Dear College Administrators, Managers and Classified employees:

I like to remind you of the upcoming Tuesday pre-conversion meeting and other important calendar dates, these meetings will be scheduled in your Meeting Maker calendar for your convenience.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity - Meeting Time &amp; Location</th>
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</thead>
<tbody>
<tr>
<td>Before June 19, 2012</td>
<td>Read Outlook FAQ</td>
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</tbody>
</table>
| Tuesday June 19, 2012 | Pre-conversion meeting for De Anza Administrators, Management and Classified staff  
10:00 to 11:00 AM - DA conference room A&B |
| Wednesday, June 20, 2012 | Pre-conversion meeting for Foothill Administrators, Management and Classified staff  
2:30 to 3:30 PM – FH 5015 |
| Friday June 22, 2012 | Administrators, Management and Classified staff conversion (both colleges)                        |
| Thursday June 28, 2012 | Post-conversion meeting for Administrators, Management, and Classified staff  
2:30 to 3:30 PM – FH D270 |
| Monday July 9, 2012 | Meeting Maker turned off                                                                           |

Below are some of the useful training sessions and materials for your reference:

**How to Learn to use Outlook Web Application (OWA)**

1. **Help** - [http://ets.fhda.edu/call_center/OutlookGuides](http://ets.fhda.edu/call_center/OutlookGuides). This link is where you can access video training and read detailed descriptions of how to use OWA.
2. Attend a training session.
3. Just try it.

**Training Classes** - All training materials created for classes will be available on-line.

1. **Overview – Outlook Web Application (OWA)**
   a. Method: Demo only
   b. Audience: Pre-conversion end users looking for an overview of what is coming.
   c. Frequency: Once weekly on each campus, last week in May and the first, second and third weeks of June –
   d. Enrollment: No signup required – just show up
   e. 20 minutes on E-Mail
   f. 20 minutes on Calendar
   g. 20 minutes for Questions
   h. Schedule:
      - Thurs. 6/21 12-1 PM Foothill Toyon Room,
      - Thurs. 6/21 9-10 AM De Anza Admin 109

2. **Getting started with OWA**
   a. Method: hands on in computer lab
   b. Audience: Post-conversion end users
   c. Frequency: Once weekly on each campus, first week in June through the end of June
   d. Enrollment: **Signup required.** Send e-mail to Kari Elliott (elliottkari@fhda.edu) to request class. You will receive a meeting maker to confirm your enrollment and telling you where the class will be held.
   e. One hour
   f. Covers Messages send/receive/save/retrieve
   g. Schedule:
      - Wed. 6/27 9-10 AM Foothill
      - Fri. 6/29 11-noon De Anza

3. **Outlook Calendar – Good by Meeting Maker**
   a. Method: hands on in computer lab
   b. Audience: Post-conversion end users
   c. Frequency: Once weekly on each campus, first week in June through the end of June
d. Enrollment: **Signup required.** Send e-mail to Kari Elliott (elliottkari@fhda.edu) to request class. You will receive a meeting maker to confirm your enrollment and telling you where the class will be held.

e. One hour

f. How the Outlook Calendar Works
g. Moving your Appointments to Outlook

h. Schedule:

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<tr>
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<td>10-11 AM</td>
<td>Foothill</td>
</tr>
<tr>
<td>Fri. 6/29</td>
<td>12-1 PM</td>
<td>De Anza</td>
</tr>
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4. **Setting up my Mobile Device**
   a. Method: hands on in computer lab
   b. Audience: Post-conversion end users
   c. Frequency: Once weekly on each campus, first week in June through the end of June
   d. Enrollment: **Signup required.** Send e-mail to Kari Elliott (elliottkari@fhda.edu) to request class. You will receive a meeting maker to confirm your enrollment and telling you where the class will be held.
   e. One Hour
   f. Covers iPhone, Android, Blackberry and Windows.
   g. Schedule:

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<td>Fri. 6/29</td>
<td>1-2 PM</td>
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5. **Open Lab - Question & Answer Session**
   a. Method: hands on in computer lab
   b. Audience: Post-conversion end users
   c. Frequency: Once on each campus first week of Summer and Fall quarters
   d. Enrollment: No signup required – just show up
   e. Two to three hours
   f. Participants come prepared with Questions.
   g. Schedule:

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<tbody>
<tr>
<td>Mon. 6/25</td>
<td>1-3:30 PM</td>
<td>Foothill D270</td>
</tr>
<tr>
<td>Tues. 6/26</td>
<td>1-3:30 PM</td>
<td>De Anza LCW-16</td>
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**Training Materials** - posted on [Exchange - Outlook Guides webpage](#).

**Microsoft Videos**
   a. Search Mailbox
   b. Set up Redirect Rule
   c. Calendar
   d. Setting up Mobile Device

2. **Brockport College Videos** (8 total)
3. **FAQ**
4. **Getting Started with OWA**
   a. Email Quick Start Guide
   b. Calendar Quick Start Guide
   c. Mobile Device Setup Guide
   d. Contacts Quick Start Guide (coming soon)
   e. Crosswalk – moving from Eudora/Thunderbird to Outlook (coming soon)

5. **Microsoft OWA training links**
   a. E-Mail
      i. Creating a Message
      ii. Basic Tasks in Outlook
      iii. Inbox Rules
      iv. Searching
   b. Calendar
   c. Contacts
   d. Options

6. **Mobile Device Setup**
Chien Shih  
Director of IT and Operations  
Foothill-De Anza Community College District  
Sent from Outlook Web Application (OWA)  
Go live July, 2012  
Email: shihchien@fhda.edu  
mail calendar project web site: http://ets.fhda.edu/exchange