

SUBJECT: CLPCCD Migration from Groupwise to new Outlook Email – 11/20/14

District ITS and College IT have been working on the final phase of the long awaited Groupwise email conversion to Outlook email. The cutover implementation is targeted for early January 2015 before the Spring term begins, which is contingent upon adequate training on the new system and agreement by all constituencies.

For the Groupwise to Outlook conversion, ITS will be converting all active emails and archive emails to the new Outlook system. Users will not have to take any action and all existing emails will be automatically migrated over. In working with the College Technology Committees and the district-wide Technology Coordinating Committee, the recommendation is to convert 3 years of emails to the Outlook active mailbox (which includes Cabinet folders, Calendar, and Address Book) and any emails prior to that will be placed in the Outlook archive folder. For those users who have created Groupwise archives on their local PC drive, the conversion will also include those archive files. Both the Outlook active mailbox and the archive folder will be accessible either on campus or off campus.

Training Resources for Outlook and other Software

To provide flexible training on Outlook email that will accommodate all employees' schedules, District ITS subscribed to the "Lynda.com" Online Tutorial that gives all employees unlimited access anytime. This online service is available both on campus and off campus. Only staff with a valid Groupwise email address is authorized to utilize the online tutorial. If you do not have a Groupwise address, then please contact the District Help Desk at 925-424-1715 to request a Groupwise email to access the training materials.

Initially we will utilize the tutorials to learn about the new Outlook email system. The primary Outlook topics that you will want to review include:

1. Outlook 2010 Essential Training (client version)
2. Outlook Web App (OWA) 2013 Essential Training (web version)
3. Outlook 2010 Time Management with Calendar and Tasks

Besides Outlook, the "Lynda.com" tutorial contains a variety of training materials on Windows, Microsoft, and Adobe as well as other topics that were noted as priority training needs during the surveys done this year for both classified staff and administrators. We are confident that this new tool that you can use at your convenience will be beneficial in expanding our professional development opportunities at CLPCCD. To learn more, here is a link to an introductory video [watch the *How to use lynda.com* course.](#)

To access lynda.com, go to <http://www.lynda.com/email-signup> and enter your full email address, for example, jsmith@chabotcollege.edu or bjones@laspositascollege.edu or smartin@clpccd.org. The only valid email addresses are those Groupwise emails for the Chabot employees at chabotcollege.edu, for Las Positas employees at laspositascollege.edu, and for District employees at clpccd.org. No other email addresses will be allowed access to the CLPCCD lynda.com subscription. Please note that you want to use the entire URL above to

get to the correct CLPCCD login screen. If you go to lynda.com directly, you have to add "/email-signup" to the URL.

Once lynda.com verifies your email address, you will receive an email from lynda.com prompting you to create a profile. The profile will be your user id that is your full email address and a password. The password that you enter can be any password that satisfies the criteria noted on the signup screen and does not have to be the same password that you use for your email. Upon registering your profile, you can log in to lynda.com anytime and anywhere using your email address and password.

Please contact our ITS representative, Amanda Pisani, at apisani@clpccd.org or contact the District Help Desk if you have any questions or issues signing up or logging in to Lynda.com.

We welcome your feedback on the "Lynda.com" training materials for the Outlook Email System. Thank you.