

## MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.

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(P) 022-2659 5175  
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E-Mail : [cesp@mahatransco.in](mailto:cesp@mahatransco.in)



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Chief Engineer (Special Project)  
'Prakashganga', MSETCL  
Plot no. C-19, E-Block,  
Bandra Kurla Complex, Bandra (E),  
Mumbai – 400051

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.

  
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

**Copy f.w.cs. to :-**

1. The Chief Engineer, Trans Project / Trans O&M/ Special Project / STU/ HRD/CPA, MSECL Mumbai
2. The Chief Engineer, CCO&M Zone Vashi / Pune/ Nasik /Aurangabad / Amravati / Nagpur / Karad / SLDC Kalwa, MSETCL
3. The C.G.M. HR /F&A, MSETCL

**Copy to :-**

1. All Superintending Engineers / Executive Engineers / Dy.E.E. / A.E /J.E., MSETCL in HO and Field
2. All G.M /A.G.M. / Sr. Managers /Managers/ Dy. Managers - HR /F&A, MSETCL in HO and Field
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.

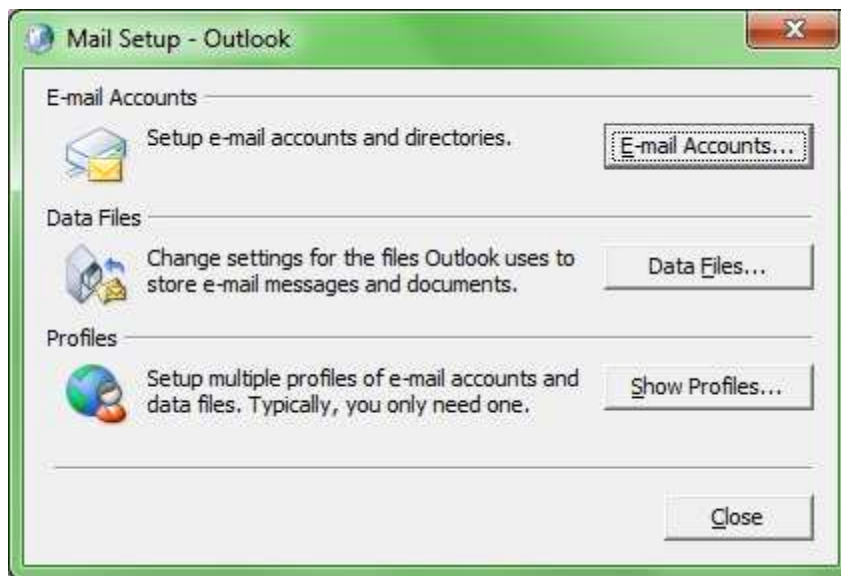
## Configuring Outlook

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.

