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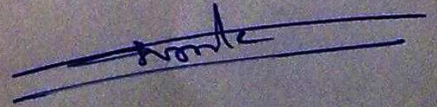
CIRCULAR

SUBJECT: Configuring Microsoft Outlook and AutoArchive feature

ERP email system is now live and in use across the organization. It has been noticed that majority users are using Web Email Access system available on the public website. This has resulted in mailbox overflow problems for a lot of users.

Therefore, in order to tackle this problem, procedure to configure Microsoft Outlook and enable Auto Archive feature for the same is being released. The former can be found in Annexure A of the circular, while the latter in Annexure B.

Email system users are requested to follow the procedure outlined in the above mentioned document so that Microsoft Outlook application is successfully configured on their computer systems.


Chief Engineer (Special Project)