Northwestern University Collaboration Services
Communication Report for June 9, 2011

Collaboration Services communications and training outreach efforts for June 3-9 are as follows.

Training/Outreach Events

- **Outlook/OWA Demonstrations**
  - Sessions for both Facilities Management and the Office for Research staff were hosted by Aaron Ward, the University’s Microsoft representative, on 6/6; an Outlook/OWA demonstration for technical support staff within the Office of Alumni Relations and Development, hosted by Kevin Ossler, was held on 6/8

- **UNITS On Call**
  - Meeting held on 6/7; discussion topics included the 6/5 E-mail Defense System upgrade and the Microsoft Desktop Proof of Concept Kit that assists in transitioning users to Windows 7 and Office 2010; 28 technical support staff attended

- **School/Department Transition Preparation Meetings**
  - On 6/8, Scott Pitts met with McCormick School of Engineering technology leaders and departmental assistants to discuss and plan for upcoming deployment tasks

Distributed Communications (newsletters, e-mails, handouts, etc.)

- **E-mail Messages**
  - An invitation message for an early transition opportunity was sent to UNITS and LRTLS on 6/8

- **Web**
  - An early adoption Web page and corresponding “get started checklist” web page was posted and communicated to volunteers participating in an early transition pilot; as the pilot continues, feedback for the sites will be recorded and responded to as appropriate; more pilot participants are planned to be added on Monday, June 13

- **Handouts**
- Printed Outlook Web App informational/how-to handouts were provided to all attendees of Outlook/OWA demonstrations

Collaboration Services Top Ten Web Page Views for June 3-9

Northwestern Collaboration Services Initiative Project Site:
- 227 - Pre-Collaboration Training (Lynda.com)
- 211 - Early Adopter Working Pilot
- 210 - Overview
- 54 - E-mail Comparison and Minimum Requirements
- 51 - Project Status
- 47 - Get the Facts | Talking Points
- 41 - Collaboration Services Index
- 35 - Set Up Outlook 2010
- 31 - Set Up Android
- 22 - Log In to OWA

Total views of Collaboration Services project site for June 3-9: 1,147