

From: Chien Shih <shihchien@fhda.edu>

Sent: Tue, June 12, 2012 12:11:48 PM

Subject: To all Faculty *** email calendar pre-conversion meeting schedule change *** Please read

This email is to all Faculty members

This is a follow up notice regarding the change of schedule to FH Part time faculty pre-conversion meeting

**the original schedule was set to June 19, we have to move it to June 18, 2012
The change is due to the facility availability, please make a note to your schedule**

Dear Faculty:

I like to inform you that District is on a fast track to convert our current email calendar (Eudora/Meeting Maker) system to Outlook and Exchange, there are pre-conversion preparatory sessions available for all faculty members, I like to call to your attention to make your self available to attend one of the following sessions listed below, we are going to cover the same basic materials and things you need to be aware of during the transition to our new Outlook/Exchange mail and calendar system.

Meeting

Date

Time

Location

FH Faculty pre-conversion meeting

6/13/2012 2:30 PM -3:30 PM

Foothill 5015

DA Faculty pre-conversion meeting

6/14/2012 9:00 AM - 10:00AM

DeAnza Conf A

**FH Partime Faculty pre-conversion meeting 6/18/2012 3:30 PM - 4:30 PM
Schedule Change**

Foothill 5015 <===

DA Partime Faculty Pre-conversion meeting

6/19/2012 1:00 PM - 2:00 PM

DeAnza Conf A

If you cannot attend the above sessions, **Remember to read the following before your conversion date:**

<http://fhdafiles.fhda.edu/downloads/callcenter/OutlookFAQ.pdf>

<http://fhdafiles.fhda.edu/downloads/callcenter/EMailQuickStart.pdf>

Please also visit our web site and link to training materials which will help you during the transition.

<http://ets.fhda.edu/exchange>

http://ets.fhda.edu/call_center/OutlookGuides

We expect to convert the faculty members in early July. You will receive an e-mail notifying you of your exact conversion date one week before your conversion.

Thank you for your support!

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>