

Office of the Comptroller & Auditor General of India, New Delhi-2
e-mail

No. 2323-ISW/141-2003
Dated 27th October 2005

To

All Heads of Department of IA&AD
All IAAS officers of IA&AD.

Subject: Mail Infrastructure in IAAD

Sir/Madam,

As you are aware, mail and messaging infrastructure in IAAD is being stabilized by using Microsoft Exchange Server. Under the new scheme of things, all the IAAS officers have been given personal mail ids on the cag.gov.in server. All the field offices have also been allotted an email id. Advantages of a centralized dedicated mailing solution have been brought to the notice of the users for their information vide this office e-mail No.1-ISW/141-2003 dated 3.1.2005. It is reiterated here that the new system has several features some of them are indicated below for information and usage:

- i. **Add/Modify Personal details:** This feature has now been added to provide the individual users limited rights to change their own details in the Global Address list. If any of the other details of a user namely Address, Phone Number etc. undergo a change, they can change it themselves. Thus the global address list can serve as an online phone directory at all points in time. The web page so developed will be available at URL: '<https://cag.gov.in/admodify/galmod.asp>' and can be accessed using already assigned User ID and Password. While accessing the web page it will ask for acceptance of a certificate. This certificate can be agreed to permanently. On accepting the certificate users will be provided with the webpage for addition/modification of their address details. Once entered in the eligible boxes, the data will be saved in the database. It may please be noted that all buttons are not available for addition/modification.
- ii. **Public Folders :** Exchange Server, through Outlook 2003 and Outlook web access has the facility of **public folders** which can be used in some very useful ways. Wing wise public folders have been made in the exchange server. They can be used as a substitute for mass mailing, e.g. instead of sending the orders of AC (P) wing, deputation requests, transfers etc. to all the officers they can be kept in the public folders meant for AC (P) wing. Besides, saving on the mail box space, it will create a permanent single point repository for all such orders.

Similarly, if all wings post all its orders in the public folder, gradually the public folder will assume the shape of an electronic guard file. Public folders can have text based searches making it easier to locate a specific order.

- Public folders can also be used for disseminating information/exposure drafts etc, like giving out guidelines to various offices for audit, etc.
- If the key correspondences of the HQ are kept and organized in these folders, there will never be need to resend a copy of an order to an office.
- Public folders can be used to keep copies of manuals, as and when they get prepared.

This would make such resources available to all users, even when they or on the move.

A list of public folders created and the content posted in there on a trial basis is placed at Annexure 'A' and 'B' respectively. A brief Note on use of public folders is kept at Annexure C.

It is requested to kindly to commence using the above features.

Kindly acknowledge receipt.
Encl: As stated above

Yours faithfully,

(Alok K Ojha)
Director (IS)

Annexure A

List of Public Folders

<i>S.No.</i>	<i>Name of the Public Folder</i>
<i>1.</i>	A&E
<i>2.</i>	AC (P) Communications
<i>3.</i>	Commercial
<i>4.</i>	Commercial Central
<i>5.</i>	Commercial States
<i>6.</i>	Direct Taxes
<i>7.</i>	GASAB
<i>8.</i>	IAAS Forum
<i>9.</i>	iCISA
<i>10.</i>	Indirect Taxes
<i>11.</i>	IS Wing
<i>12.</i>	IT Audit
<i>13.</i>	Local Bodies
<i>14.</i>	Manuals
<i>15.</i>	NAAA
<i>16.</i>	Performance Audit
<i>17.</i>	Railways
<i>18.</i>	Report Central
<i>19.</i>	Staff Wing
<i>20.</i>	State Receipts

