



## Pre-Migration FAQ

### **Why are we changing from GroupWise?**

The Scripps email and calendar system, GroupWise, has served the college's needs well in many capacities, but it is time to modernize and upgrade. Over 500 community members provided input and the college has decided to move to Office 365 which is the newest version of Microsoft Office which includes Outlook email.

### **What else will be updated on my computer?**

A new Windows 7 image will be installed that will include the newest versions of Microsoft Office and Internet Explorer, as well as updated versions of other software, such as Adobe Creative Cloud. Macintosh computers will have the Outlook client installed; no imaging is required at this time.

### **What do I need to do to prepare?**

PC users will need to backup files prior to imaging, see link for full instructions

<http://inside.scrippscollege.edu/it/prepare-for-desktop-updates>

Mac users will need to simply logoff of their station when we schedule the work.

All users should complete Outlook training in Lynda.com FMI

<http://inside.scrippscollege.edu/it/lynda>

### **How do I schedule my update?**

PC users fill out this form for you and/or your department

[https://scrippscollege.formstack.com/forms/desktop\\_updates\\_2014](https://scrippscollege.formstack.com/forms/desktop_updates_2014)

Mac users fill out this form for your individual appointment

[https://scrippscollege.formstack.com/forms/mac\\_updates\\_2014](https://scrippscollege.formstack.com/forms/mac_updates_2014)

### **Will there be any Training?**

At this time community members can best come up to speed by taking the Outlook on-line training provided by lynda.com.

### **When can I Test my new email account?**

Test accounts will be created for every email account, which will enable you to "play" with the system before it goes live. Please look for the notice to come out in the New Year.

### **What will Transfer from GroupWise to Outlook?**

All email, contact, addressbooks, attachments, categories, archives and calendar information will be moved from GroupWise to Office 365. Rules and Signature information will not migrate so you will need to recreate this in Outlook.

**What is my new email address?**

You will still receive email at your current email address so there will be no need to change business cards.

**How do I access my Outlook email from off campus?**

Outlook provides a very robust web client, Outlook Web Access (OWA). This can be accessed online using a current browser at \_\_\_\_\_

**Are there attachment limits in Outlook?**

Typically all email programs have attachment limits of 25MB.

**How will I access Outlook on my mobile device?**

Please visit the lynda.com site for mobile apps at:

<http://www.lynda.com/mobile-apps>

**What should I do in January?**

Print out your calendar for the next few months, Note your signature and rule information so you can recreate it in Outlook.

**Monday ~ March 23, 2015?**

Please log out of your computers and email when you leave for the day.

**Migration Day ~ Tuesday ~ March 24, 2015?**

The email migration date is set for March 24, 2015. Starting that day all new mail will be delivered to your outlook account.

**When will GroupWise go away?**

While you will still see the icon on your computer, you will no longer be able to login to the program starting two weeks after the migration date.