**2-3 DAYS BEFORE CONVERSION FRIDAY EMAIL AND TEMPLATE**

Hello Office 365 Email Project Liaisons for Group X -

Conversion weekend is finally upon us. Thanks for your work in getting us ready to this point. Here are a few updates for you as project liaisons plus a separate sample email (below) you can modify and send to your staff.

Updates/Notes for Project Liaisons:

1) Now is a good time to put up posters/flyers reminding your staff of the change. You can download and print your own flyers and posters from “Communications Resources” on our **Office 365 Email - Communications and Help Resources Site** linked below.

2) At about <<15 minutes before cutover time>> on <<cutover date>>, we will be sending an email to all users who are part of this migration group (as validated by you) that advises them that their old email system is discontinued and provides some basic information and refers them to the project Communications and Help Resources site.

3) At about <<cutover time>> on <<cutover date>>, all new emails will arrive in Office 365 Email (not to Alpine or Deskmail or your existing Outlook set-up).

4) If someone must access email over the weekend using their smartphone they should go ahead and follow the instructions for setting up their iPhone or Android phone now so it is ready to send and receive new emails. It is quick and easy to do and is under Post-Migration section of the checklist.

5) We will be on-site at <<your department location(s)>> on <<go-live date>>. Members of the project team will be dropping by your areas to see if you need any help. If you need help and we aren’t on your floor, please call <<your department support team>> or send an email to: <<your department support email>>.

6) You all should have received an email/invite to attend an optional quick conference call at 12 noon each day next week (30 minutes or less). If you don’t have this, let me know. This is our opportunity to share anything that you should be aware of AND for you to share your experience with others. This will allow you to help each other and give our project team ideas on refining our communications and help guides. This call will likely be shorter and shorter as the week progresses.

7) For the people who use “Outlook” on their PC, the checklist has an item they need to do first thing on Monday or first day back at work after the conversion. If Outlook users need to use email over the conversion weekend, they should use the web-based Office 365 Email (using the icon on the UW Medicine PC or directly at <https://outlook.com/uw.edu> or via their smartphone.

8) Please ensure the “owners” of any shared calendars have made the other users of that calendar aware of the new name of the calendar in Office 365 Email. The “owner” should probably plan to look at that resource first thing on Monday to ensure the content is as expected and they have the ability to make updates, etc.

Office 365 Email - Communications and Help Resources Site: <<your website>>

**SAMPLE EMAIL FOR STAFF ON POST-MIGRATION STEPS** (recommend sending on <<cutover date>> – be sure the attached checklists (in Excel and PDF format) are also attached to the email you send to them

============

Subject: Office 365 Email Conversion This Weekend and Post-Migration Steps Required

We will be converting our email over to Office 365 Email this weekend. All new emails received after <<cutover date, time>> will go to Office 365 Email while the copying of our old emails completes (by <<go-live date>>, 6am). Avoid the use of emails and calendars over the weekend and hold off on any changes to folders or any email clean-up activities.

**If You Need to Access Email During the Conversion Weekend**

Here is what you need to know about use of email after <<cutover date, time>> and over that weekend:

· Any new emails received will only appear in Office 365 Email. If you need to be able to see new emails over the weekend, start using Office 365 Email using the web-based Office 365 access.

· If you need access to potentially urgent new emails over the weekend on your phone, you may want to go ahead and configure your phone to access Office 365 Email on <<cutover date>> before the <<cutover time>> changeover for new emails.

· Only Office 365 Email should be used to send any new emails over the weekend.

· Syncing of your emails from the old system to Office 365 will continue into the weekend, if you need to view an email received prior to <<cutover date, time>>, you may need to look for it to also look for it in the old email system until the conversion is complete on Monday.

**Before Using Office 365 Email**

Be prepared to follow the instructions on the attached checklist in the Post-Migration Tasks section upon starting to use Office 365 Email. The instructions are simple and address the majority of questions the project has received to-date when someone converts. I have attached the same checklist in two different formats (Excel and PDF) for your convenience. Please note that some tasks are applicable to only certain users so your individual task list is likely smaller than the entire list.

If you have questions on whether a task is applicable to you, let me or one of our department designated project liaisons know.

We have also included a link to the Office 365 Email Project Communications and Help site which is a full resource for help guides and FAQs. <<your website>>

Thanks!