

Dear District retirees:

District is undertaking a project to modernize our email and calendar system, your group will be converted to the new system on June 29, 2012 starting at 6 pm. We anticipate the conversion will be completed no later than Monday, July 2, 2012 at 8 am. More information will be sent to your email address when we are approaching your conversion target date.

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

Date

Activity - Meeting Time & Location

Before June 26, 2012

[Read Outlook FAQ](#)

Tuesday June 26, 2012

Pre-conversion meeting for De Anza retirees
10:00 to 11:00 AM - De Anza campus Conference room A&B

Wednesday, June 27, 2012

Pre-conversion meeting for Foothill retirees

2:30 to 3:30 AM - Foothill campus Room 5015

Friday June 29, 2012

Retirees conversion (both campuses)

The pre-conversion meetings set up above will provide you with materials and trainer led support sessions, I highly recommend you to take time to participate in any of the session that fit your schedule.

Thank you.

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>