What Items Will Be Migrated - Checklist

GroupWise to Outlook: What Will Migrate?

Item in GroupWise		Will Copy to Outlook	Will Not Copy to Outlook	Feature Available in Outlook?
Email	Inbox	x		x
	Sent folder	x		x
	Folders and contents in Cabinet	x		x
	Work In Progress folder	x		x
	Delayed Delivery messages (for future dates)		x	x
	Folders	x		x
	Message Status / Read Receipt Status, i.e., Read, Unread, Forwarded, Deleted[1]		x	
	Archived mail	x		
Trash	Folder		x	x
	Contents in Trash		x	x
Address Book	Novell GroupWise Address Book	x		x
	Personal Address Book [**Your Name**]	x		x
	Frequent Contacts Address Book		x	x
	Note: if shared, they will need to be re-shared			
Appointments	Past and present (single appointments and recurring[2])	x		x
	Delayed Delivery appointments		x	x
	Unaccepted appointments[3]	x		x
	Shared Calendars (shared access requires re-sharing)		x	x
Notes	Copy as ALL DAY appointments	x		x
	Attachments in Notes	x		x
Other	Signature lines		x	x
	Vacation Alert		x	x
	Rules		x	x

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[1] Message Status: Users will be able to request a Read Receipt to determine if recipients have opened the mail.
[2] Recurring meetings will copy to the new system, but they will lose their connection with each other. Note: A recurring appointment with 12 instances will copy over as 12 separate appointments.
[3] Unaccepted appointments will copy to the new system, but will become ACCEPTED.

Item in GroupWise		Will Copy to Outlook	Will Not Copy to Outlook	Feature Available in Outlook?
	Proxy Access		x	x
	Colour Categories (Custom made categories)		x	x
	Colour-Coded Email using Custom Categories (email will copy, colours will not be retained)		x	x
	Flags (High Priority, Low Priority, etc.)	x		x
	Auto-Forwarding Rules to external email addresses		x	