

FASMAIL NAMING CONVENTIONS

Type	Display Name	Username	E-mail Address	Available Alias (Optional)
User Mailbox	<p>Lastname, Firstname</p> <p>The above comes from HRMS, SIS or CWL depending on the user status (employee, student, other)</p> <p>Can also be customized as follows by an administrator using the UBC Directory:</p> <p>PreferredLastname, PreferredFirstName (Optional Custom Text)</p>	cwl_id	cwl_id@mail.ubc.ca	FN.LN@ubc.ca alias or Dept alias
Generic Mailbox	IAMClientDisplayName __	orgcode -g-__	orgcode -g-__@mail.ubc.ca	MedClientName.Function@ubc.ca or MedClientName.Service@ubc.ca or Service.Function@ubc.ca or Dept alias
Application Mailbox	IAMClientDisplayName __	orgcode-a-__	orgcode-a-__@mail.ubc.ca	IAMClientDisplayName.Function@ubc.ca or IAMClientDisplayName.Service@ubc.ca or Service.Function@ubc.ca or Dept email alias
Resource Mailbox - Room	IAMClientDisplayName R-RM BLDG #####	orgcode-r-bldg__	orgcode-r-bldg__@mail.ubc.ca	N/A
Resource Mailbox - Equipment	IAMClientDisplayName R-EQ __	orgcode-e-__	orgcode-e-__@mail.ubc.ca	N/A
FASmail Distribution List	IAMClientDisplayName ML__	n/a	orgcode-ml-__@mail.ubc.ca	IAMClientDisplayName.Function@ubc.ca or IAMClientDisplayName.Service@ubc.ca or Service.Function@ubc.ca or Dept email alias
External Contact (Individual) <i>[coming soon]</i>	Lastname, Firstname (domain)	n/a	username@internaldomain.ubc.ca	No
External Contact (Generic Mailbox) <i>[coming soon]</i>	Organization_Name Function (domain)	n/a	generic@internaldomain.ubc.ca	No
External Contact (External Mailing Lists) <i>[coming soon]</i>	IAMClientDisplayName ML __ (domain)	n/a	username@externaldomain.com	No
Address Lists in the Global Address List	IAMClientDisplayName	n/a	n/a	n/a

Public Folders	IAMClientDisplayName	n/a	n/a	n/a
Trial Mailboxes	zzIAMClientDisplayName Test Acct # (DO NOT EMAIL)	orgcode-t-testacct#	orgcode-t-testacct#@mail.ubc.ca	No

Legend

IAMClientDisplayName = Client's brand name to be used in the GAL and Email Name ORG = Organization (e.g. UBC) CODE = Short IAM Client Code as selected by the client (e.g. SAUD, BOTA, etc...) ML = Mailing List	R-EQ = Equipment (Resource) R-RM = Room (Resource) BLDG = Building Code (Archibus Database) #### = Room Number
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Generic mailboxes are mailboxes that are not associated with a person. Generic mailboxes are typically role-based accounts (e.g. Receptionist) or service-based accounts (e.g. Help Desk) that are accessed by one or more users. The password for generic accounts is not shared. Instead, access to generic accounts is granted to specific individuals.

Application mailboxes are mailboxes that are required by an application (e.g. a trouble-ticket system). The username/password is to be used by the application only, not by individuals.

Resource mailboxes are typically rooms or equipment that can be booked through the FASmail calendar. The Resource Types are:

- **Rooms:** Typically for booking meetings.
- **Equipment:** Typically used to book projectors, laptops, vehicles, etc...

FASmail Distribution Lists are mailing lists. These lists allow for multiple user email addresses to be added under a single email address (distribution list.) Once an email is sent to the distribution list, all of the added members will receive a copy of the email.

External Contacts are email addresses that are not hosted by FASmail.

FASmail Address Lists are groupings of addresses in the Global Address List (GAL). This feature allows users to view people in the GAL by their IAM Client Display Name.

Public Folders are shared mailboxes/calendars/forms. Public Folders are being phased out by Microsoft and are no longer recommended. Generic Mailboxes are able to provide the similar functionality.

Trial Accounts are for IT Administrators only. They are intended to provide access to the service to test or try out the service. These accounts only provide access for a limited amount of time.