

## **[UAConnect-Legacy] Faculty/Staff/Retirees E-Mail Move Announcement**

*This message is an official message regarding the UAConnect migration. Please remember that the UAConnect Team or anyone from University IT Services will never request your username or password in an email message.*

University faculty, staff and retirees will soon enjoy the flexibility and reliability of their email and calendaring system operating from servers located on campus and operated by the University. The campus-wide move to the new email system will take place **May 19-20, 2012**.

**Your** central university email service is currently on the **Legacy** email service provided by UITS. We will send more information about the migration to this email address. Please pay close attention to any information from the UAConnect project and from your departmental IT staff about the migration, especially as the migration date approaches.

In preparation for the move to the UAConnect on-campus Exchange system, UITS conducted a three phase pilot comprised of approximately 800 people, including all UITS staff, all of the College of Fine Arts, and a selection of departmental IT staff and retirees. The pilot has been extremely successful and has allowed us to refine our migration processes, communications, support, and training efforts. Feedback from those in the new system has been extremely positive.

### **What You Need To Know Now:**

- **Your mailbox will be moved over the weekend of May 19-20, 2012**
- **Faculty and staff** email addresses will **NOT** change.
- **Student worker** email addresses beginning with “**stwk**” will change to **<UANetID>@catworks.arizona.edu**.
- **Access to** your email account will be suspended **Friday, May 18, 2012, at 5:00 p.m.** and will be restored by early **Monday morning, May 21, 2012**.
  - Any email sent to your account over the move weekend will be available Monday in your new mailbox.
- All of your existing email and calendar data will be moved to your new mailbox.
- **Please do not make major changes to the file structure of your mailbox between now and May 18.**
  - To make the migration process as efficient as possible, we ask that you keep deletions of stored messages and folder structure changes to a minimum
- Watch your email inbox for pre-migration instructions arriving soon.

### What To Expect:

- **Before the move:** You will receive specific instructions on steps to take just prior to the move, such as recording your Safe and Blocked Senders and exporting Rules, etc.
- Your old mailbox emails will be copied to your new UAConnect mailbox prior to your migration. Every attempt will be made move all of your email prior to May 21.
  - **Disclaimer:** We cannot guarantee that the transfer of all the email from your old email account to your new account will be completed by Monday morning. You will be notified automatically via email when your mailbox has been completely transferred to your new account.
  - **Deleted Emails:** Email messages that you delete from your old mailbox between now and May 21 may reappear in your new UAConnect mailbox. This is because they may be copied to your new mailbox before you delete them. Once you have access to your new email box on May 21, you may delete any unwanted messages.
- **After the Move:** Your mailbox will be available immediately via the web interface **Outlook Web App (OWA)**, on Monday morning, May 21, 2012.
  - **The website address for the new UAConnect OWA will be provided to you prior to the move**
- You or your IT support will need to re-configure your desktop email application and your smartphone/mobile devices for your new UAConnect account.

A comprehensive information website will be available soon, giving you one place to go for instructions, documentation and information.

### Have questions?

Contact the 24/7 IT Support Center: 626-TECH (8324), option 2.

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UAConnect Communications  
UAConnect On-Campus Migration  
<http://uits.arizona.edu/uaconnect>