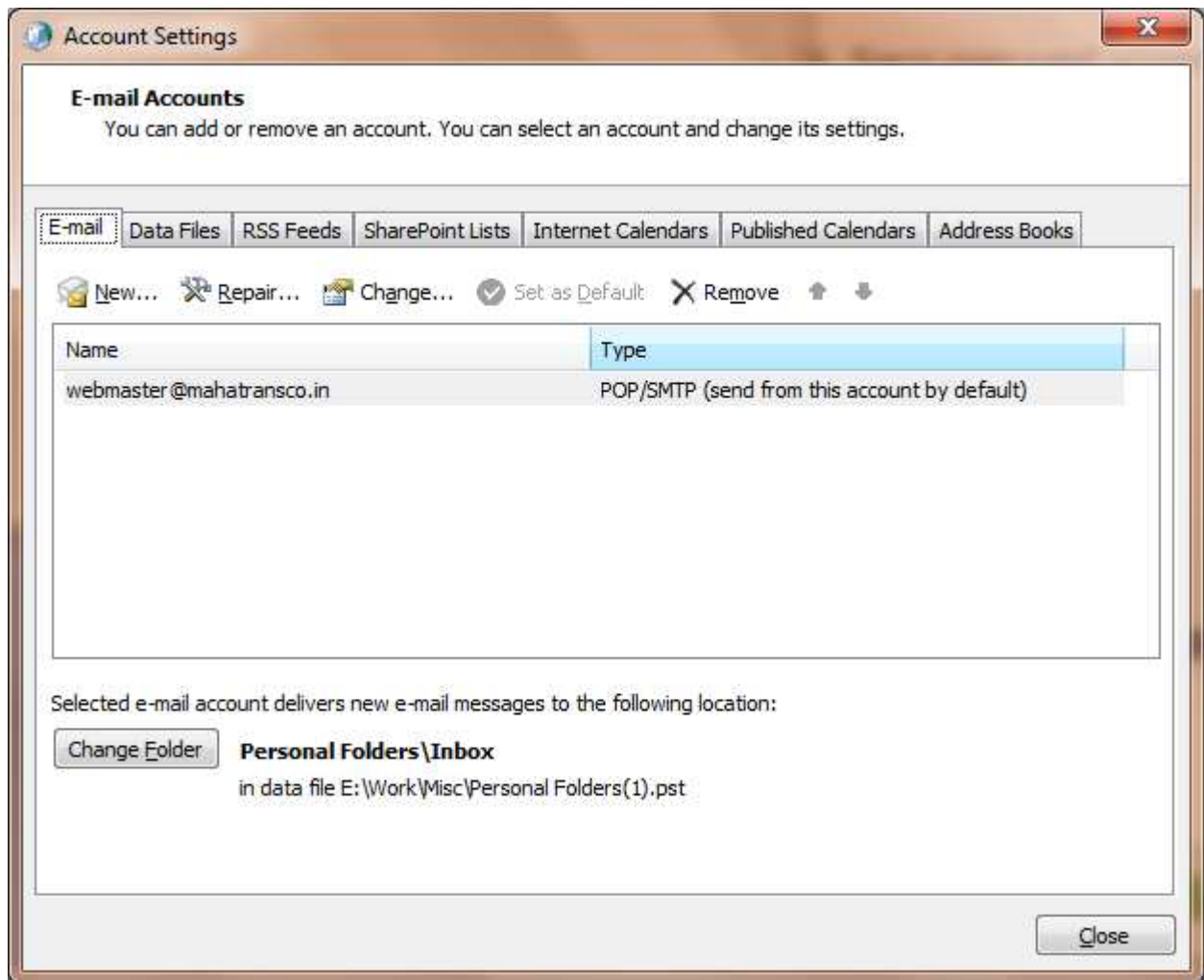
#### NOTE:

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.

