

Hello everyone:

We are making good progress with the email calendar replacement project and I wanted to let you know of some new resources you can access. We have updated the email calendar replacement project Website (<http://ets.fhda.edu/exchange>) to include the following new information:

1. *New video clips* that you can view to learn the basic features and functionality of Microsoft Exchange email and calendar suite and the Outlook Web Access (OWA) client.
2. *A consumer preview of Exchange*, which you can access on the Web to try out the new features of Exchange and OWA. This preview system is isolated from our live production system (which we are currently building) and any information that you enter in it will be removed through a nightly refresh process. We have attached user instructions with this email to help get you started on using the *consumer preview* system. Please feel free to experiment and try out the features of the new system.

The project team is currently assembling system components and preparing the system for the go-live launch date in July. We anticipate that system configuration and testing will be completed by the end of this month and we will start migrating the first batch of users from our old SendMail / Meeting Maker systems to the new Microsoft Exchange system starting in early June.

For detailed information, please visit our project web site: <http://ets.fhda.edu/exchange>

Thank you for your support of this important project!

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