Northwestern University Collaboration Services
Communication Report for March 17, 2011

Collaboration Services communications and training outreach efforts for March 11-17 are as follows. Please note that there are no new updates from Scott Pitts for this week.

Training/Outreach Events
- Microsoft Outlook Demos
  - One basic and one advanced demo for University faculty/staff hosted by Aaron Ward on 3/16; 55 attendees (positive feedback – next Evanston session on 4/19; Chicago session 4/27)
  - Demo for University Services staff hosted by Cynthia Manika (HR software training consultant) on 3/14

Distributed Communications (newsletters, e-mails, handouts, etc.)
- Newsletters
  - Mention in University Services’ First Choice and NUIT campus staff newsletters
  - March Northwestern Collaboration Services e-newsletter for all faculty/staff (monthly)
- Handouts
  - Printed Northwestern Collaboration Services and Outlook Web App informational/how-to handout distributed to faculty/staff attending Microsoft demos
- E-mail Messages
  - A message regarding collaboration accounts for affiliates was posted to the Collab-LRTL listserv. The following answer was provided and also added to the “Get the Facts” page:
    “A change will be made in NU Validate in support of the launch of Exchange that will allow any affiliates to have an alias-based @northwestern.edu, @law.northwestern.edu, or @kellogg.northwestern.edu address as their primary e-mail address (depending on their affiliation). This is a function that administrators can use that won't be offered to end-users. Affiliates won't be provisioned with Exchange accounts. Administrators will need to supply external e-mail accounts as the affiliate mailboxes. Messages sent to the
@*northwestern.edu address will forward to the external e-mail account if this option is selected for an affiliate.”

- Other
  - Please note that these weekly communication reports are now posted on the collaboration project site at http://www.it.northwestern.edu/strategic-plan/collaboration/communication.html

**Collaboration Services Top Ten Web Page Views for March 11-17**

Northwestern Collaboration Services Initiative Project Site:

- 356 - Pre-Collaboration Training (Lynda.com)
- 174 - E-mail Comparison and Minimum Requirements
- 168 - Overview
- 101 - Project Status
- 55 - Get the Facts | Talking Points
- 16 - Local Readiness Team Leads
- 13 - Communications and Training Working Group
- 7 - Steering Committee
- 6 - Active Directory Working Group
- 6 - Communications and Training Calendar

Total views of Collaboration Services project site for March 11-17: 916