Illustrative Contents already posted in the public folders

1. All the transfer orders and deputation requests from the AC (P) wing are kept in the AC (P) communications folder. Once the use of public folders becomes prevalent, instead of mailing every one, AC (P) could be asked to just post it in this folder.
2. All the circulars meant for all offices issued by AC (N) have been kept in the AC (N) subfolder under the Staff Wing folder.
3. National Accounting Manual, Training Module for Gram Panchayats have been kept in the local bodies folder.
4. Commercial Audit Manual has been kept in the commercial audit folder.
5. List of Major and Minor head and new **GFR 2005** have been kept in the Manuals folder.
6. GASAB Exposure drafts have been kept in the GASAB Folders.
7. Instructions regarding using Omnidocs of Direct Taxes are kept in this folder. Direct Taxes has also used it successfully to disseminate Audit guidelines for an All India Review.
8. The guidelines to Add/Modify personal details
9. Guidelines/Instruction as to how to configure Microsoft Exchange Server in IS Wing's folder.

Using Public folders

Public folders are a feature of Microsoft Exchange Server that provides an effective way to collect, organize, and share information with others.

When connected to Exchange server, folders labelled "Public Folders" appear in the Microsoft Outlook **Folder List**

Folder List displays the folders available in the mailbox.

To view subfolders, click the plus sign (+) next to the folder.

If the Folder List is not visible, on the Go menu, click Folder List.) in the **Navigation Pane**

Things that can be done with public folders include:

Share files

- Open a file in a public folder to read or update the file or to quickly browse through a series of files.
- Use Windows Explorer to copy an existing file from another program to a public folder without having to open the file's program.
- *Post a file to a public folder without exiting the program used to create the file. For example, you might want to post a quarterly sales report you just updated in a Microsoft Excel workbook so the group can quickly view the latest information.*

If it is desired to share files that are frequently read or updated by others, you must have the program the file was saved in set up on your computer. When you copy a file from Windows Explorer or post a file from another Microsoft Office program that is open to a public folder, the original file remains where it is stored. Changes to the copied or posted file in the public folder don't affect the original file.

Determine folder access through permissions

- Permissions to public folders are usually determined by an administrator or someone in your organization who owns a folder for a specific project or subject.
- For the folders you have permission to access, you typically can read items and add items to the folder but you cannot delete items other than the ones you add.
- If you have permission, you can set up your own public folders and give other people permission to use them.
- If you own a public folder, you can apply your own custom views, forms, custom fields, and rules to your public folders. You might want to specify a specific view that appears when others first open the folder.
- Even if you don't have permission to make changes in the folder, you can still save a personal view of a public folder that meets your needs. When you save a personal view of a public folder, that view is always available to you.

To open a public folder

This feature requires the users using a Microsoft Exchange Server e-mail account.

1. On the **Go** menu, click **Folder List** (Folder List: Displays the folders available in your mailbox. To view subfolders, click the plus sign (+) next to the folder. If the Folder List is not visible, on the Go menu, click Folder List.).
2. At the bottom of the **Folder List**, in the **Navigation Pane** (Navigation Pane: The column on the left side of the Outlook window that includes panes such as Shortcuts or Mail and the shortcuts or folders within each pane. Click a folder to show the items in the folder.), click **Public Folders**, and then double-click the folder you want to open.

If the folder you want to open is located within another folder, click the plus sign (+) next to each subfolder until you find the folder you want.

3. Exchange server can be configured in different ways.

To Post information in a public folder

1. Open the public folder you want to post information in.

In the **Folder List** (Folder List: Displays the folders available in your mailbox. To view subfolders, click the plus sign (+) next to the folder. If the Folder List is not visible, on the Go menu, click Folder List.), in the **Navigation Pane** (Navigation Pane: The column on the left side of the Outlook window that includes panes such as Shortcuts or Mail and the shortcuts or folders within each pane. Click a folder to show the items in the folder.), click **Public Folders**, and then click the folder you want to open.

If the folder you want to open is located within another folder, click the plus sign (+) next to each subfolder until you find the folder you want.

2. To use the default form for posting information, on the **File** menu, point to **New**, and then click **Post in This Folder**.
3. In the form, enter the information you want to post.
4. Click **Post**.

