MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

ICT and Security Management

Email Administration and Server Management

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2642	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

Magna Skills presents the Email Administration & Server Management course, tailored for IT professionals and system administrators looking to master the complexities of email systems and server management. This program covers essential skills, best practices, and advanced techniques for efficiently managing email services and servers.

Course Outcomes

Upon completion of the course, participants will:

1. **Email System Fundamentals:**
   - Gain a solid understanding of email system architecture and components.
   - Learn the basics of email protocols, including SMTP, IMAP, and POP3.
2. **Server Configuration and Optimization:**
   - Acquire skills in configuring and optimizing email servers.
   - Understand the importance of server security and performance.
3.

Email Administration Tools:

- Explore commonly used email administration tools and platforms.
- Learn to troubleshoot and resolve email-related issues effectively.

4. **User Account Management:**
   - Develop proficiency in managing user accounts and permissions.
   - Understand the principles of user authentication and access control.
5. **Email Backup and Recovery:**
   - Implement robust email backup and recovery strategies.
   - Understand disaster recovery planning for email systems.
6. **Security and Compliance:**
   - Learn best practices for securing email systems against threats.
   - Understand compliance requirements related to email communication.

Course Outline / Curriculum

Module 1: Email System Fundamentals

- Understanding email system architecture and components
- Basics of email protocols: SMTP, IMAP, and POP3

Module 2: Server Configuration and Optimization

- Configuring and optimizing email servers
- Importance of server security and performance

Module 3: Email Administration Tools

- Overview of commonly used email administration tools and platforms
- Troubleshooting and resolving email-related issues

Module 4: User Account Management

- Proficiency in managing user accounts and permissions
- Principles of user authentication and access control

Module 5: Email Backup and Recovery

- Implementing robust email backup and recovery strategies
- Disaster recovery planning for email systems

Module 6: Security and Compliance

- Best practices for securing email systems against threats
- Compliance requirements related to email communication

Who Can Attend: This course is suitable for IT professionals, system administrators, and individuals responsible for managing email systems within an organizational context, including but not limited to:

- IT Administrators
- System Administrators
- Network Administrators
- Email System Managers
- Technical Support Specialists

Target Audience

Email Administration & Server Management

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairob
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Email Administration and Server Management
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____