

Exchange Conversion Testing

Email

Conversion/Migration

- Confirm all email was transferred from Sendmail to Exchange
- Confirm that all folders setup via Webmail were transferred from Sendmail to Exchange

Manipulating Email Messages

Confirm that transferred email can be:

- Accessed
- Printed
- Replied to
- Forwarded
- Moved to another folder
- Deleted

Creating New Email

Confirm that new email can be:

- Composed
- Access to District-wide address book
- Ability to change fonts within email message text
- Embed URL web links
- Include attachments
- Move from Sent folder to another folder

Receiving Email

Confirm that received email can be:

- Accessed
- Printed
- Replied to
- Forwarded
- Moved to another folder
- Deleted

Folder Creation

Confirm the following can be performed:

- Create a folder
- Rename a folder

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- Move messages into a folder
- Delete messages from a folder
- Reply to messages stored in a folder
- Forward messages stored in a folder
- Print messages stored in a folder
- Sort the contents of a folder by:
 - FROM field
 - DATE field
 - SUBJECT Field

Email Search

Confirm the following can be performed:

- Be able to find an email with a specific text search argument

Email Archive

Confirm that email can be:

- Moved to the Archive
- Retrieved from the Archive
- Deleted from the Archive

Calendaring

Meetings – One Time Event

Confirm the following can be performed:

- Create a meeting
- Record information in the meeting such as objectives and agendas
- Invite FHDA attendees using an Address Book
- Invite non-FHDA attendees
- Select a meeting location from a list of rooms
- Be able to check on the availability of attendees and room locations
- Have Exchange auto-select the first date/time when all meeting attendees and room locations are available
- Print the meeting contents
- Be able to view the meeting to determine which attendees have:
 - Accepted
 - Declined

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- Not acted on the invitation

Meetings – Reoccurring Event

Confirm the following can be performed:

- Create weekly events
- Monthly events
- Variable schedule events (First Tuesdays, Last Thursdays, Last week, etc)

Activities

Confirm the following can be performed:

- Create an activity
- Record information in the activity
- Be able to hide the contents of the meeting from others

Banners

Confirm the following can be performed:

- Create a Banner for a specified number of days
- Modify an existing Banner
- Deleted an existing Banner

Calendar Views

Confirm the following can be performed:

- View by Day
- View by Week
- View by Month
- Be able to print each view

Proxies (Calendar Sharing)

Confirm the following can be performed:

- Give proxy access to another person
- Revoke proxy access
- View calendar with multiple proxies defined

Exchange Administration

Confirm the following can be performed:

- Change password
- Set automatic replies (Out-of-the Office message)
- Record Contact Information