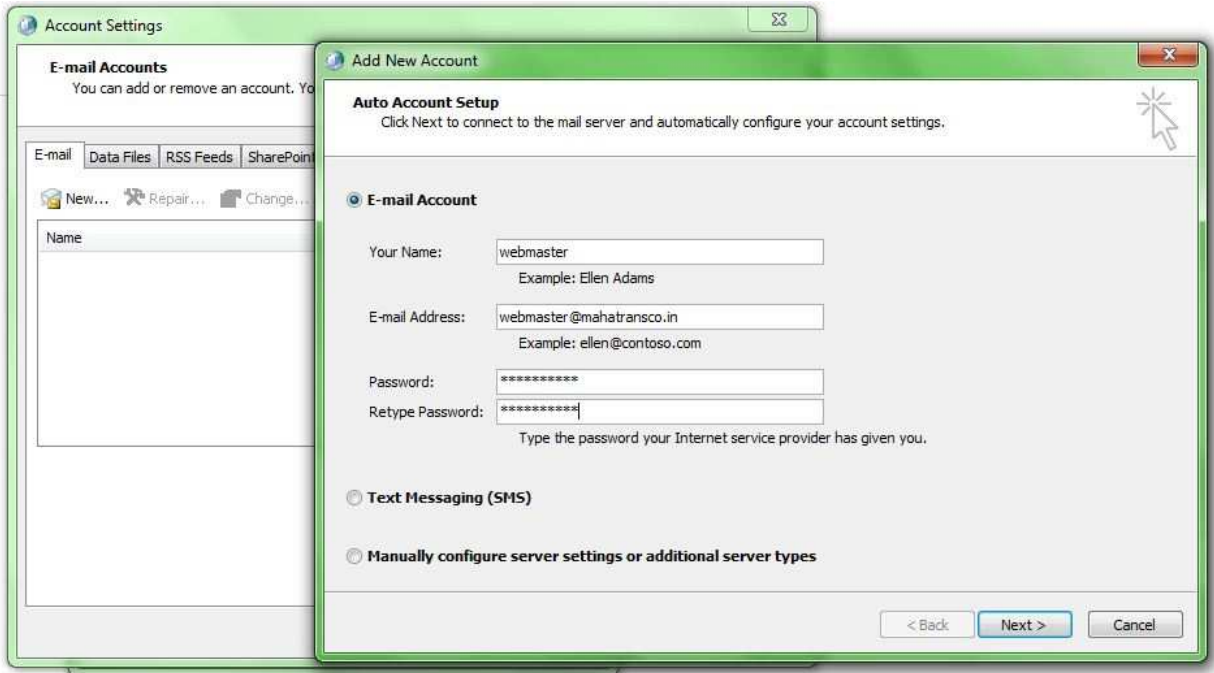
1. From the *Start* menu, select **Control Panel » Mail**  
The *Mail Setup - Outlook* dialog box appears



