## From: Chien Shih Sent: Thursday, June 14, 2012 1:44 PM

**Subject:** \*\*\* Important notice to classified and administrators both colleges -email calendar conversion schedule Dear College Administrators, Managers and Classified employees :

I like to remind you of the upcoming Tuesday pre-conversion meeting and other important calendar dates, these meetings will be scheduled in your Meeting Maker calendar for your convenience.
Date Activity - Meeting Time & Location

Before June 19, 2012 Tuesday June 19,, 2012 Wednesday, June 20, 2012	Read Outlook FAQ Pre-conversion meeting for De Anza Administrators, Management and Classified staff 10:00 to 11:00 AM - DA conference room A&B Pre-conversion meeting for Foothill Administrators, Management and Classified staff
	2:30 to 3:30 PM – FH 5015
Friday June 22, 2012	Administrators, Management and Classified staff conversion (both colleges)
Thursday June 28, 2012 PM – FH D270	Post-conversion meeting for Administrators, Management, and Classified staff 2:30 to 3:30

Monday July 9, 2012 Meeting Maker turned off Below are some of the useful training sessions and materials for your reference: How to Learn to use Outlook Web Application (OWA)

- 1. Help <u>http://ets.fhda.edu/call\_center/OutlookGuides</u>. This link is where you can access video training and read detailed descriptions of how to use OWA.
- 2. Attend a training session.
- 3. Just try it.

Training Classes - All training materials created for classes will be available on-line.

- 1. <u>Overview Outlook Web Application (OWA)</u>
  - a. Method: Demo only
  - b. Audience: Pre-conversion end users looking for an overview of what is coming.
  - c. Frequency: Once weekly on each campus, last week in May and the first, second and third weeks of June –
  - d. Enrollment: No signup required just show up
  - e. 20 minutes on E-Mail
  - f. 20 minutes on Calendar
  - g. 20 minutes for Questions
  - h. Schedule:

Thurs. 6/21	12-1 PM	Foothill	Toyon Room,
Thurs. 6/21	9-10 AM	De Anza	Admin 109

## 2. Getting started with OWA

- a. Method: hands on in computer lab
- b. Audience: Post-conversion end users
- c. Frequency: Once weekly on each campus, first week in June through the end of June
- d. Enrollment: **Signup required**. Send e-mail to Kari Elliott (<u>elliottkari@fhda.edu</u>) to request class. You will receive a meeting maker to confirm your enrollment and telling you where the class will be held.
- e. One hour
- f. Covers Messages send/receive/save/retrieve
- g. Schedule:

Wed. 6/27	9-10 AM	Foothill
Fri. 6/29	11-noon	De Anza

- 3. <u>Outlook Calendar Good by Meeting Maker</u>
  - a. Method: hands on in computer lab
  - b. Audience: Post-conversion end users
  - c. Frequency: Once weekly on each campus, first week in June through the end of June

- d. Enrollment: **Signup required**. Send e-mail to Kari Elliott (<u>elliottkari@fhda.edu</u>) to request class. You will receive a meeting maker to confirm your enrollment and telling you where the class will be held.
- e. One hour
- f. How the Outlook Calendar Works
- g. Moving your Appointments to Outlook
- h. Schedule:

Wed. 6/27	10-11 AM	Foothill
Fri. 6/29	12-1 PM	De Anza

- 4. <u>Setting up my Mobile Device</u>
  - a. Method: hands on in computer lab
  - b. Audience: Post-conversion end users
  - c. Frequency: Once weekly on each campus, first week in June through the end of June
  - d. Enrollment: **Signup required**. Send e-mail to Kari Elliott (<u>elliottkari@fhda.edu</u>) to request class. You will receive a meeting maker to confirm your enrollment and telling you where the class will be held.
  - e. One Hour
  - f. Covers iPhone, Android, Blackberry and Windows.
  - g. Schedule:

Wed. 6/27	11-12 AM	Foothill
Fri. 6/29	1-2 PM	De Anza

- 5. Open Lab Question & Answer Session
  - a. Method: hands on in computer lab
  - b. Audience: Post-conversion end users
  - c. Frequency: Once on each campus first week of Summer and Fall quarters
  - d. Enrollment: No signup required just show up
  - e. Two to three hours
  - f. Participants come prepared with Questions.
  - g. Schedule:

Mon. 6/25	1-3:30 PM	Foothill	D270
Tues. 6/26	1-3:30 PM	De Anza	LCW-16

## Training Materials - posted on Exchange - Outlook Guides webpage.

## Microsoft Videos

- a. Search Mailbox
- b. Set up Redirect Rule
- c. Calendar
- d. Setting up Mobile Device
- Brockport College Videos (8 total)
- 3. FAQ

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- 4. Getting Started with OWA
  - a. Email Quick Start Guide
  - b. Calendar Quick Start Guide
  - c. Mobile Device Setup Guide
  - d. Contacts Quick Start Guide (coming soon)
  - e. Crosswalk moving from Eudora/Thunderbird to Outlook (coming soon)
- 5. Microsoft OWA training links
  - a. E-Mail
- i. Creating a Message
- ii. Basic Tasks in Outlook
- iii. Inbox Rules
- iv. Searching
- b. Calendar
- c. Contacts
- d. Options
- 6. Mobile Device Setup

Chien Shih Director of IT and Operations Foothill-De Anza Community College District Sent from Outlook Web Application (OWA) Go live July, 2012 Email: <u>shihchien@fhda.edu</u> mail calendar project web site: <u>http://ets.fhda.edu/exchange</u>