8 WEEKS PRIOR COMMUNICATION TO LIAISONS PLUS EMAIL TEMPLATE

Hello Group X Managers and Project Liaisons,

As promised I wanted to get you a good starting point for an initial email you can send to your department staff about the project. It is copied in below but you will need to update to reflect the names of your department identified project liason(s). It is written assuming the manager is sending the email and that your department has project liaisons in addition to or separate from the manager. I will soon be sending an abbreviated presentation you can use for your staff as we know you can share a presentation with your staff in a meeting or even to send it out.

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**Sample Email Template**

Subject: Change to Office 365 Email for our department scheduled for <<go-live date>>

This is a “heads up” that our department is scheduled to move from our old email system (Deskmail/Alpine) to Office 365 Email on <<go-live date>>. The good news is that there will not be a change to your @uw.edu or @u.washington.edu email addresses. With this change we will be getting a more robust and modern email and calendaring platform. You will also be able to easily access your email from your smartphone.

For those of you who use Alpine to access email, you will be changing to using the web-based access to Office 365 Email. You may have noticed that most of our <<your department>> PCs already have an icon for “Office 365 Email” that will allow easy access once our department has converted. For those of us who use “Outlook” on PCs to access email today, we will have some simple and quick instructions to follow on our go-live date to run a program to configure Outlook to see our new email and calendar in Office 365.

I have designated <<fill in the name or names here>> as project liaison(s) to coordinate with the <<your department>> project team on this effort. Our project liaison(s) have attended initial project meetings regarding this change and may already have answers to the questions you have.

The project has already established a “Communications and Help Resources Site” with training videos, job aids, FAQs that may address many of your questions. Here is the link: <<your website>>

We will send you more updates shortly on other preparation steps as well as reminders as we get closer to the conversion date. In the interim, let me or the project liaisons know if you have questions.

Here is the full list of other departments that will be moving at the same time as our department: <<list of departments or units>>

Thank you!