You can also **move** or **copy** a file to a public folder to post information.

1. Open the public folder.

In the **Folder List** (Folder List: Displays the folders available in your mailbox. To view subfolders, click the plus sign (+) next to the folder. If the Folder List is not visible, on the Go menu, click Folder List.), in the **Navigation Pane**, click **Public Folders**, and then click the folder you want to open.

If the folder you want to open is located within another folder, click the plus sign (+) next to each subfolder until you find the folder you want.

2. Use Windows Explorer or My Computer to find the file you want to copy.
3. Position the **Folder List** (Folder List: Displays the folders available in your mailbox. To view subfolders, click the plus sign (+) next to the folder. If the Folder List is not visible, on the Go menu, click Folder List.) in the **Navigation Pane** and the other window so you can see both windows.
4. Drag the file from Windows Explorer or My Computer to the public folder you want in the **Folder List** in the **Navigation Pane**.

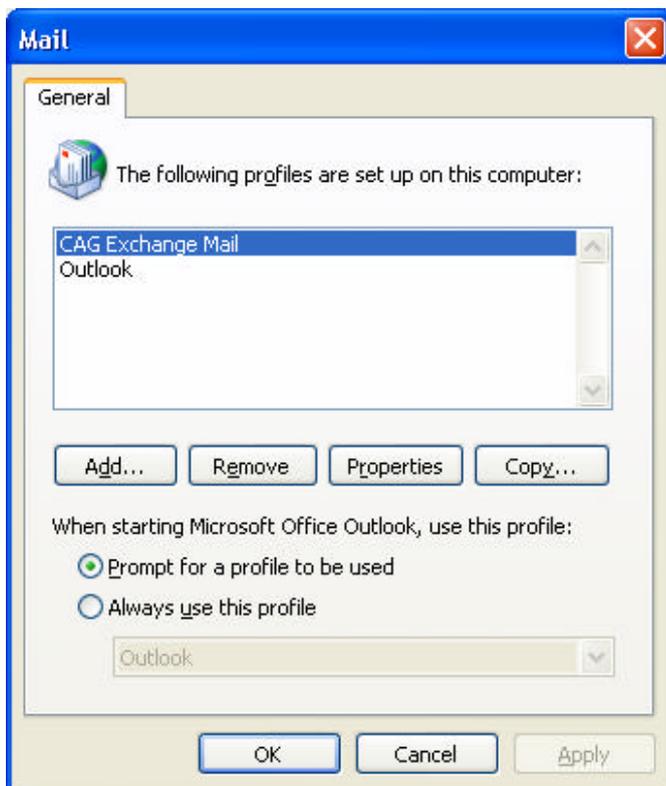
RPC Client over HTTP:

An interesting feature of Exchange Server configuration is that the user can install RPC client over HTTP as indicated in the Public folder and create a separate profile for accessing CAG Exchange Server (In addition to the existing profile for local e-mail

Broadband connected users can create a profile:

1. E-Mail Profiles

The following setting for e-mail profiles enables the user to switch conveniently between the different profiles.



2. Public Folders

Even with 256 / 512 Kbps Internet broadband connections, accessing public folders tends to be slow. It is a good idea to select the Public Folders which is accessed relatively frequently, and add them to the Favourites. If the "Cached Exchange Modes" is set on (as it should be, as per the instructions for accessing RPC over HTTP), an offline copy of the favourite public folders is made. Only changes, which are not so frequent, are synchronised over the broadband connection. This is quite convenient.

In case broadband is not available, the best option is to log in through Outlook Web Access - using the basic option.

Misc.:

There are three different ways of configuring the Exchange Server for e-mailing. Detailed instruction is placed in a 'Public Folder' under 'IS Wing'. Where some difficulties are encountered by Users in receiving sending mails through Exchange Server/Outlook 2003, Users may like to go through the instructions minutely, recheck the configuration for smooth usage.