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

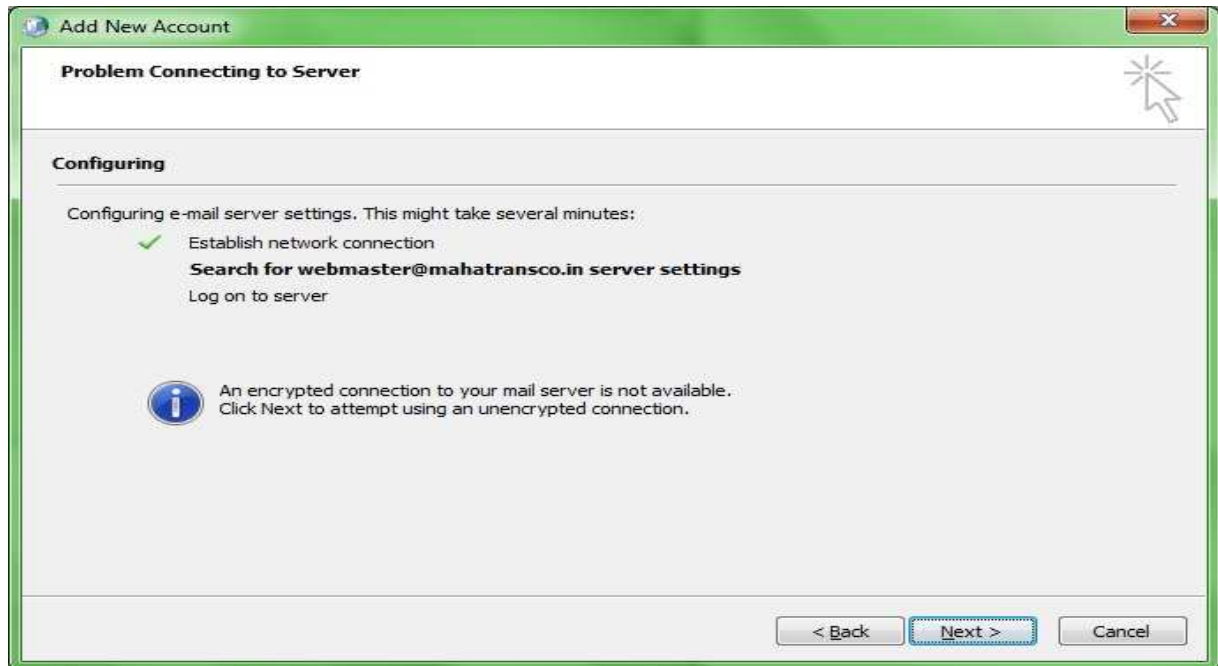


3. In the *E-mail* section, click *New* to create e-mail account  
The *E-mail Accounts* dialog box appears



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 box appears



8. Click **Next** to proceed configuration

9. Click **FINISH**  
Outlook is now configured to access your emails.

Open **Microsoft Outlook email client**.

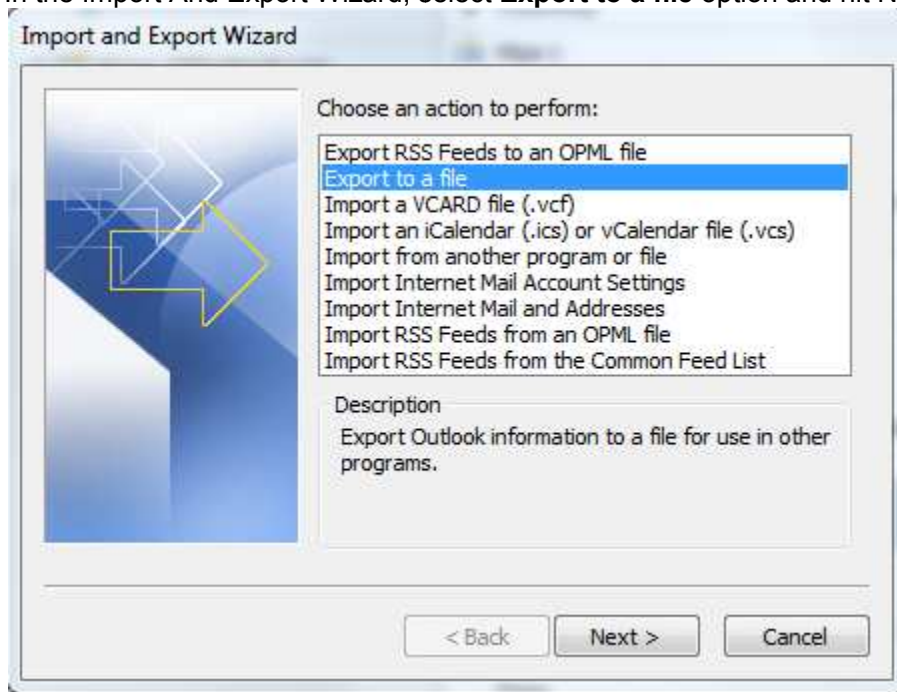
Click Start → All Programs → Microsoft Office → Microsoft Outlook.

