

**** Please note that this conversion is only for De Anza classified, management and staff, this conversion does not include faculty ****

Dear De Anza College users:

You will be converted to the new Outlook/Exchange mail calendar system on Friday, June 22 starting at 3 pm (this Friday).

Here are some of the things you need to be aware of during this conversion:

1. Your old email system **will stop working at 3 pm, Friday, June 22, 2012**. You will not have access to the mail system during the conversion.
2. We will communicate to you about your conversion status at this link: <http://ets.fhda.edu/exchange> when we finish the conversion, the status will be changed from **In Progress** to **Complete**.
3. Once the conversion is completed, if you have not logged into My Portal this week, you should immediately login to Banner MyPortal, this login action will sync up your Portal ID and password to the new Exchange System.
4. Go to the link: email.fhda.edu and login to the new Outlook/Exchange system, **your login ID and password is the same one you use to login to Myportal**.
5. If you forget your MyPortal password, follow the link at MyPortal sign in page to reset your password, once you reset your Banner password, your Outlook/exchange password will be reset also.
6. Do not forget to attend the post conversion meeting scheduled for you: **Thursday June 28, 2012 10:00 am to 11:00 am – De Anza Conference Room A&B**
7. You should continue use Meeting Maker until July 15, 2012 after everyone is converted to the new system.

Thank you!

Chien

Available training classes and training materials after your conversion:

How to Learn to use Outlook Web Application (OWA)

1. Help - http://ets.fhda.edu/call_center/OutlookGuides. This link is where you can access video training and read detailed descriptions of how to use OWA (Outlook WE Application).
2. Attend a training session.
3. Just try it.

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

- 1.
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 (elliottkari@fhda.edu)** 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. Outlook Calendar – Good by Meeting Maker

- Method: hands on in computer lab
- Audience: Post-conversion end users
- Frequency: Once weekly on each campus, first week in June through the end of June
- Enrollment: **Signup required.** Send e-mail to **Kari Elliott (elliottkari@fhda.edu)** to request class. You will receive a meeting maker to confirm your enrollment and telling you where the class will be held.
- One hour
- How the Outlook Calendar Works
- Moving your Appointments to Outlook
- Schedule:

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

4. Setting up my Mobile Device

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

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

5. OpOpen Lab - Question & Answer Session

- Method: hands on in computer lab
- Audience: Post-conversion end users
- Frequency: Once on each campus first week of Summer and Fall quarters
- Enrollment: **No signup required – just show up**
- Two to three hours
- Participants come prepared with Questions.
- 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](#).

You will find the information below on the web site

Microsoft Videos

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

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Sent from Outlook Web Application (OWA)
Go live July, 2012
Email: shihchien@fhda.edu
mail calendar project web site: <http://ets.fhda.edu/exchange>