

## Email Administration and Server Management Course Details

Department: ICT and Security Management

Presented by Magna Skills Development Institute

Date Created: 15-May-2025

Training Coordinator: Denis Wunganayi



**CORPORATE TRAINING**  
*Agency*

**OUR SERVICES :**

- Search Engine Optimization
- Analytics and Data Analysis
- Pay-Per-Click Advertising
- Social Media Marketing

 Our Website  
[www.magnaskills.com](http://www.magnaskills.com)

 **MAGNA SKILLS**  
[www.magnaskills.com](http://www.magnaskills.com)



## Course Summary

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 Objectives

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

### 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

**ENHANCE  
TRANSPARENCY &  
EFFICIENCY  
ENROLL NOW!**

**Magna Skills Course:  
Ensuring Transparency,  
Accountability, and Impact  
in Donor-Funded  
Projects through Advanced  
Financial Management**



## Company Overview

**Who We Are:** Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

**Our Mission:** To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

**Our Vision:** To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

## Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

## Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

## Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning

- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[ ____ ] Face to Face [ ____ ]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.