#### MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.

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MSETCL/CO/CE/SP/IT/WebsiteMigration

Date: May 25, 2011

#### CIRCULAR

**SUBJECT:** Migration of MSETCL website and email accounts

As a part of the ERP implementation, migration work of the MSETCL website and email is under progress.

All users who have existing email accounts are requested to follow the archiving procedures outlined in Annexure A. Users are requested to archive all their emails, latest by May 31, 2011. Failure to do so will risk losing all previous communication on Mahatransco email accounts.

The list of existing email accounts and their equivalent in the new ERP system is provided in Annexure B.

The migration will start on June 1, 2011 and will be over a period of 72 hours. Hence, users may encounter connectivity problem while accessing MSETCL website and email during the period.

MSETCL apologizes for any inconvenience caused.

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**Chief Engineer (Special Project)** 

#### Copy s.w.rs to:-

- 1. Hon. Chairman and Managing Director, MSETCL, Prakashganga, Mumbai 51
- 2. The Director (Operation/Project/Finance), MSETCL, Prakashganga, Mumbai 51
- 3. The Executive Director (Operation/Project/HR), MSETCL, Prakashganga, Mumbai 51

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- 1. The Chief Engineer, Trans Project / Trans O&M/ Special Project / STU/ HRD/CPA, MSECL Mumbai
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- 1. All Superintending Engineers / Executive Engineers / Dy.E.E. / A.E / J.E., MSETCL in HO and Field
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- 3. The P.R.O. / C.V.O / C.I.R.F

## **ANNEXURE A**

## Archiving contents of Existing Mahatransco Mail accounts

## OPTION 1 - Microsoft Outlook email client.

# **Configuring Outlook**

If you have been using Outlook with another type of email account (e.g., POP3), follow these steps to configure Outlook to connect to the mail Server.

#### NOTE:

- 1. The following setup will not work if you are connecting through a proxy server. In that case, you are advised to use a data card / or use a direct connection.
- 2. The screen may differ based on the version of Microsoft Outlook on your computer system.
- 1. From the *Start* menu, select *Control Panel* » *Mail* The *Mail Setup Outlook* dialog box appears



2. From the *E-mail Accounts* section, click **E-MAIL ACCOUNTS...** The *E-mail Accounts* dialog box appears.

You can add	or remove an	account. You can	select an account and	I change its settings.	
nail 🛛 Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
🗿 <u>N</u> ew 🔆 🛛	Repair	Change 💿 :	Set as <u>D</u> efault X R	e <u>m</u> ove 🕈 🖡	
Name			Туре		
elected e-mail acc Change <u>F</u> older	ount delivers <b>Personal F</b>	new e-mail messag olders \Inbox	ges to the following lo	cation:	
elected e-mail acc Change <u>F</u> older	ount delivers <b>Personal F</b> in data file E	new e-mail messag olders \Inbox :: \Work \Misc \Perso	ges to the following lo onal Folders(1).pst	cation:	

3. In the *E-mail* section, click *New* to create e-mail account The *E-mail Accounts* dialog box appears

E-mail Accounts	Add New Account	X
You can add or remove an account.	Yo Auto Account Setup Click Next to connect to the mail server and automatically configure your account settings.	芯
RSS Feeds   SharePo	••• • • • • • • • • • • • • • • • • •	
Name	Your Name: webmaster	
	Example: Ellen Adams	
	E-mail Address: webmaster@mahatransco.in	
	Example: ellen@contoso.com	
	Password: *******	
	Retype Password: ******	
	Type the password your Internet service provider has given you.	
	Text Messaging (SMS)	
	Manually configure server settings or additional server types	
	< Back	Next > Cancel

- 4. In the User Name text box, type your username
- 5. In the *Email address* text box, type your *email address*
- 6. In the Password & Retype password text box, type your password
- 7. Click *Next* (Refer the above image)

Following dialog fox appears

🕽 Add New Ac	count	×
Problem Co	nnecting to Server	影
Configuring		
Configuring	e-mail server settings. This might take several minutes:	
~	Establish network connection	
	Search for webmaster@mahatransco.in server settings	
	An encrypted connection to your mail server is not available. Click Next to attempt using an unencrypted connection.	
	< Back Next > C	ancel

8. Click Next to proceed configuration

### 9. Click **FINISH**

Outlook is now configured to access your emails.

