

EMAIL ADDRESSES & MAILBOXES

Although the County League Master (**CLM**) system can be used in a number of basic modes which do not involve emails, the sending of emails is a core function of the **CLM** when used in it's most common and optimum configuration.

If the facility to send emails is part of your subscription, then one or more email accounts will be set up for you. These will all be of the format:

<yourname>@countyleagues.co.uk.

Most users will only need one address, referred to below as <default>@countyleagues.co.uk

Note: *Emails can only be sent from the system using a countyleagues.co.uk address. Trying to send from any other address will result in all mail being treated as spam by recipients mail servers and will be rejected.*

Email addresses are used as follows:

Administration Pages ('super' login)

Sending to Contacts

If the facility is enabled, then you are able to send emails to all the contacts entered within the Team or Club contact pages.

These emails must come from a specific address and usually there will be only one: <default>@countyleagues.co.uk. However, you can have additional addresses. These might be used where one person is responsible for the leagues but another needs the facility to send out general news and you wish any replies to come back to different mailboxes.

Sent Items

Although CLM has the facility to send emails, it does not provide direct access to a Sent Items folder. To see a copy of the messages sent to contacts you will need to access the BULK SEND folder in your <default>@countyleagues.co.uk mailbox.

However, the copy of the messages can be sent to any email address if required.

Administration Pages (club login)

Date Change Alert

If enabled, any changes to the fixture date by the home team will result in an email being sent to the away team contact alerting them to the change.

By default these emails will come from your <default>@countyleagues.co.uk address. However, you can use a different countyleagues.co.uk address if required.

League Monitoring System

Main Emails

Most of the emails used by leagues will come from the League Monitoring System (**LMS**). By default, these will come from your <default>@countyleagues.co.uk address.

Coordinators

Emails sent may include warnings or error alerts if the match points are incorrect etc. Copies of these are sent to the coordinator(s) of the leagues and will come from your <default>@countyleagues.co.uk address. (*For more information on coordinators, see the main **LMS** manual.*)

Alert Copies

In addition, a copy of all alert emails sent to coordinators can be sent to one or more email addresses.

Admin Copies

Rather like Alert Copies, a copy of emails sent by the LMS can be sent to one or more email addresses. However, an Admin copy includes all emails sent by the LMS not just alerts. This might be used by an administrator to check that emails are being sent correctly at the beginning of a league but would normally be turned off after a short period.

Replies etc.

All countyleague.co.uk emails are accessed via a Microsoft Exchange 2013 account, either using your mail client or via web mail.

When sending emails to contacts via the Administration pages, you are expecting replies and these will come to the Inbox of the relevant countyleagues.co.uk mailbox.

However, you will also receive Out of office responses and Delivery failure notifications. There is no way to prevent these.

Additional Mailbox Facilities

All countyleague.co.uk emails are accessed via a Microsoft Exchange 2013 account, either using your mail client or via web mail.

Assuming you are familiar with Outlook or Outlook Web Access (OWA) then you will be able to set up rules to carry out a number of other functions, such as forwarding mail on to other mailboxes etc.