, District Office, Estrella Mountain, Paradise Valley, or South Mountain, use **email1.dist.maricopa.edu**
 - If you work at GateWay, Glendale, or Phoenix College, use **email2.dist.maricopa.edu**
 - If you work at Rio Salado, Scottsdale, or Mesa, use **email3.dist.maricopa.edu**

At the **Outgoing Server** field, enter <site>mail.maricopa.edu. (For example, domail.maricopa.edu) Click **Next**.

Set Up Your Profile (continued):


11. At User Name, enter the service account full email address.
Click **Next**.

12. The Account Name field will autofill with the service account full email address. Click **Next**.

13. Verify your information is correct. If it is not, you will need to use the back button to make corrections.

14. Click the **Finish** button.
 - You may receive a prompt to setup Netscape 7.1 as your default mail application. Select Yes or No.
15. You will be prompted for the service account **MEMO password**. Enter the service account password and click **OK**. The service account MEMO mail will display in the window.
16. From the Edit menu, select Mail & Newsgroups Account Settings.
17. From the category pane on the left side, select Server Settings. The Server Settings pane will display.
18. From the Server Settings section, enable the checkbox next to “Use secure connection (SSL).” Click on OK.

Configure the Directory on your IMAP client:

1. Click the **Address Book** icon at the bottom left of the screen to open the Address Book window.
2. From the **File** menu, select **New > LDAP Directory**.
3. At **Name**, enter **Maricopa Directory**
At **Hostname**, enter **<site>ldap.maricopa.edu**
At **Base DN**, enter **c=us**.
Click **OK**.
4. To test your Maricopa Directory: Click Maricopa Directory (left side of window). At “Name or Email contains” enter the last name of a Maricopa employee to search the Maricopa Directory for that person. It should display all the matches for the last name.
5. Close the Address Book window.
6. From the **Edit** menu, select **Preferences**.
7. If necessary, click the Expander arrow ► next to **Mail & Newsgroups**. Select **Addressing**
Activate the **Directory Server** checkbox.
From the drop-down box, select **Maricopa Directory**.
8. Select the **Composition** Category (left side of window).
9. At Forward Messages, select As Attachment.
10. Select the **Mail & Newsgroups** category (left side).
11. Activate the checkbox for the **Print** button.
12. Deactivate the checkbox for the **Junk** button.
13. Click **OK** to close the Preferences window.
14. From the **Edit** menu, select **Mail & Newsgroups Account Settings** (you must be in the MEMO inbox window for this option to appear in the Edit menu.)
15. On the left side of the window, select **Addressing**.
16. Select **Use a different LDAP server** then select **Maricopa Directory** from the dropdown box. Click **OK** to close the Mail & Newsgroups Account Settings window.
17. Next, test composing a message to see if the service account is set up correctly in the Maricopa Directory.
Click the Compose button in the toolbar. In the To: field enter your organization or department name. A list of all the matches will display. Select the service account email address. Continue to compose the message and send it.

Log In to Service Entity Account

1. Launch **Netscape Communicator 7.1**.
The Profile Manager window will display.
2. Double click the **Service Entity Account** profile.
3. Click on the **Mail & Newsgroups** icon at the bottom left side of your screen
4. When the password dialog box displays, enter the password for the service account.

Technology



Training

Services

Introduction to Netscape 7.1 Service Account Set Up Secure Site Connection

Quick Reference Guide

- Windows -

One-Time Procedure