**New Email/Calendaring Solution Is Coming**

<<Your department>> will be migrating departments to UW’s Microsoft Office 365 Email and Calendaring solution starting in <<Month/Year>>. This new solution will replace the use of the Deskmail/Alpine email system which is being retired by the UW by the end of 2018. The new solution will provide a more robust and modern email and calendaring platform. Having everyone on one system will reduce the complexity of finding someone’s email address and scheduling meetings. Migrations will be done in groups of departments over a period of about <<duration>>.

**What does this change mean?**

Your email address will not change with this process. Everyone should continue to use their @uw.edu email address. For users of Alpine, they will begin using the new Office 365 Email interface on the web. Those who use Outlook on their PC to access email will continue to do so and it will be configured to “point” to the Office 365 Email/Calendar.

**How are we approaching this migration effort?**

Conversion will take place over a weekend and we are automating as much of the conversion process as possible. There will be some preparation and post-migration steps that all migrated users will need to do as part of this change. We are working with the department manager and/or designated project liaisons on preparation and communication activities prior to the conversion date. Comprehensive and modular training videos and job aids will be available to guide novice and advanced email/calendar users.

**What is the schedule?**

We are in the process of confirming plans for migrating users and will be contacting leadership of departments to confirm migration plans at least two months in advance.

**Where can I go to get more information?**

We expect to have our Project Communication web site available by <<timeframe>>. It will contain project overview presentations, training job aids and videos, FAQs, migration group schedules, and communications resources.