It's Time: New E-mail & Calendar Is Here

The Northwestern Collaboration Services newsletter is delivered monthly to keep the University community informed of the latest news related to upcoming changes to e-mail and calendaring services for faculty and staff. This month, read more about:

- **Rolling Transition Has Begun!**
- **New Drop-in Support Locations**
- **Free Workshops, Online Training**
- **Set Up Assistance Tool Available**

**Rolling Transition Has Begun!**

**Pilot in progress ...** The project team is pleased to announce that over 450 technical support staff and technical leaders throughout campus have already transitioned to the new system as part of an early adopter working pilot. These dedicated pilot participants continue to test and hone all documentation and communication in preparation for the upcoming launch.

**Technical leaders** throughout the community have been contacted by the project team to ensure that you are fully informed, trained and prepared for a successful transition. You may have already heard from your local contact about the nightly transitions that start soon!

**Meeting Maker users** will soon begin their transition to the new e-mail system in advance of the planned July 11 calendar cutover. Read the latest details about the Meeting Maker transition.

**Non-Meeting Maker users** can begin their transition to the new system beginning on July 18. The transition schedule for these faculty and staff is primarily pre-defined by school local technical leaders and departmental support personnel.

**Departmental e-mail accounts** are scheduled to transition to the new system after the initial project launch. These accounts can continue to be accessed and used as they are today until further notice; transition details for this coming soon. If this account is currently tied to a Meeting Maker account, the transition will occur before the July 11 calendar launch as part of the Meeting Maker transition. Beginning in early July, new departmental accounts will be created within the collaboration system.
Contact your Local Readiness Team Lead, technical support specialist or the NUIIT Support Center if you have any questions about your school or department's transition.

**New Drop-In Support Locations**

Effective today, the NUIIT Support Center has added several locations for you to **drop in and receive in-person assistance** with your new account throughout the summer:

**Norris Center: NUIIT Service Point** - lower level - Map
Monday - Friday: 11:00 a.m. - 5:00 p.m.

**North Campus: Technological Institute** - room L363A - Map
Monday - Friday: 8:30 a.m. - 5:00 p.m.

**Central Evanston: NUIIT Support Center** - first floor - Map
Monday - Friday: 8:00 a.m. - 6:00 p.m.

**Chicago Campus: Abbott Hall** - sixth floor, suite 600 - Map
Monday - Friday: 8:30 a.m. - 5:00 p.m.

**Free Workshops, Online Training**

Take advantage of several HR-led computer workshops that are now **available to you at no additional cost**! The Northwestern Collaboration Services project is temporarily funding the following courses to help with your transition:

- **Windows Outlook 2010: Just Calendars & Outlook Web App (3 hr. workshop)**
  - June 23, July 25 & 26
- **Windows Outlook 2010: Email, Calendar, Tasks & Outlook Web App (full day workshop)**
  - July 7
- **Mac Outlook 2011: Just Calendars & Outlook Web App (3 hr. workshop)**
  - July 25
- **Mac Outlook 2011: Email, Calendar, Tasks & Outlook Web App (full day workshop)**
  - August 22

**Got a “How Do I...” question?** Check out the online training **videos** that are available to 24 hours a day to learn without leaving your desk. Watch as much or as little as you'd like (2 minutes or 20 minutes!). Choose from Outlook 2011 for Mac Essential Training, Outlook 2010 New Features and much more at **no additional cost**.

**Set Up Assistance Tool Available**

Because many Northwestern faculty and staff currently use varying programs and devices for access to University e-mail and calendaring, the project team has created an online set up assistance tool to help in the account set up process. Tell us what program(s) you're currently using, and we'll give you what you need to set up your new account (see image).

As an example, if you know that you will be using your Android device to access University e-mail and calendar after you are transitioned, you would select: Mobile Phone, then E-mail, then Outlook. This will give you the Outlook 2010 mobile app instructions.
Android from the drop down menus to see your set up recommendations.

Read more about Northwestern Collaboration Services, and be sure to contact your Local Readiness Team Lead, technical support specialist or the NUIT Support Center if you have any questions about your school or department's transition.

www.it.northwestern.edu/strategic-plan/collaboration/

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