

GroupWise Changeover to Outlook

Computer Training Solutions (CTS)



Rationale

Current email systems within the WRHA

- GroupWise
- Lotus Notes
- Outlook

Advantages of one email system

- More cost effective
- Easier to support
- Improved collaboration



Why Outlook?

- Integration with MS Office
- Easier to find supporting skill sets
- Better 3rd party support for devices such as the Blackberry



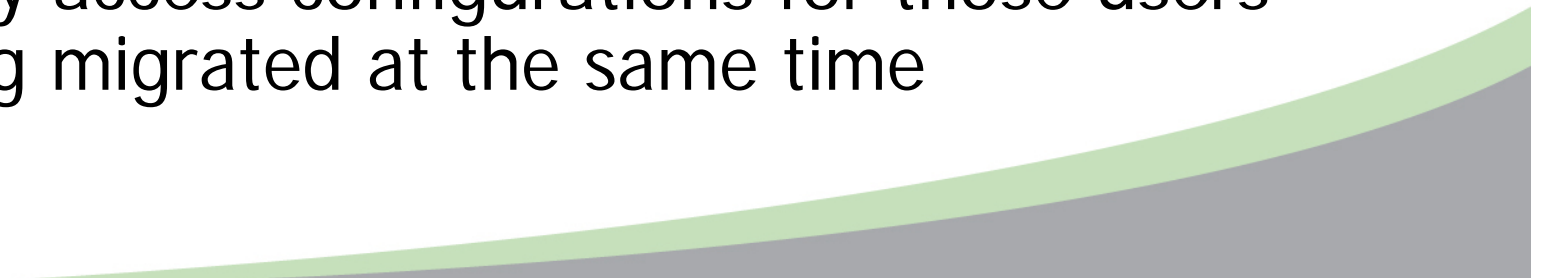
Timeline

- The changeover is being implemented in phases
- Each group of users will be notified as to their exact changeover date



What WILL be Migrated?

- ✉ Email folders & messages
 - Includes attachments & Sent Items
- ✉ Archives
- ✉ Contacts
- ✉ Calendar items
- ✉ Email groups
- ✉ Tasks
- ✉ Proxy access configurations for those users being migrated at the same time



What Will NOT be Migrated?

- ✉ Signature
- ✉ Categories
- ✉ Rules
- ✉ Documents or messages stored
 - In a GroupWise Document Library
 - Outside the GroupWise mailbox



Your Email Address

- ✉ Will not change but mail will be routed differently “behind the scenes”
- ✉ All Distribution Lists should be updated with the new internal addresses
 - Pick the name from the Global Address List



Course Outline

- 📧 Getting Started with Outlook
- 📧 Working with Mail Messages
- 📧 Handling Messages
- 📧 Organizing the Mailbox
- 📧 Working with Contacts
- 📧 Archiving Messages



Course Outline (continued)

- 📧 Getting Started with the Calendar
- 📧 Working with Appointments & Events
- 📧 Scheduling and Managing Meetings
- 📧 Working with Delegates
- 📧 Using Outlook Web Access



Additional Training

📧 In depth, hands on training is available

- Outlook Email
- Outlook Calendar
- Word

📧 To register or obtain more information

- Call 926-9172
- Email CTS@manitoba-ehealth.ca



Additional Training

 An Online Presentation is available to view which includes demonstrations on:

- Outlook Email
- Outlook Calendar
- Outlook Web Access

 It can be found on the CTS website at:

www.manitoba-ehealth.ca/cts/OutlookMigration.html



Miscellaneous

➤ Due to time constraints, only one technique will be shown for most topics

➤ Course material has detailed instructions

➤ Outlook–Email - <http://www.manitoba-ehealth.ca/cts/files/Outlook-Email.pdf>

➤ Outlook-Calendar - <http://www.manitoba-ehealth.ca/cts/files/Outlook-Calendar.pdf>

➤ Cell phones



Getting Started...



Getting Ready



Changeover Preparation

Your Site Lead will

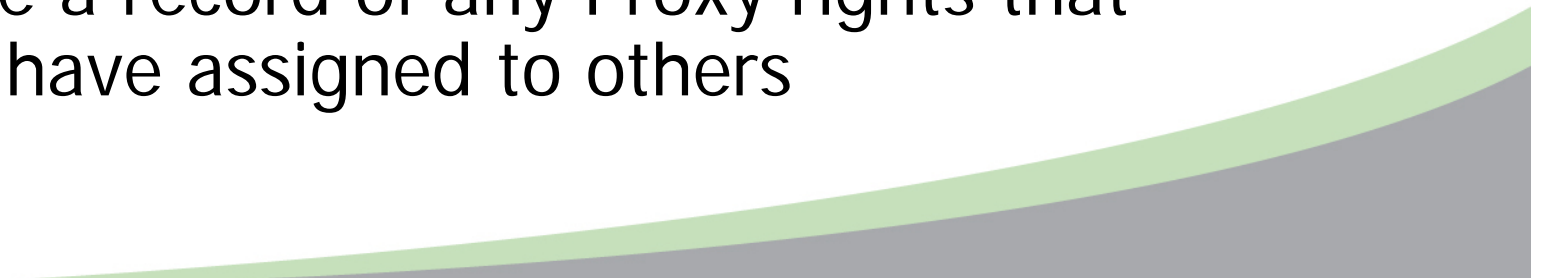
- provide you with a detailed changeover preparation document
- gather the necessary requirements
- Set up meetings with the Business Analyst if required

 <http://home.wrha.mb.ca/ehealth/email.php>



Changeover Preparation

- Clean out your mail folders & archives
 - Delete all unnecessary messages
 - Don't forget Sent Items
 - Mailbox must be at least 170 MB or less
- Delete any contacts & address books that are no longer needed
 - Includes Frequent Contacts
- Print a copy of your calendar (few days)
- Make a record of any Proxy rights that you have assigned to others



Contact Information

- Service Desk 940-8500
 - Preparation/ changeover schedule
 - Outlook configuration/settings
 - “How to” questions
- Site Lead/Customer Service Manager
 - General project questions or concerns



Questions?

