February 15, 2011

Integrated E-mail and Calendar in Sight

The Northwestern Collaboration Services newsletter is delivered monthly to keep you—the University's faculty and staff—informed of the latest news related to upcoming changes to e-mail and calendaring services.

This month, learn more about:

- **Important Dates to Know**
- **Training Opportunities for Everyone**
- **The Future of E-mail and Calendaring**

Important Dates to Know

The Northwestern Collaboration Services system is scheduled to be operational this July.

On **July 11**, current users of the University-supported calendar system (Meeting Maker) will transition and begin using the following tools for University communication and meeting scheduling:

- Microsoft Outlook E-mail
- Microsoft Outlook Calendar
- Microsoft Outlook Web App (OWA)

On **July 18**, University faculty and staff not currently using the University-supported calendar system (Meeting Maker) will begin their transition. Once transitioned, these faculty and staff will also use Microsoft Outlook E-mail, Calendar and Web App (OWA).

By **December 19**, it is expected that all faculty and staff will have transitioned. Details about school- and department-specific transition dates will be announced as they become available. In the meantime, visit the [project status](#) page for more technical updates.

Training Opportunities for Everyone

- ✔ Register to attend one of the ongoing free demonstrations hosted by the University's Microsoft representative. The next [Evanston campus session](#) is scheduled for March 16. The first [Chicago campus session](#) is on April 27.

- ✔ Hands-on, [step-by-step workshops](#) of Microsoft software are also available with the University's resident software trainer and education consultant, Cynthia Manika. Choose to focus on
either Mac or PC. Course and registration details are available at computer application training.

✔️ The fee-free lynda.com online tutorials are a great training option for learning without leaving your desk. The Microsoft-focused videos offer details for many Microsoft titles ranging from basic Outlook features to more in-depth Access functionality. Plus, three tutorials focused on Microsoft SharePoint were added just this week.

The Future of E-mail and Calendaring

**Standardized E-mail and Calendar** All faculty and staff will use Microsoft-powered e-mail and calendar, standardizing and streamlining communications between each University school and department. With Northwestern Collaboration Services, both calendar and e-mail are accessible within a single program.

**Increased Mobility—Work Anywhere** The University’s growing mobile community will have secure and upgraded mobile access to e-mail and calendaring services. Future enhancements of Northwestern Collaboration Services even plan for the ability to listen to University voicemail from a University e-mail inbox.

**Scheduling Made Easy** Most University meeting spaces and resources will be available for scheduling within one system. If you manage multiple calendars, you’ll also be able to easily view all accounts in one place.

Tips for preparing for this transition are available on the Northwestern Collaboration Services project site.

Project Status Notes and Timeline

You can always visit the comprehensive Northwestern Collaboration Services project site to view a visual timeline of the project, detailed status notes, and much more to best prepare for upcoming e-mail and calendaring changes at Northwestern.

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