TO DO LIST

PROJECT: EMAIL MIGRATION TO OFFICE 365
WHO: UCO FACULTY & STAFF

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| 01  | KNOW THE MIGRATION SCHEDULE | Unless contacted by OIT about being in an early migration group, the general schedule is as follows:  
Staff & Organizational Mailboxes  
♦ From Dec 12th at 5pm to Dec 15th at 8am  
Faculty Mailboxes  
♦ From Dec 17th at 8am to Dec 21st  
Check the FAQ on the project website for what to expect during account migration. | |
| 02  | COMPLETE THE PRE-MIGRATION CHECKLIST BY DECEMBER 5TH | ♦ Find and manage any folders larger than 5000 items  
♦ Find and manage email messages 25MB and larger  
♦ Empty Deleted Items and delete unnecessary emails  
Check the project website for step-by-step instructions. | |
| 03  | SIGN UP FOR TRAINING IN THE LEARNING CENTER | ♦ Sign up for training classes in December to learn about the migration and pre-migration checklist  
♦ Sign up for training classes in January to learn how to use the new Office 365 webmail | |
| 04  | RECONNECT YOUR MOBILE DEVICES AFTER ACCOUNT MIGRATION | Follow the instructions for your device or contact the Service Desk for assistance.  
www.uco.edu/technology/catalog/email.asp | |
| 05  | CONTACT THE SERVICE DESK WITH ANY QUESTIONS | If you have any questions, please contact the UCO Service Desk at 405-974-2255 or by email at support@uco.edu.  
The Service Desk will be available by phone only on December 22nd and December 23rd from 10am - 2pm to address any email questions. | |

For more information including a list of frequently asked questions, check out the project website.

techprojects.uco.edu/office365