Collaboration Services communications and training outreach efforts for April 15-21 are as follows. Please note that there are no new updates from Scott Pitts for this week.

Training/Outreach Events
- April LRTL Webinar Meeting
  - Reviewed current transition schedule; provided demonstration of Web-based OWA environment; outlined recent communication efforts; reiterated availability of pre-collaboration training opportunities
- Microsoft Outlook Demos
  - One basic and one advanced demo for University faculty/staff hosted by Aaron Ward on 4/19; 57 attendees (positive feedback – next session on Chicago campus: 4/27)

Distributed Communications (newsletters, e-mails, handouts, etc.)
- Newsletters
  - Mention in April issues of Office for Research and NUIT campus staff newsletters
- Handouts
  - Printed Northwestern Collaboration Services and Outlook Web App informational/how-to handouts were distributed to all faculty and staff attending Microsoft demos; a request to distribute these handouts in local schools and departments was also voiced during this week’s Collaboration Services LRTLs Webinar
- E-mail Messages
  - To assist in preparations for upcoming changes to e-mail and calendaring, an e-mail migrator tool, called Transend, was made available to assist in moving local messages and/or contacts from legacy e-mail applications (e.g., Eudora) to e-mail applications supported by Northwestern Collaboration Services (e.g., Microsoft Outlook 2010). A message to Technology Leaders about availability and instructions for using this tool was delivered (4/21)
- Web Presence
  - Instructions for downloading and running the e-mail migrator tool (Transend) that was communicated to Technology Leaders was posted: http://www.it.northwestern.edu/accounts/email/migrate/index.html
Collaboration Services Top Ten Web Page Views for April 15-21
Northwestern Collaboration Services Initiative Project Site:

- 335 - Pre-Collaboration Training (Lynda.com)
- 145 - Overview
- 70 - E-mail Comparison and Minimum Requirements
- 41 - Project Status
- 38 - Get the Facts | Talking Points
- 28 - Local Readiness Team Leads
- 6 - Communications and Training Calendar
- 5 - Active Directory Working Group
- 5 - Steering Committee
- 2 - Presentations

Total views of Collaboration Services project site for April 15-21: 675