

From: BusinessAffairs Advisory Forum <BAAF-L@LISTSERV.UGA.EDU> on behalf of Kathy R. Pharr <pharr@UGA.EDU>
Sent: Thursday, March 21, 2013 10:02 AM
To: BAAF-L@LISTSERV.UGA.EDU
Subject: FW: UGA to upgrade email, calendar system to Office 365
Attachments: Memo-Office 365 Upgrade.pdf

Dear BAAF Members:

Please see the announcement on the new email and calendaring system that I am forwarding on behalf of EITS. If you have any questions, please contact Mike Lucas as is indicated at the end of the message.

FYI,
Kathy

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BAAF:

EITS is announcing that UGA will migrate its email and calendar system to Office 365 in August.

The most noticeable change for users is that after the upgrade they will have two accounts — their UGAMail account and their personal Microsoft consumer account.

We have information about the upgrade at <http://office365.uga.edu>. More details — including FAQs — will be posted soon and throughout the time before to the migration.

Please read below and share with others in your department.

Thanks,
Kerri

The University of Georgia will migrate its email and calendar system from Microsoft's Live@edu to the company's Office 365 starting at 10 p.m. on **Friday, Aug. 2**, and continuing through **Sunday, Aug. 4**.

For this upgrade, users should be prepared for email access to be intermittent during the upgrade time period. Microsoft is requiring its educational institutions to upgrade to Office 365 by September. Approximately

115,000 UGA Live@edu accounts will be upgraded to Office 365, and this maintenance window was chosen because it falls between the summer and fall 2013 semesters.

Microsoft is investing hundreds of millions of dollars to upgrade its basic email, collaboration and productivity tools to the Web. UGA will benefit with this upgrade to Office 365 at no cost to the University.

Several changes will be apparent after this change. After the upgrade, all users will have **two accounts** — their UGAMail account, which is managed by the University; and their personal Microsoft consumer account, which is managed by Microsoft and provides access to Microsoft's consumer services, such as SkyDrive.

Initially, user names and passwords will remain the same for both accounts. But, if users change their personal Microsoft account password, they will no longer be in sync with their University password.

The new personal Microsoft accounts will continue to allow users to access SkyDrive, Skype (Messenger) and other Microsoft consumer services. Users will need to verify their Microsoft consumer accounts after the upgrade themselves.

One of the key benefits of this upgrade is that it will increase users' UGAMail storage from 10GB to 25GB.

Some older software packages, such as Office 2003 or Internet Explorer 7, will not be supported by Office 365. Users are encouraged to ensure they have the appropriate software prior to the upgrade. A list of all supporting web browsers, operating systems and software will be available at <http://office365.uga.edu>.

During the upgrade weekend, those using mobile devices or connected by an email client should not see any disruption of service. However, those actively logged into the Outlook Web Application may be asked to restart their web session.

After the upgrade, the University's email and calendar service will no longer include a UGAMail logo or other UGA-specific designs. Microsoft doesn't allow branding for its Office 365 educational institutions.

As part of the technical upgrade, the University will not be able to create new UGAMail accounts or process password changes from Friday, Aug. 2 until possibly Wednesday, Aug. 7. Those needing new UGAMail accounts or password changes during that time may contact the EITS Help Desk at 706-542-3106 or helpdesk@uga.edu.

The University's central IT department — Enterprise Information Technology Services — manages UGAMail accounts. EITS will provide more information about the upgrade as it becomes available at <http://office365.uga.edu>. The University community is encouraged to check the website for updates prior to August.

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Attachment: Memo-Office 365 Upgrade.pdf

Note: Sent on behalf of Michael Lucas. For questions or comments, please contact him at mlucas@uga.edu.

Thanks,
Kerri

Kerri Testament
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The University of Georgia

Enterprise Information Technology Services

MEMORANDUM

DATE: March 21, 2013

TO: Vice Presidents, Vice Provost, Associate Provosts, Academic Deans,
Departments Heads and Directors

FROM: Michael Lucas, Associate Chief Information Officer for
Infrastructure and Research Computing 

SUBJECT: UGA to upgrade email, calendar system to Office 365 on Aug. 2-4, 2013

The University of Georgia will migrate its email and calendar system from Microsoft's Live@edu to the company's Office 365 starting at 10 p.m. on Friday, Aug. 2, and continuing through Sunday, Aug. 4.

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Cc: Business Affairs Advisory Forum
University Strategic Communicators
Information Technology Managers Forum
Identity Management Functional Advisory Committee
Enterprise Information Technology Services
UGA Networking Group