

TO: University Wide Administration

FROM: J. Brice Bible, Interim Chief Information Officer
Mike McNeil, Executive Director, OIT and Email Project Manager

DATE: October 27, 2005

RE: University Email Consolidation Project Communications

The memorandum distributed August 2005 from President Peterson announced a common communication and collaboration suite of products to be implemented for all UT faculty, staff, and students. The functions to be offered include e-mail, calendaring, file sharing, instant messaging, web conferencing and discussion forums. Through comprehensive evaluation, the Microsoft suite of products has been chosen to deliver these functions, and will be adopted at each UT campus to operate seamlessly across the state.

The Office of Information Technology (OIT) will be facilitating implementation of these products on the Knoxville area campus. The first phase of the implementation will provide for a common e-mail and calendar solution. As an early adopter, University Wide Administration is scheduled to begin migration December 2005. In advance of this migration, each UWA department will be instructed to complete a "Department Information Migration Form." This form will be distributed on November 15th to the UWA Department Heads as well as UWA Workgroup Managers and IT Statewide Council members.

A project of this magnitude is certain to bear challenges and OIT is committed to making this change as smooth as possible by providing information, training, and technical assistance to meet the diverse campus needs. To ensure ongoing project communications, OIT has developed a project web site - <http://oit.tennessee.edu/exchange>. This web site is evolving and will provide:

- A project chronology with progress updates and significant milestones
- Departmental migration schedules (as they are determined)
- A comprehensive FAQ
- Training options and events
- Instructions for client setup and technical support documentation.

This site is updated frequently, therefore you are encouraged to bookmark it. If at any time you have a question or need assistance, please use the "*Question*" link on the web site and a member of the email project team will respond.

In addition to the project web site, there are other options to obtain information about the overall project and specific tools. These options include participating in announced product demos or connecting through constituent groups (e.g. UWA Workgroup Managers, Statewide IT Council, LANMAN, etc). You also have the option of joining a new listserv designed to share information and technical updates also posted on the project web site. To subscribe to the UT Email listserv list go to:

<http://listserv.utk.edu/archives/utemail.html> and click on Join/Leave the list. You will receive a return email indicating subsequent listserv instructions.

This project is important to every faculty, student, and staff as it will result in much-improved opportunities for communication and collaboration across the university. We look forward to working with you.