

## **Technology Coordinating Committee (TCC)**

### **Agenda**

District Office – Conference Room #1 (+ CCCConfer)

Friday, December 12, 2014

9:00 am -10:30 am

1. General Business
  - a. Approval of Meeting Minutes – 11/14/14
  - b. Membership – pending Chabot Student representative
2. “Online Education Initiative” – Update from Scott Vigallon
3. Training for Outlook – “Lynda.com” online tutorial (Includes Outlook 2010 (part of MS Office 2010), Web Access 2013 (part of Exchange Server 2013), Calendars, Contacts)
4. Review Email Announcements & Documentation Sent to Everyone
  - a. Initial Announcement on Groupwise to Outlook Conversion – 11/20/14
  - b. Instructions for logging into “Lynda.com” – 11/20/14
  - c. Conversion Date Jan 8, 2015 and Disable Archives – 12/11/14
  - d. Instructions for Disable Archive for ONLY users with Archive – 12/11/14
  - e. Quick Look of Outlook Reference – 12/11/14
  - f. Outlook Webpage on District website – Target 12/17/14
  - g. Future Email – Reminder Lynda.com/Quick Look Reference/Webpage – Target 12/19/14
  - h. Future Email – Instructions to create on Outlook proxies, rules, filters, shared folders – Target 1/5/15
5. Email Conversion – Groupwise to Outlook
  - a. Migration of emails – Active Inbox (Outlook 3 years Inbox & earlier Archive) + Groupwise Archive (on User “C” Drive)
  - b. Users with emails over 20K+ emails – Notified by IT, Stop archive & deletions as of Dec 16
  - c. Exchange Servers – setup complete and emails being migrated
  - d. Live Conversion of Groupwise Emails – start Dec 17 through Jan 7, gradual conversion so no downtime
  - e. Features that do not migrate to Outlook – Proxies, Rules, Filters, Shared calendars & folders
6. Scantron Technology for Student Surveys
7. Other