## **Email system change for Schulich Medicine & Dentistry GroupWise users**

The following email was sent on 3/9/2017:

Good afternoon,

Information Services is currently in the planning stages to migrate the GroupWise email system to Western's Office 365 System. This is a project that has been approved by Dr. Strong and the School's Senior Leadership Council.

The current target is to have all email, calendar, contacts and archives migrated from GroupWise to Office 365 in late May to early June 2017.

After the move, Schulich Medicine & Dentistry GroupWise users will have a single email account (i.e. your existing Office 365 account) where you will receive messages addressed to both your @uwo.ca address and your @schulich.uwo.ca address.

What this means to you:

With the move to Office 365 there will be some changes, most notably, the change from the GroupWise client to Microsoft Outlook as the officially recommended and supported email program for Schulich Medicine & Dentistry users.

You will also have access to your Office 365 from mobile devices as well as a web interface. Additionally, the ability to proxy and manage another individual's email and calendar will change but is still an available option. An important feature of Outlook is that it provides you with a 50 gigabyte storage quota, so you will no longer have need for an archive.

If you currently DO NOT use your Schulich Medicine & Dentistry email account to store any email data i.e. messages, appointments, etc., please let us know. This will ensure we don't migrate any accounts that are not in use.

In the next few months, you will continue to receive communications as the project progresses.

Thank you and feel free to contact me with any questions you may have.

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