

Outlook Email/Calendar at Jefferson Lab

Email Transitions have already started

Calendar Cutover is TBD
(Early January)

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Overview

Office 365

- What is Office365
- Why is Jefferson Lab moving to O365
 - **Current Zimbra users only. Non Zimbra users continue to use Webmail.**

Outlook

- Migration to Outlook plan
- Client configuration guides
- INBOX Rules
- Outlook Calendar
- Demos

What is Office 365 (O365)

Office 365 consists of many applications.

- Outlook (Email, Calendar, Tasks)
- Office on the Web (Word, Excel, PowerPoint)
- OneDrive
- Sharepoint, OneNote, Skype
- And more..

We are only talking about Outlook (Email and Calendar) today. The other applications will be rolled out in stages in the months ahead. The web versions of Office products (Word, Excel, PowerPoint) are available immediately



Why move to O365?

There are many reasons for JLAB's move to O365:

- Improve collaboration
 - Share OneDrive folders to Anyone
 - Share Outlook Email folders to Anyone
 - Simultaneous document editing
 - View/Edit Word, Excel, PowerPoint from any device
- Cloud
 - Secure global access to email and files
 - Dynamic resource expansion in times of heavy usage
- Other labs are going towards O365 (ORNL, FNAL, INL, BNL, ANL)
- Cost Savings by eliminating costs to maintain and license current on premise solutions.
- More space – A lot of it..
 - Outlook: Default quota is 50GB per user.
 - OneDrive: Default quota is 1TB per user.

Outlook Cutover Plan

- Your email (INBOX and all folders) is already being copied into O365 daily.
- Now until December Shutdown
 - All current Zimbra users will have their Email transitioned into O365 Outlook in stages (~300 users a week by division, schedule on next slide). Once a user is transitioned, they will either use the O365 Outlook Web App, or reconfigure their current email program (i.e. Thunderbird) to access Email. Users will stop getting mail delivered to Zimbra. Email will be delivered to O365 email INBOX instead. A final message will be delivered to the Zimbra INBOX to serve as a reminder that the Zimbra account is no longer receiving any new messages.
 - **Will still use Zimbra for Calendar**
- Cutover – Early January 2019
 - Calendar: All Zimbra calendars will be migrated into O365 (users and rooms)
 - Briefcase: To manually migrate your Zimbra briefcase you can download your files to your desktop and then upload them to your OneDrive. You will then be able to share any file you like to anyone.
 - SPAM Filtering: will no longer go through ProofPoint. It will be done by O365.
 - Will require repopulation of personal Blocked/Safe lists currently in Proofpoint

Outlook Transition Schedule

Date	Division(s)/Group(s)
December 5, 2018 (Wednesday)	Physics
December 7, 2018 (Friday)	CFO, CPO, COO, Theory, Directorate, Lab Leadership
December 12, 2018 (Wednesday)	Engineering
December 14, 2018 (Friday)	ESH&Q, Facilities, IT, LCLS-II, Misc.
December 19, 2018 (Wednesday)	Accelerator

Client Configuration Guides

<https://cc.jlab.org/o365>

Supported Client Programs:

- Office 365 Web App (Email, Calendar, Contacts, Tasks)

Self Supported Client Programs:

- Thunderbird (Email only)
- Microsoft Outlook Desktop Program (Email, Calendar, Contacts, Tasks)
- Microsoft Outlook Mobile App (Email, Calendar, Contacts, Tasks)

Guides for setting up these programs online at cc.jlab.org/o365

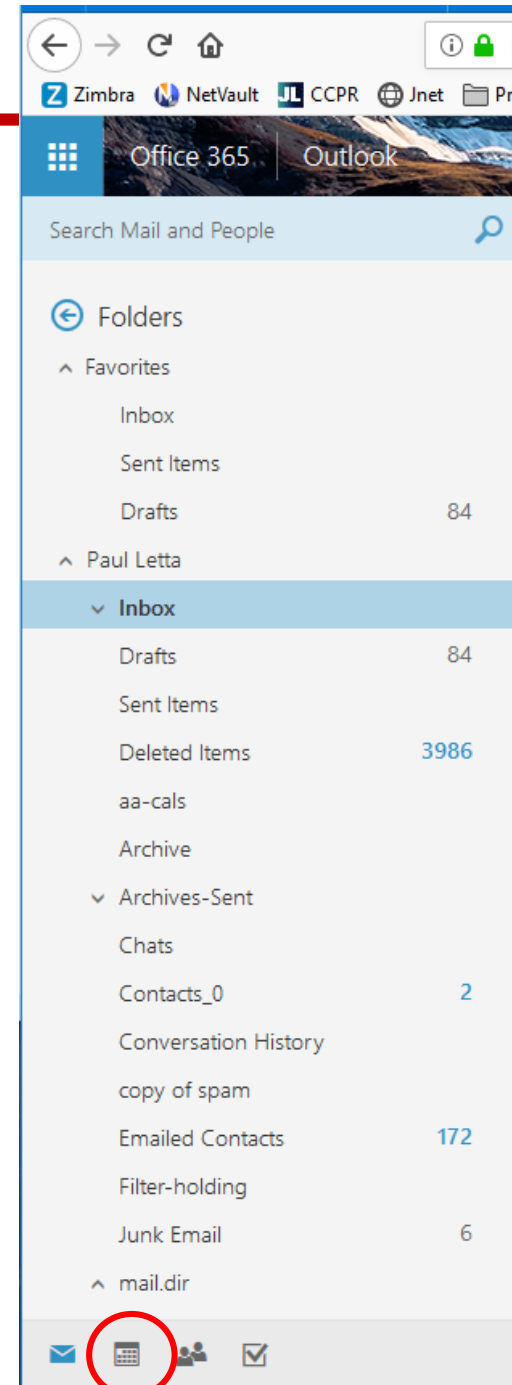
INBOX Rules

- Zimbra mail filters are called INBOX Rules in Outlook. They can be setup by users to automatically file messages into folders.
- Users must manually setup new email filters in Outlook.
- We recommend setting up your inbox rules as soon as possible, following your transition. This will ensure your inbox doesn't get overrun with emails that were previously filed into other folders.
- Zimbra will remain online until late January 2019 so that you can reference your previous Zimbra filters.

Guides for setting up inbox rules are online at:
<https://cc.jlab.org/o365>

O365 Calendar Guide

- The calendar in O365 is very similar to the calendar in Zimbra. There are 4 small icons in the lower left hand corner of both the Outlook Web App and the Outlook Desktop App. These 4 icons are for: Email, Calendar, Contacts, and Tasks. The calendar is accessed by clicking on the calendar icon.
- Meeting rooms will only accept recurring meetings for 400 days. Any recurring meeting that extends beyond 400 days, will be declined by the room.
- Current Zimbra forever meetings will be truncated to only last until the end of 2019.
- Reminder when booking rooms: Check the rooms response email to ensure the room did not decline your meeting. Rooms will decline a repeating meeting for all occurrences – even if only a single occurrence has a conflict. This is the same as Zimbra.



Q&A and Demo

After your transition:

1. Go to **portal.office.com** instead of zimbra.jlab.org
2. Reconfigure your email clients (Only if required)
3. Setup INBOX rules as needed
4. Keep using Zimbra for Calendar
5. If you use the Zimbra briefcase, put your files into your OneDrive
6. **Allow 24 hours for synchronization finalization**

After cutover:

1. Calendar, Contacts, and Tasks will be migrated from Zimbra to O365
2. Go to **portal.office.com**