

# Email System

Contributed by Administrator  
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CEIBS email system supports various methods to check email, such as POP3/SMTP, IMAP/SMTP, WEBMail. Please find the detailed information as following:

POP3/IMAP server address: pop.ceibs.edu  
SMTP server (Outgoing Server) address: mail.ceibs.edu  
Outgoing server requires authentication.  
URL of the CEIBS WEBMail: <https://webmail.ceibs.edu>

If you have installed any pop-up blocker program or turn pop-up blocker on in Internet Explorer 6, please add this address to the trusted site to enjoy the full function of our webmail system.  
The full version of the CEIBS WEBMail usage guide can be downloaded from [here](#).

Anti-spam service is enabled for Staff and MBA student. Based on our experience, the spam detection engine can help sort out most of the spam mails. However, since it is just based on heuristic rules to classify spam mails, there are always chances that legitimate messages may be mistaken as spam (so called the false-positives). This false positive problem can sometimes be critical if an important or time-sensitive message is not read because it was classified as a spam.

Surfcontrol RiskFilter is used as our anti-spam mail gateway. It provides a very useful function to avoid the mistake. That is a message named "Daily Junk Mail Digest" which lists the emails blocked as junk mail. Every student will receive it and recall the message which is classified as a spam by mistaken. For detailed information, please refer to the relevant document in FAQs.

## CEIBS Mailbox Regulation

### 1.CEIBS Mailbox Format

CEIBS Email Address: CEIBS Account + "@ceibs.edu"

For example: the email address for WANG Yuan (CEIBS Account is "wyuan.m06") of MBA 2006 should be wyuan.m06@ceibs.edu

### 2.Display Name in Global Address List (Only can be seen in the webmail and Outlook with the exchange server mode)

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For local users without English name: first name (Pinyin)+ surname (Pinyin)

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For local users with English name: first name (English Name) + surname (Pinyin)

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For international users: first name + last name

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For student users: display name + "(" + "MBA/EMBA/Exchange" + location(BJ,SZ,SH) + year + ")"

NOTE: "location" is only for EMBA student

For example:

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The display name for LI Si shall be "Si LI"

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The display name for WANG Yuan (English Name is Rachel WANG) shall be "Rachel WANG"

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The display name for EMBA 2006 student Robert Lee shall be "Robert LEE (EMBA BJ 2006)"

### 3.CEIBS Mailbox Quota

User Mailbox Quota Issue Warning Prohibit Send Prohibit Send &

Receive Staff 200MB >=80% >=95% >=100% Staff(VIP) 1024MB >=80% >=95% >=100% Staff(Parttime) 100MB >=80% >=95% >=100% Faculty 1024MB >=80% >=95% >=100% Faculty(Visiting) 200MB >=80% >=95% >=100% MBA

Student 100MB >=80% >=95% >=100% Exchange Student 100MB >=80% >=95% >=100% EMBA

Student 100MB >=80% >=95% >=100%

When the mailbox exceeded the 80% of the quota limit, the user will receive a warning message alert to delete messages from the mailbox;

When the mailbox exceeded 95% of the quota limit, the user will receive a warning message alert to delete messages from the mailbox. In addition, the user is unable to send out any message until the mailbox size is reduced below the quota limit;

When the mailbox exceeded 100% of the quota limit, the user will receive a warning message alert to delete messages from the mailbox. In addition, the user is unable to send/receive any message until the mailbox size is reduced below the quota limit.

NOTE:

Maximum size of message for internal transmission: 10M;

Maximum size of message for external transmission: 8M;

Maximum number of recipients per outgoing message: 30 email addresses;