

exa education  
Internet & Filtering for Schools

# Email Self Administration





Email Self Administration (ESA) is inclusive with the cost of each domain hosted with Exa Education. This service provides you with complete control over every aspect of your school's email accounts.

## Features

- **Easy-to-use portal.** The intuitive web interface allows users to perform tasks – such as creating and deleting email accounts, changing passwords and setting autoresponders – in moments.
- **Compatible with popular mail clients.** Your email accounts can be accessed through Outlook, Apple Mail, and all other major clients. Alternatively, if you do not wish to use separate email software, you can use our own webmail system.
- **Completely customisable.** Every aspect of your school's email set up can be adapted according to your specific preferences; from the sensitivity of your spam filter to how spam mail is handled.
- **Virus scanning and spam filtering.** All incoming emails are scanned and filtered so that users should only receive secure, relevant email content.
- **Unlimited email accounts with unlimited capacity.** With ESA, there is no limit to the number of users a school can have, or the amount of storage they have access to.
- **Simple set up.** If your school requires a large number of email accounts to be created, we can set these up on your behalf – all you need to do is let us know your preferred user name format, along with each user's name, and we'll do the rest! We'll even provide a secure password for every account if you'd like us to.
- **Restrict/allow specific addresses.** ESA enables you to block domains or individual accounts that you would like to prevent being able to send emails to members of staff or students. It is also possible to 'whitelist' an address to ensure that it is never identified as spam and filtered accordingly.

If you would like to learn more about ESA, please don't hesitate to get in touch.

0345 145 1234  
education@exa.net.uk  
www.exa.education