Sites Affected	• All
Service(s) Impacted	SMTP Relay - During this downtime, any systems/applications that use SMTP mail relay (internally/externally) will NOT be delivered. This includes, but not limited to: • Printer scan to email • Building maintenance alerts • System maintenance alerts • Redcap emails • IS reporting emails **Note:** Access to email (Outlook), and sending and receiving of internal/external email will NOT be affected. Only those systems/applications that use the SMTP relay will be impacted.
When	Date: **Wednesday, June 18 2025** Start Time: 19:00 hrs EST End Time: 22:00 hrs EST
Action Required	**Prior to Downtime:** • If required, make alternate arrangements if email notifications from systems are affected **Following Downtime:** • Mail will relay email again for those affected services
Why	• To update the software to the latest version as per Microsoft requirements

Ensure this information is distributed / posted for all affected staff.

Questions or comments? Contact TBRHSC/SJCG Help Desk
(807) 684-6411 | 1-888-291-9636 | help@tbh.net