#### Open Microsoft Outlook email client.

Click Start  $\rightarrow$  All Programs  $\rightarrow$  Microsoft Office  $\rightarrow$  Microsoft Outlook.

# **Backup of Outlook Mails.**

## Exporting

Click File → Import And Export

In the Import And Export Wizard, select **Export to a file** option and hit Next.

Under File Type	, select Outlook	Data File(.pst)	and hit Next.
-----------------	------------------	-----------------	---------------

	Create a file of type:
XX	Comma Separated Values (DOS) Comma Separated Values (Windows) Microsoft Access 97-2003 Microsoft Excel 97-2003
	Outlook Data File (.pst)
	Tab Separated Values (DOS)

Now make sure Include subfolder is checked, this makes sure that all data including, Emails, Calendar, Contacts, Drafts, etc are exported. To export only a single folder, choose that folder and hit Next.

<ul> <li>Birthday calendar</li> <li>Contacts</li> <li>Deleted Items</li> <li>Drafts [1]</li> <li>Ghaus's calendar</li> <li>Inbox (530)</li> <li>Journal (Client Only)</li> <li>Junk E-mail [58]</li> <li>My old messages</li> </ul>	* E
Include subfolders	Filter

Now give the backup file a name and choose the destination where you want it to be <u>saved</u> and hit Finish.

Save exported file as:
lari\Documents\Outlook Files\backup.pst Browse
<ul> <li>Replace duplicates with items exported</li> <li>Allow duplicate items to be created</li> <li>Do not export duplicate items</li> </ul>
< Back Finish Cancel

Lastly, click Cancel (unless you desire to password protect the .pst file)

Creat	e Outlook Data File	3
Ad	d optional password	
Pa	ssword:	
Ve	rify Password:	
	Save this password in your password list	
	OK Cancel	

The mails have now been successfully archived to you machine and you may refer to the same in the future.

## **OPTION 2** - Using Gmail account

In case the above solution does not work, do either of the following

- 1. Please create a new Gmail account and send all the Mahatransco accounts emails to that account OR
- 2. Send the mails to your existing personal Gmail/Yahoo account.

## **OPTION 3** - Copying to Word file

If you do not find the above two solutions feasible, then please copy all your mails to a Microsoft Word file and save the same on your local machine.

# **ANNEXURE B**

Existing Mail Accounts	New Mail Accounts
AGMSB@mahatransco.in	agmsb@mahatransco.in
agmfa@mahatransco.in	agmfi@mahatransco.in
cenagpur@mahatransco.in	cenagpur@mahatransco.in
ceoandm@mahatransco.in	ceom@mahatransco.in
cesp@mahatransco.in	cesp@mahatransco.in
cestores@mahatransco.in	cecpa@mahatransco.in
cestores@mahatransco.in	CECPA@mahatransco.in
cestu@mahatransco.in	cestu@mahatransco.in
cetrpl@mahatransco.in	ceprj@mahatransco.in
cevashi@mahatransco.in	cevashi@mahatransco.in
cgmfa@mahatransco.in	cgmfi@mahatransco.in
cgmhr@mahatransco.in	cgmhr@mahatransco.in
cs@mahatransco.in	cshr@mahatransco.in
cvo@mahatransco.in	cvovs@mahatransco.in
df@mahatransco.in	dirfi@mahatransco.in
dirop@mahatransco.in	dirop@mahatransco.in
dirproj@mahatransco.in	dirprj@mahatrasnco.in
dyciro@mahatransco.in	dycirohr@mahatransco.in
DYMGR3ET@mahatransco.in	dymgrmerc@mahatransco.in
DYMGRSB@mahatransco.in	aa1sb@mahatransco.in
edhr@mahatransco.in	edhr@mahatransco.in
edop@mahatransco.in	edop@mahatransco.in
edproj@mahatransco.in	edprj@mahatransco.in
edstu@mahatransco.in	edstu@mahatransco.in
eeballarshah@mahatransco.in	ee4210@mahatransco.in
eeboisar@mahatransco.in	ee7130@mahatransco.in
eeboisar@mahatransco.in	ee7130@mahatransco.in
eeccmdnpanvel@mahatransco.in	ee7720@mahatransco.in
eeccmsolapur@mahatransco.in	ee6710@mahatransco.in
eechandrapur	
400kv@mahatransco.in	ee4320@mahatransco.in
eechandrapur1@mahatransco.in	ee4330@mahatransco.in
eechandrapurt@mahatransco.in	ee4350@mahatransco.in
eechandrapurtel@mahatransco.in	ee4310@mahatransco.in
eeconstccairoli@mahatransco.in	ee7710@mahatransco.in
eeconstccpune@mahatransco.in	ee6620@mahatransco.in

