I. Welcome and Introduction: Julie Suess

II. Items Resolved
a. Migration strategy for Meeting Maker
   i. Friday 12.10 is the last day for Meeting Maker use. Monday 12.13 UAConnect becomes the official campus calendar. Thursday 12.23 Meeting Maker will go permanently offline.
   ii. Room accounts will be created
      1. Question 1: Rooms and resources?
         a. Answer 1: Only rooms can be resources in UAConnect, not other resources such as phones or projectors
      2. Question 2: When will the rooms be in?
         a. Answer 2: Patti F’s team is working this week on entering them. They have to be manually entered.

b. Mobile device synchronization
   i. CIO is funding AstraSync for faculty and staff for BlackBerrys.
   ii. Other mobile devices use ActiveSync.

c. DSVs and Departmental Accounts
   i. Abbreviations to be used in departmental names went out to Net Discuss listserv.
      1. Question 3: Not Net Managers listserv?
         a. Answer 3: We can post them to Net Managers.
      2. Question 4: When will DSVs be available?
         a. Answer 4: We are finalizing the system. They should be available by the end of the week.

d. Student employee accounts
   i. Recommend requesting DSV accounts if they have students who need to manage a calendar.
   ii. Most student collaboration will be possible using UAConnect in conjunction with Google Apps.

e. Mailbox forwarding
   i. Submit requests for mailbox forwarding to the 24/7.

f. Department aliasing
   i. There is no “send as” capability with aliases. “From” name will be @email.arizona.edu address.
      1. Question 5: Is there a workaround for aliases in the OWA?
         a. Answer 5: No.

g. Accounts for retired staff
   i. Will be live@edu
   ii. Will be in place mid to late spring 2011
h. Scheduling migrations
   i. Use the feedback form on the website.
   ii. Migration of central server email will complete early spring semester
   iii. Question 6: What are the consequences if we don’t migrate?
       1. Answer 6: At some point the central email servers will go away. If you have not activated your UAConnect, you will not get email and will lose your old email.
   iv. Question 7: My department may not be able to migrate all at once.
       1. Answer 7: That’s okay. We will give departmental IT staff the ability to move people as you need.
   v. Question 8: I have a user whose migration failed.
       1. Answer 8: She doesn’t need to re-activate. We get reports hourly and manually restart all migrations that need it.
   vi. Question 9: Do you have a strategy to migrate Thunderbird?
       1. Answer 9: There is a software called Transcend Migrator that works very well. It has a cost. We can post the information in Net Discuss and the FAQs.

i. ITAR/Export-controlled email
   i. Will be a separate email account, in addition to UAConnect account
   ii. Will be in place mid to late spring 2011
   iii. People needing ITAR-compliant email cannot migrate yet, per the VP Research

III. Items Outstanding
   a. Folder item limitations
      i. The root folders for Inbox, Sent Items, and Deleted items are limited to 20,000 messages.
         1. Sub-folders under these can have as many items as you want
      ii. The root folders for Calendar and Contacts can only have 5,000 items.
      iii. Microsoft will take items over the limit and automatically move them into an archive sub-folder
         1. This will happen at migration and regularly thereafter, not just during migration
      iv. Question 10: Is that total or each?
         1. Answer 10: Each folder can go up to the limit.

IV. Common Myths
   a. UITS has been hearing some common beliefs—please help correct the misinformation
      i. IT Staff can activate users.
         1. Each user must activate with NetID and password
         2. IT staff do authorize people for activation
      ii. Once activated, you can’t access email until migration is complete.
         1. You can access new email in UAConnect immediately
         2. Old email is still available in WebMail
      iii. You can’t forward UAConnect email to another address
         1. You can’t do it yourself—you submit a request to the 24/7
      iv. You can’t migrate or send attachments
         1. You can migrate or send attachments up to 30MB

V. Timeline
   a. December
      i. Continue campus deployment and demonstration training sessions.
      ii. Dec 10, last day for Meeting Maker use.
      iii. Dec 13, UAConnect becomes campus calendar.
      iv. Dec 23, Meeting Maker is taken offline.
b. January
   i. Finish central server migrations/continue demonstration training sessions.
   ii. Additional Guidance Committee Meetings to be schedule

VI. Questions
   a. Question 11: I’ve had issues exporting address books from WebMail. Is there an easier way than exporting the CSV and removing all the quotation marks?
      i. Answer 11: No. As far as we know, you have to open up the CSV in Excel and search and replace to remove all the quotation marks.
   b. Question 12: Is there any assistance for departments who don’t have IT staff?
      i. Answer 12: You should submit a ticket to the 24/7. Provide a point of contact to be the person who will organize the information on your department. Please recognize that we have a finite number of staff as well.
   c. Question 13: When requesting room resources, what is the difference between an owner and delegates?
      i. Answer 13: The owner is the person who requests the resource from us—the point of contact between UITS and the department. The delegates are all those who are authorized schedule/approve use of the room. It can be everyone in your department or a limited number of admins.
   d. Question 14: What do we need to provide you with, regarding our existing department accounts and the new department accounts we are requesting?
      i. Answer 14: Tell us the department accounts you want in UAConnect, your existing department accounts, and which old account forwards to which new account. We need to map the forwards correctly.

VII. Feedback and next meeting
   a. Next meeting will be scheduled in January.
   b. Visit uits.arizona.edu/uaconnect for more information.
   c. Contact Net Managers and IT staff.

VIII. Adjourned at 3:00pm