

Tuftonboro Selectmen

From: Tuftonboro Selectmen <selectmen@tuftonboro.org>
Sent: Thursday, October 6, 2016 8:44 AM
To: 'Tom Albert'
Subject: RE: Town of Tuftonboro - ePrism Accounts

Dear Tom,

Thank you. This helps a lot.

Please see my comments in red below. See you next week.

Karen Koch
Administrative Secretary
Town of Tuftonboro
240 Middle Road
P.O. Box 98
Ctr. Tuftonboro, NH 03816
(603) 569-4539 X10
selectmen@tuftonboro.org

From: Tom Albert [<mailto:talbert@computerport.com>]
Sent: Tuesday, October 04, 2016 5:20 PM
To: 'Tuftonboro Selectmen'
Subject: RE: Town of Tuftonboro - ePrism Accounts

Ok, off to the races!

Don't send these through email, but please get together:

The login to your registrar (register.com). I'm not sure what this is but I have called Oxford and they will have someone get back to me.

The login to your control panel (cpanel.tuftonboro.org maybe?). I have this.

You do use Oxford Networks for DNS (whois shows [REDACTED] as the name server, which is Oxford Networks). I think I understand this better now. Tuftonboro.org is our domain name (through Oxford) but Virtual Town Hall created our website, correct?

Does anyone there use webmail (webmail.tuftonboro.org)? Yes, all of the Selectmen at least and perhaps others

Make sure your webhost/design company is in the loop. OK, I'm speaking with them today so I will alert them.

For making sure you don't lose email during the migration, it depends how each email address is checked – Outlook, phone, tablet, etc. set up as POP (mail downloads from their server) or IMAP (mail syncs to their server). The safest thing to do is to make sure each account is set up in Outlook on a computer to POP the account, and DON'T leave a copy of the messages on the server. That means ALL the email for the account will be in Outlook for that account, and there will be nothing to migrate (or lose). If you had 300 mailboxes I wouldn't suggest this, but for a dozen or so, I think this is the way to go. Everybody's Outlook (or whatever email client is being used) will need settings changed. We can go over this when I come on Tuesday. Yes, Tuesday sounds good to go over this. ☺

It looks like you will be getting more information from them before they pull the trigger, correct? Yes it does seem that way. I would push for them to do it on a Friday afternoon, that way DNS can simmer over the weekend and hopefully there will be no downtime.

Thank you.

Tom Albert
Computer Port, Inc.
603.356.7161

From: Tuftonboro Selectmen [<mailto:selectmen@tuftonboro.org>]
Sent: Tuesday, October 4, 2016 1:20 PM
To: talbert@computerport.com
Subject: FW: Town of Tuftonboro - ePrism Accounts

Hi Tom,

I thought I would send this to you so we can review it next week.
I received this from our email provider. (We have Virtual Town Hall for our web page but we use BayRing for email.)
Looks like we'll have some improvements soon for email security and perhaps a few things to do.
Please note the changes that need to be made to our DNS Zone and most likely our server name.

Karen Koch
Administrative Secretary
Town of Tuftonboro
240 Middle Road
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selectmen@tuftonboro.org

From: BayRing Client Services [<mailto:css@oxfordnetworks.com>]
Sent: Monday, October 03, 2016 11:45 AM
To: Tuftonboro Selectmen; BayRing Client Services
Subject: RE: Town of Tuftonboro - ePrism Accounts

Good Morning Karen,

This is complete! I've also attached some information regarding the upcoming migration of our hosting services. There is contact information listed on the document should you have any questions or concerns!

Thank you!
Ashley

From: Tuftonboro Selectmen [<mailto:selectmen@tuftonboro.org>]
Sent: Friday, September 30, 2016 12:55 PM
To: BayRing Client Services <css@oxfordnetworks.com>
Subject: RE: Town of Tuftonboro - ePrism Accounts

Good Afternoon,

Sounds great! Yes, please proceed. Thank you!

Karen

Karen Koch
Administrative Secretary
Town of Tuftonboro
240 Middle Road
P.O. Box 98
Ctr. Tuftonboro, NH 03816
(603) 569-4539 X10
selectmen@tuftonboro.org

From: BayRing Client Services [<mailto:css@oxfordnetworks.com>]
Sent: Friday, September 30, 2016 12:35 PM
To: selectmen@tuftonboro.org
Subject: Town of Tuftonboro - ePrism Accounts

Good Afternoon Karen,

Kevin in our Repair team asked that we reach out and provide pricing for our ePrism filtering service. The cost is \$0.75/month per mailbox. Please let us know if you would like to proceed and if so, we will place orders to have the service added!

Thank you,
Ashley

Oxford Networks
359 Corporate Drive
Portsmouth, NH 03801
Office: 603-766-1000
Fax: 603-766-1050