CNS /Update Newsletter Feature

CNS Name Change: E-mail Service Changes, Effective 17 March 2005

EI&O Document ID: u0411b
Last Updated: 10/20/2004

UF Information Technology

UFIT
2046 NE Waldo Rd, Suite 2100
Gainesville Florida 32609-8942
(352) 392.2061
<editor@cns.ufl.edu>
# Table of Contents

- Change Effective Immediately .................................................................................................................. 3
- Consider Changing to GatorLink E-mail ................................................................................................. 3
  - Note ................................................................................................................................................... 3
- General Change Procedures ...................................................................................................................... 4
- Summary of Changes ............................................................................................................................... 5
- Further Assistance ..................................................................................................................................... 6
Change Effective Immediately

As announced earlier this year, primary Internet addresses (e-mail, URLs, etc.) which were formerly "-something-nerdc.ufl.edu" have been changed (see CNS News item N0403, New 'CNS' Name Now Used For Web, E-mail, Service Addresses [docweb.cns.ufl.edu/news/n0403/n0403.html], 12 April 2004). This change is effective immediately. The changes shown in the "Summary of Changes" table at the end of this document are already in effect.

In order to provide continuity and minimize the impact on our users, the old "nerdc" addresses have been supported as aliases, and we will continue to do this for the near future. However, if you haven't made the appropriate changes, you should do so soon.

All e-mail addresses of the form "userid@nersp.nerdc.ufl.edu" should be converted by 17 March 2005. After that date, mail addressed to "userid@nersp.nerdc.ufl.edu" may no longer be delivered, and may be returned to the sender, "reason: 550 Host unknown".

Note When planning for conversion, it is important for each user to take into consideration the potential impact that an address-change has on e-mail lists (LISTSERV, etc.) to which he or she is subscribed. A separate document, D0172, CNS E-mail: Converting E-mail List Subscriptions from NERSP [http://docweb.cns.ufl.edu/docs/d0172], addresses these issues in detail.

Consider Changing to GatorLink E-mail

If you have been receiving e-mail addressed to userid@nersp.nerdc.ufl.edu, or using userid@nersp.nerdc.ufl.edu as your "From:" or "Reply-to:" address, you must change before the 17 March 2005 deadline. You may change to userid@cns.ufl.edu, or to another service, such as UF's GatorLink service.

In the past, many people preferred to use the NERSP service, because it was more robust and more reliable than the early GatorLink system. However, that is no longer true; GatorLink has been upgraded with new hardware and software, and has now surpassed NERSP as the e-mail system of choice at UF. Consequently, CNS strongly recommends that all users give serious consideration to switching to GatorLink e-mail at this time.

Even if you are not ready to actually move your e-mail INBOX and folders from NERSP to GatorLink, you can still benefit from changing your primary e-mail address to your userid@ufl.edu GatorLink address. Your GatorLink address is shorter, easier for your correspondents to remember, and is highly unlikely to ever need changing.

You can have all mail which is sent to your GatorLink address automatically forwarded/redirected to any place you wish; including your new userid@cns.ufl.edu address, if you wish. Or you can just move your e-mail "base of operations" over to GatorLink, and use UF's enterprise-grade e-mail system for all your e-mail.

Note

Your GatorLink userid is not necessarily the same as your NERSP userid. Be sure you know your GatorLink userid before you begin changing your e-mail program configuration. If you
are not sure, or need assistance, contact the UF Computing Help Desk at 352-392-HELP, e-mail helpdesk@ufl.edu [mailto:helpdesk@ufl.edu].

General Change Procedures

In the directions which follow, we will assume that you have been receiving e-mail addressed to \texttt{userid@nersp.nerdc.ufl.edu} in your NERSP in-box, and that you wish to continue using NERSP for your e-mail, but will begin using your GatorLink userid as your "advertised" address.

\textbf{Note} A separate document (D0171, CNS E-mail: Reconfiguring Pine on NERSP [http://docweb.cns.ufl.edu/docs/d0171]) details the procedure for users who have been using the Pine system on NERSP.

The procedures below will focus primarily on Microsoft Outlook Express. Other e-mail programs will require a similar procedure. If you need help reconfiguring your e-mail program, contact the UF Computing Help Desk, 392-HELP, e-mail helpdesk@ufl.edu [mailto:helpdesk@ufl.edu].

Step One: Set up forwarding from your GatorLink address.

1. Using a Web browser, go to \url{http://gatorlink.ufl.edu}
2. Click the \textbf{Modify} link in the middle of the blue bar
3. Enter your GatorLink userid and password in the fields provided, and click the \textbf{Login} button.
4. In the light-blue menu box at the left of the "Account modification" page, click the \textbf{Email forwarding} link.
5. In the field provided, enter \texttt{userid@cns.ufl.edu} (where userid is your CNS userid).
6. Click the \textbf{Set forwarding} button.
7. Click the \textbf{Quit} link in the blue menu bar to exit the GatorLink update page.