eeconstmsspune@mahatransco.in	ee6610@mahatransco.in	
eejalna@mahatransco.in	ee7310@mahatransco.in	
eejunnar@mahatransco.in	ee7320@mahatransco.in	
eekalwa 400 kv@mahatransco.in	ee7140@mahatransco.in	
eekalwat@mahatransco.in	ee7150@mahatransco.in	
eekarad 400 kv@mahatransco.in	ee3130@mahatransco.in	
eekaradtel@mahatransco.in	ee3160@mahatransco.in	
eekoradi 400 kv@mahatransco.in	ee4130@mahatransco.in	
eekoyna 400 kv@mahatransco.in	ee3140@mahatransco.in	
eelonikand 400 kv@mahatransco.in	ee6130@mahatransco.in	
eemahad@mahatransco.in	ee7260@mahatransco.in	
eenagpur@mahatransco.in	ee4110@mahatransco.in	
eepadghe2@mahatransco.in	ee7340@mahatransco.in	
eepadghe400kv@mahatransco.in,	ee7330@mahatransco.in	
eepadghet@mahatransco.in	ee7350@mahatransco.in	
eepanvel@mahatransco.in	ee7210@mahatransco.in	
eepune@mahatransco.in	ee6120@mahatransco.in	
eepuners@mahatransco.in	ee6140@mahatransco.in	
eestores5@mahatransco.in	eegrp5@mahatransco.in	
eestores6@mahatransco.in	eegrp6@mahatransco.in	
eestores7@mahatransco.in	eegrp7@mahatransco.in	
eestores8@mahatransco.in	eegrp8@mahatransco.in	
eestoreswardha@mahatransco.in	ee4010@mahatransco.in	
eetelpune@mahatransco.in	ee6170@mahatransco.in	
eewardha@mahatransco.in	ee4220@mahatransco.in	
gmfa@mahatransco.in	GMFI@mahatransco.in	
gmhrnt@mahatransco.in	gm2hr@mahatransco.in	
gmhrt@mahatransco.in	gm1hr@mahatransco.in	
gmifa@mahatransco.in	gmaudit@mahatransco.in	
md@mahatransco.in	md@mahatransco.in	
secccmairoli@mahatransco.in	se7700@mahatransco.in	
seccmpune@mahatransco.in	se 6700@mahatransco.in	
sechandrapur@mahatransco.in	se4200@mahatransco.in	
seconstngp@mahatransco.in	se4600@mahatransco.in	
seconstpune@mahatransco.in	se 6600@mahatransco.in	
sedesengg@mahatransco.in	SEDE@mahatransco.in	
seehvconstnkalwa@mahatransco.in	se7600@mahatransco.in	
sehvdcchn@mahatransco.in	se4300@mahatransco.in	
sehvdcpadghe@mahatransco.in	se7300@mahatransco.in	

sehvdcpadghe@mahatransco.in	se7300@mahatransco.in
sekalwa@mahatransco.in	se7100@mahatransco.in
sekarad@mahatransco.in	se3100@mahatransco.in
sele@mahatransco.in	se2om@mahatransco.in
senagpur@mahatransco.in	se4100@mahatransco.in
seoandm@mahatransco.in	SE1OM@mahatransco.in
sepanvel@mahatransco.in	se7200@mahatransco.in
sepune@mahatransco.in	se6100@mahatransco.in
sesco@mahatransco.in	se1prj@mahatransco.in
sesolapur@mahatransco.in	se6200@mahatransco.in
sestorestrans@mahatransco.in	se1cpa@mahatransco.in
sestorestrans@mahatransco.in	SE1CPA@mahatransco.in
sestu@mahatransco.in	SESYS@mahatransco.in
setcckalwa@mahatransco.in	se7500@mahatransco.in
setcckarad@mahatransco.in	se3500@mahatransco.in
setccnagpur@mahatransco.in	se4500@mahatransco.in
setccpune@mahatransco.in	se6500@mahatransco.in
setkc1@mahatransco.in	SE1TKC@mahatransco.in
setkc2@mahatransco.in	SE2TKC@mahatransco.in