

Checklist of Tasks

This checklist is designed to ensure you have completed all readiness tasks before your account is upgraded to Outlook.

I know my Western ID and password.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have copied my signature(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
I have listed all names in the Proxy Access List.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
I have copied all of the rules that I would like to re-create in Outlook.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
I have copied access of folder I have shared with others.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
I have copied access of folders others have shared with me.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
I have printed or captured a copy of my calendar.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
I know how to access the education material on the Schulich IS intranet.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I know how to contact the Schulich Helpdesk.	<input type="checkbox"/> Yes <input type="checkbox"/> No