From: announcements@northwestern.edu
Subject: Reminder - "nwu.edu" e-mail addresses will cease functioning on June 20, 2004 - you need to take action

Body: You are receiving this message because it is relevant to the e-mail address $0.

On June 20, 2004, Northwestern University will no longer accept e-mail sent to addresses in the "nwu.edu" domain or the variants "md.nwu.edu" and "kellogg.nwu.edu". This is a step in the retirement of the "nwu.edu" domain, which was announced in March 2000 and is described at http://www.tss.northwestern.edu/reference/northwestern-edu.html.

This e-mail address is functional today in both the old "nwu.edu" domain(s) and the standard "northwestern.edu" domain(s). On June 20, 2004, it will no longer be functional in the old domain(s). E-mail sent to the "nwu.edu" address will be bounced back to the sender as an addressing error. The error message will contain a link to the online directory http://directory.northwestern.edu to allow convenient lookup by name.

If You Can, Opt-Out Early!

If you feel that you do not receive any useful e-mail through the "nwu.edu" domain address (e.g. alias@nwu.edu, or alias@kellogg.nwu.edu, or alias@md.nwu.edu), then you should "opt out" now by visiting a special Web site: https://snap.it.northwestern.edu/it/snaps/remove-domains.cgi. You will need the NetID corresponding to the e-mail address and its password to access this site. After opting out, the "nwu.edu" address will become immediately invalid and e-mail sent to it will be bounced back to the sender.

If you are continuing to receive useful e-mail to the old domain address, then please ensure that you are sending e-mail with the "northwestern.edu" address form as the return/reply address. This may require making changes in the account setting information within your e-mail software. The announcement Web site cited above has instructions for the most commonly used e-mail software.

Note that this warning message will be sent to you as long as you remain in the "nwu.edu" domain. This message will be repeated in early May and then weekly during June until June 20th.

Don't Forget Your Address Book!

You should also change e-mail addresses in your address book to use the "northwestern.edu" domain in place of the "nwu.edu" domain. For Eudora, Outlook, and AppleMail, NUIT has prepared instructions for how to convert these addresses using mass-change tools. Go to the "Switching from nwu.edu to northwestern.edu" section of Web page: http://www.it.northwestern.edu/e-mail/config/ for details.

If you have questions, please send them to consultant@northwestern.edu.

This message concerns the email address and routing as follows:

Address: $0
Routing: $1
Valid domains: $2