## Backup of Outlook Mails.

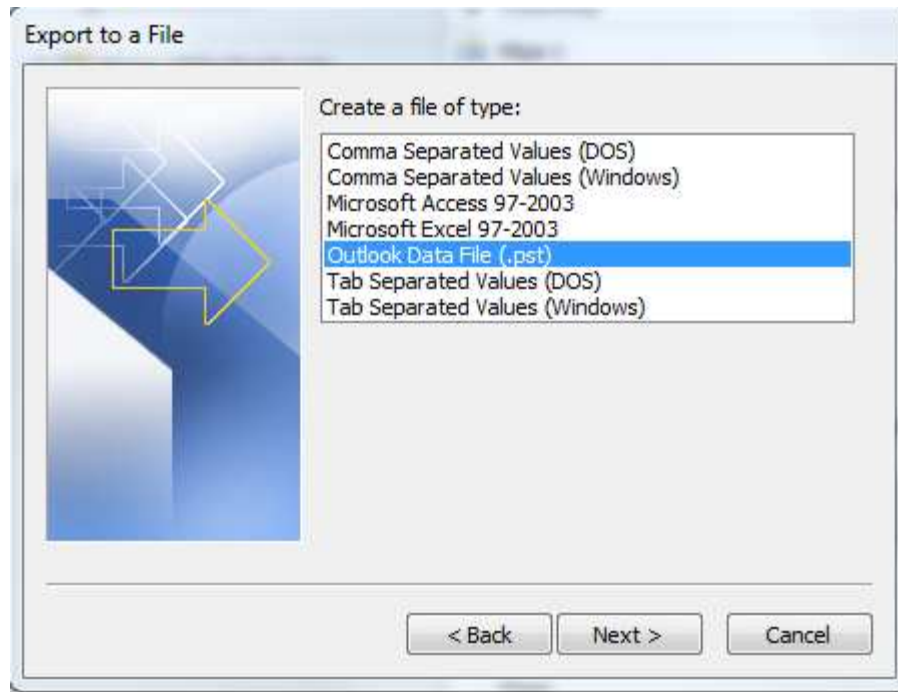
### Exporting

Click File → Import And Export

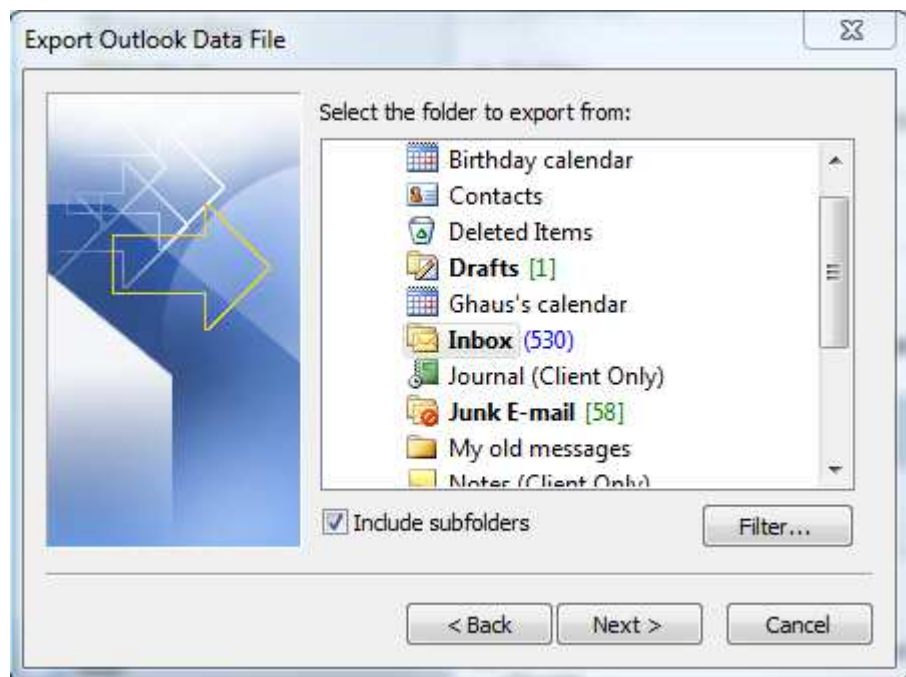
In the Import And Export Wizard, select **Export to a file** option and hit Next.



