4 WEEKS PRIOR EMAIL TO LIAISONS – PREPARATION STEPS

During our recent “4 Weeks Prior to Go-Live” meetings we showed two detailed checklists for your staff to follow to prepare for the conversion to Office 365 Email. Here are the links to the checklist files on our Training sharepoint site. Note if your staff uses the Outlook desktop application, they should use the Office 365 Email - Full Prep and Post-Migration User Checklist: <<link to checklist>>

The checklist title for primarily Alpine web users begins with “Office 365 Email – Former Alpine Only users…” <<link to checklist>>

Before distributing either to your team, we highly recommend you become familiar with the content in both checklists and preview the help topics so you can be prepared to answer questions from your department on whether an item applies to them, etc.

Below is a sample email you can modify and send to your department as you see fit.

If you have a department with a large number of Alpine only email users, you may want to send a simpler email to them with the shorter checklist and send a separate communication for your calendar/Outlook users with the longer checklist. Alternately, you could also exclude the post-migration steps portion of the checklists and send to your staff in a more just-in-time message. The sample below assumes you are sending one email to everyone in your department with the two attachments as is.

The Office 365 communications and training resources site is located at: <<your website>>

If you have further questions, please email our project distribution list: <<your distribution list>>

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**Sample Preparation E-Mail Template That Can be Modified and Sent by Project Liaisons** *(send with high priority)*

SUBJECT: Change to Office 365 Email Preparation Steps!

Our change of our email system to Office 365 is less than 4 weeks away now! We will officially begin using Office 365 Email as of <<go-live date>> at <<go-live time>>. The conversion will be taking place starting on

<<Cutover date>> at <<cutover time>>. It is recommended that users avoid sending or modifying emails during the conversion weekend as the migration completes.

I have linked in two different versions of the conversion checklist for your use to prepare for the migration:

1. **Office 365 Email - Former Alpine Only Users - Prep and Post-Migration User Checklist**: <<link to checklist>>

2. **Office 365 Email - Full Prep and Post-Migration User Checklist (for Outlook desktop users):** <<link to checklist>>

Please download the checklist version applicable to your email viewing situation.

These checklists are intended to be a comprehensive list of items for a wide variety of email users – **the list of tasks applicable to you is likely MUCH shorter**. You can quickly determine if the task applies to you by looking at the column labeled “Task is Applicable To”.

There are two main sections of the checklist:

1. **Preparation Tasks** – these are the items do to before the conversion – note that one should be done at least 2 weeks prior to our conversion date
2. **Post-Migration Tasks** – WAIT to do these when we start using Office 365 Email

Please ensure you have followed the preparation instructions carefully so we are prepared for this conversion. Most users can complete these steps in less than 10 minutes. If you have any other questions, please let me know.