If you have been receiving e-mail addressed to \texttt{userid@nersp.nerdc.ufl.edu}, please begin now to notify your correspondents that they should immediately begin using \texttt{userid@ufl.edu}.

Step Two: Change your e-mail configuration so that your "From:" and Reply-to headers show as \texttt{userid@ufl.edu}. In many E-mail programs this is accomplished by a procedure similar to the following:

1. Select \textbf{Tools} from the main menu of your E-mail program
2. Select \textbf{Accounts} (or \textbf{Account Settings}) from the drop-down menu
3. Select the account you need to modify; it may be named "NERSP". It may be the only account you have configured.
4. Some programs (especially Outlook Express) will require you to then select a \textbf{Properties}
button. [In some versions of Netscape Messenger, this panel is reached via the path Edit->Preferences->Mail & Newsgroups->Identity.]

5. Locate the entry box labeled **E-mail Address:** (or just **Email**) and change it to read userid@ufl.edu

6. Locate the entry box labeled **Reply-to:** (or just **Reply Address:**) and change it to read userid@ufl.edu

Step Three: Update your official e-mail address in UF's administrative records:

1. Go to http://my.ufl.edu
2. Log in using your GatorLink userID and password
3. Select **My Account** from the myUFL Menu
4. Select **Modify My UF Business Email**
5. Follow the instructions shown on that page

Step Four: In addition to the above changes, If your e-mail program is configured to send or receive mail through any server with the string 'nerdc' in the name, you will need to update your configuration to use the new CNS-named servers by 17 March 2005.

1. Select **Tools** from the main menu of your E-mail program
2. Select **Accounts** (or **Account Settings**) from the drop-down menu
3. Select the account you need to modify; it may be named "NERSP". It may be the only account you have configured.
4. Some programs (especially Outlook Express) will require you to then select a **Properties** button. [In some versions of Netscape Messenger, this panel is reached via the path Edit->Preferences->Mail & Newsgroups]
5. In Outlook Express, you next select the **Servers** tab (or **Mail Servers**), which contains fields for both **Incoming Mail** (POP or IMAP) and **Outgoing Mail** (SMTP)
6. Locate the entry box labeled **Incoming Mail** (or possibly **Server Name**) and change it according to the instructions in the Summary of Changes table (below). Find your current server-name in the right-most column (headed "Old (discontinued) Service Name"), and replace it with the information in the middle, "New Service Name" column.
7. Locate the entry box labeled **Outgoing Mail** (or possibly **SMTP Server**) and change it according to the instructions in the Summary of Changes table (below). Find your current server-name in the right-most column (headed "Old (discontinued) Service Name"), and replace it with the information in the middle, "New Service Name" column.

**Summary of Changes**

Changes required by 17 March 2005 are shown in the following table.
## Table 1. CNS E-mail Service Changes

<table>
<thead>
<tr>
<th>Service</th>
<th>New Service Name</th>
<th>Old (discontinued) Service Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>NERSP E-mail Addresses</td>
<td><a href="mailto:userid@cns.ufl.edu">userid@cns.ufl.edu</a></td>
<td><a href="mailto:userid@nersp.nerdc.ufl.edu">userid@nersp.nerdc.ufl.edu</a></td>
</tr>
<tr>
<td>SMTP</td>
<td>smtp.cns.ufl.edu</td>
<td>smtp.nerdc.ufl.edu</td>
</tr>
<tr>
<td>SMTP</td>
<td>smtp.cns.ufl.edu</td>
<td>smtp.nerdc.ufl.edu</td>
</tr>
<tr>
<td>SMTP</td>
<td>smtp.ufl.edu</td>
<td>smtp.nerdc.ufl.edu</td>
</tr>
<tr>
<td>IMAP</td>
<td>imap.cns.ufl.edu</td>
<td>imap.nerdc.ufl.edu</td>
</tr>
<tr>
<td>POP</td>
<td>pop.cns.ufl.edu</td>
<td>pop.nerdc.ufl.edu</td>
</tr>
</tbody>
</table>

### Further Assistance

For assistance in changing your e-mail program configuration, please contact the UF Computing Help Desk at 352.392-HELP, e-mail helpdesk@ufl.edu [mailto:helpdesk@ufl.edu].

### Your Comments are Welcome

We welcome your comments and suggestions on this and all UFIT documentation. Please send your comments to:

**UF Information Technology**

**UFIT**

2046 NE Waldo Rd, Suite 2100  
Gainesville Florida  32609-8942  
(352) 392.2061  
<editor@cns.ufl.edu>