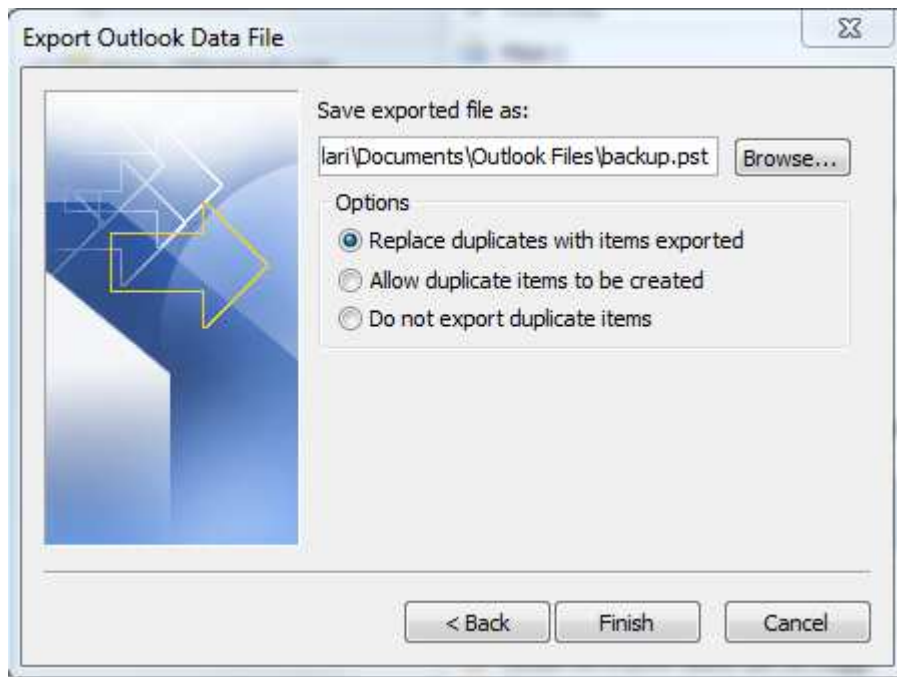
Under File Type, select Outlook Data File(.pst) and hit Next.



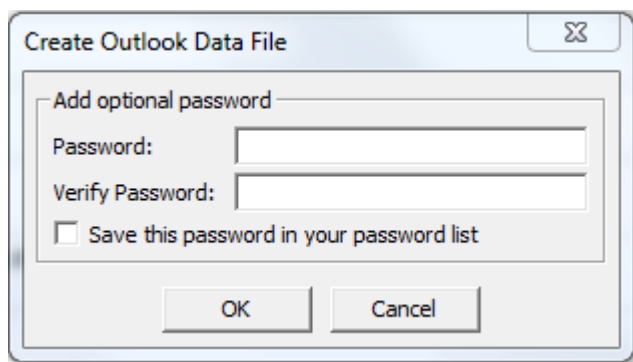
Now make sure Include subfolder is checked, this makes sure that all data including, Emails, Calendar, Contacts, Drafts, etc are exported. To export only a single folder, choose that folder and hit Next.



Now give the backup file a name and choose the destination where you want it to be [saved](#) and hit Finish.



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



**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
ctrpl@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@mahatransco.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
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eeccmdnpanvel@mahatransco.in	ee7720@mahatransco.in
eecmsolapur@mahatransco.in	ee6710@mahatransco.in
eechandrapur 400kv@mahatransco.in	ee4320@mahatransco.in
eechandrapur1@mahatransco.in	ee4330@mahatransco.in
eechandrapurt@mahatransco.in	ee4350@mahatransco.in
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eeconstccairoli@mahatransco.in	ee7710@mahatransco.in
eeconstccpune@mahatransco.in	ee6620@mahatransco.in

eeconstmsspune@mahatransco.in	ee6610@mahatransco.in
eejalna@mahatransco.in	ee7310@mahatransco.in
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eekaradtel@mahatransco.in	ee3160@mahatransco.in
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eestores8@mahatransco.in	eegrp8@mahatransco.in
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eetelpune@mahatransco.in	ee6170@mahatransco.in
eewardha@mahatransco.in	ee4220@mahatransco.in
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sechandrapur@mahatransco.in	se4200@mahatransco.in
seconstngp@mahatransco.in	se4600@mahatransco.in
seconstpune@mahatransco.in	se6600@mahatransco.in
sedesengg@mahatransco.in	SEDE@mahatransco.in
seehvconstnkalwa@mahatransco.in	se7600@mahatransco.in
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sekarad@mahatransco.in	se3100@mahatransco.in
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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
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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