Local Readiness Team Lead (LRTL) meetings are reconvening for the next phase of the Collaboration Services project: Unified Messaging (UM). As a designated work order contact for your school or department, you have been identified as a support person for the UM voice mail rollout. To kickoff this effort, a webinar has been scheduled on October 10. Meeting details are below. Please attend.

Many of you were part of the Collaboration Services LRTL group for earlier rollouts of the University’s Microsoft-powered email and instant messaging. If you are new to the LRTL group and believe that you have been incorrectly selected for participation in it, please reply to collaboration-services@northwestern.edu and let us know who should represent your area instead.

**Getting Started: Unified Messaging Kickoff Webinar**

**WHEN**
- 11:00 AM – Noon, Wednesday, October 10

**WHERE**
- Join the webinar at [northwesternuniversity.na4.acrobat.com/collablrlts1/](northwesternuniversity.na4.acrobat.com/collablrlts1/)
  - Select “Enter as a Guest” and enter your first and last name
- Join the call at 1-877-806-9883, participant passcode: 9902037707

**AGENDA**

- Welcome
  - Unified Messaging Team Introduction
  - Collaboration Services Overall Recap
- What is Unified Messaging
  - Service Goals
  - Product Demo
- Unified Messaging Project Status & Timeline
- LRTL Responsibility Overview
- Q & A

For your convenience, you will be sent a calendar invite prior to this meeting. If you have specific questions or topics you would like covered, please email those to collaboration-services@northwestern.edu.

**Moving Forward**

To be a true collaboration asset in your school or department, you’re encouraged to know the most up-to-date collaboration details as soon as they become available. For more information about this initiative please regularly visit the UM Project Status web page [it.northwestern.edu/strategic-plan/collaboration/status.html#timeline](it.northwestern.edu/strategic-plan/collaboration/status.html#timeline).
The Collaboration Services Project web page it.northwestern.edu/strategic-plan/collaboration/index.html is also available to provide more detail about the overall Collaboration Services effort, as will reading any emails on this listserv. If you have any specific questions about UM, you can always send them to collaboration-services@northwestern.edu.

Thank you again for participating in the next phase of the Northwestern University Collaboration Services initiative.