SUBJECT: Follow up Email on CLPCCD Migration from Groupwise to new Outlook Email 12/11/14

Attached is a PDF file of the first email sent out 11/20/14 regarding the CLPCCD Migration from Groupwise to Outlook email. This email indicates that District ITS will convert all your emails from the active inbox and any archives you may have. The email also provides information on the training materials for Outlook using the "Lydna.com" online tutorial. Please refer to the PDF for instructions on how to login to "Lynda.com" and the criteria that the District ITS will be using for the conversion process.

The target date for cutover to the new Outlook email system is Thursday, January 8. This date was selected in order to allow ample time for faculty to get their final grades submitted in the early part of the week. Also, the faculty input received through all the College and District Technology Committees was to make sure the mail cutover occurred before Spring classes begin. **Attached for your reference is a "Quick Look at Outlook" document which contains the primary screens used for the email and calendar.**

In order for us to begin the automatic conversion process, effective Tuesday, December 16, District ITS will shut off all archive processing so the user post office boxes will remain static. Only those users who have Groupwise archive setup will be notified in a second email with instructions, and all other users have no action. District ITS will begin the conversion the following day on Wednesday, December 17 and continue the conversion throughout the month of December. The automatic process will copy your emails to Outlook and then update those emails on a periodic basis through the last day before the cutover. This will allow us to do a gradual conversion over several weeks and emails that have been added since the last copy will be converted in increments without having any major downtime for the conversion.

 If you were one of the users with large volume emails over 20k, you can now stop archiving or deleting emails. At this time, District ITS will convert all emails and then users will have to do clean up after the Outlook system is operational. Remember that District ITS will bring over 3 years of email into your active inbox and anything older than 3 years will be placed in the Outlook archive folder. Both the active emails and the archive folder will be available on the Outlook screen and can be accessed either on campus or off campus.

If you have any further questions, please contact the District Help Desk at 925-424-1715.

Thank you.