

Outlook/Exchange Migration Survival Guide, July 1, 2008

Information for managers and supervisors: <http://it.jhu.edu/exchange/notifications/notices/management.html>

What you need to know:

On the day of migration (you will receive several notices), your new Outlook/Exchange account will be created and the contents of GroupWise will be moved to Outlook/Exchange. Beginning at 6pm that evening, you should not access your GroupWise account until 6am the following morning. There is a list of steps to complete PRIOR to the migration: <http://it.jhu.edu/exchange/thingstodobefore/thingstodobefore.html>.

Please review the following before migration:

What moves during the migration? <http://it.jhu.edu/exchange/migrate/migrate.html>

What does NOT move? <http://it.jhu.edu/exchange/notmigrate/notmigrate.html>

Day after Migration:

The GroupWise software should be removed from your computer and either the entire Office 2007 suite or Outlook 2007 should be installed on your computer. **Please find the icon for Word 2007 first BEFORE launching the icon for Outlook 2007. Make sure you are locating the Word 2007 icon vs. Word 2003.**

You can get up to speed quickly if the software is not installed by using the following web site: <http://webmail.jhmi.edu> and select the second link on the page "Exchange Web Access". After you've confirmed you can access your email account, you should make an inquiry to your LAN administrator about client installation. If you have a managed Blackberry, you will receive new activation instructions the morning after migration. For other mobile devices, please refer to <http://it.jhu.edu/exchange/mobility>.

If you need to call the HELP Desk after the migration, be sure to mention you were part of the GroupWise to Exchange migration and provide the date of your migration.

Tip Sheets & Training Options:

There are tip sheets available that cover the most common problems/questions that come up post migration.

These tip sheets can be found at: <http://it.jhu.edu/exchange/tipsheets/index.html>

Quick Reference Guide: <http://it.jhu.edu/exchange/OutlookTips.pdf>

After Migration – Top 10: <http://it.jhu.edu/exchange/OutlookTopTen.pdf>

Outlook 2007 Interactive: <http://office.microsoft.com/en-us/outlook/HA102221621033.aspx>

Onsite Training (FITT): <http://training.jhu.edu/html/Main/default.asp>

Archive:

A new archive project is being implemented during the Exchange migration. Information on email archiving can be found at: <http://it.jhu.edu/exchange/tipsheets/archive.html>.

Collaboration:

Exchange/Outlook offer opportunities to integrate with other collaborative Microsoft applications using Microsoft Office Sharepoint 2007 and Microsoft Office Communicator 2007.

Web site dedicated to Office Communicator: <http://it.jhu.edu/email/lcs/lcs.html>

Microsoft SharePoint Site Request Form: <https://collaborate.johnshopkins.edu/sites/faq>