­To: All Staff

From: Information Technology

Date: June 5th

RE: Transition Update: Final Cleanup Stages

**Transition Update: Final Cleanup Stages**

We are in the final cleanup stages of the transition from GroupWise to Outlook, and to date, we have successfully transitioned 6,800 mailboxes. If your mailbox has not been transitioned yet, you will be moved to the new platform during our last cleanup group on the evening of Wednesday, June 12th.

**Resource Transition**

Along with the remaining mailboxes, we'll also be transitioning our resources (Rooms, Equipment, and Vehicles) during this final phase. To ensure a smooth transition, these resources will be temporarily unavailable from 1:00 PM on July 12th until approximately 5:00 AM on July 13th. If you have an emergency during this time, please reach out to the respective Resource Owner.

Please note that only appointments that were created January 2023 onward will be transitioned to Outlook. We've identified some issues with recurring appointments, so you may need to resend a few of them after the transition.

Starting June 13th, all resources will be viewable and manageable exclusively through Outlook.

**Appreciation and Learning Opportunities**

We extend our sincere gratitude for your patience, understanding, and dedicated efforts in embracing this new system. Your commitment to learning has been truly inspiring.

For those of you who have completed the online mini-videos, we have an exciting surprise in store! Prize draws will take place on June 14th, so if you haven't already, there's still time to train and enter to win at <https://outlookhub.tbh.net/InstructionalReferences>.