

UVU Employee Email Migration Fact Sheet

- ❖ **Will my new GroupWise account login/ID be changed?**
YES. You will login using your UV ID and password (Same as UVLink login).
- ❖ **What will my new address be?**
Your new email address will be, by default, the same as it currently is - sixlastnametwofirstname@uvu.edu or firstname.lastname@uvu.edu. There will be flexibility to choose an additional email name, but that request will go through an approval process unless it meets certain pre-defined standards. You will be able to choose which email address is your outgoing address (there is only one outgoing address).
- ❖ **When should I start using my new uvu.edu email address in the new email system?**
Individual accounts are now available. To migrate to your new account, visit <http://myemail.uvu.edu>. If you have problems after reading carefully through the web site, please call the HelpDesk at ext. 8888. You will use <http://myemail.uvu.edu> to complete all phases of the transition. Please bookmark or add this site to your favorites, and visit it often to keep up with the changes.
- ❖ **When can I start using generic/group email addresses in the new email system?**
Accounts relating to a function and not an individual such as it@uvu.edu are available now upon request. To request the generic accounts such as registration@uvu.edu, please visit Advanced Options from the <http://myemail.uvu.edu> web site to submit your request. When the new account is available, you will be notified.
- ❖ **How long will the old UVSC email system be available to access my old emails, address book and calendar?**
The old system will be available until early 2009 after which it will be turned off. Since retention policy only keeps the email 135 days, all email in the old account will be gone by then anyway. Old email, calendar items and address books in the old system will not be automatically moved to your new account and system.
- ❖ **How long will I continue to receive email from people using my old uvsc.edu email address?**
They can be forwarded by the system for at least 5 years or until you choose not to receive them. During that time, you will have the choice of when you want to stop receiving them. The system will give users the control of forwarding/moving their uvsc.edu email to their new uvu.edu account or to turn-off uvsc.edu email from being delivered. This will be your choice. However, no new email to uvsc.edu will go to the old account once you have transitioned to the new system. The emails from your old account will be marked or separated so that you will know which ones came to the old address so that you can notify senders of your new address.
- ❖ **I am getting new business cards or preparing printed materials for next year. What should I do?**
Your new address is available now. Please order limited materials where possible until you are using your new address.
- ❖ **What should I do to notify everyone in my address book of the change of email address?**
Additional information is published at <http://myemail.uvu.edu>. There are good ways and bad ways to do this, so please watch the web site for information.
- ❖ **I am currently syncing to a PDA/smartphone. What will have to be done to it to get the new email and calendar?**
Some devices will have to be re-programmed and then synced to the new system depending on the device and how you are currently accessing email and calendar. This functionality is now available in the UVU system, so see the web site (<http://myemail.uvu.edu>) for details.

Note: Rules, address books, old emails, calendar items, to do lists, archives etc. will have to be moved, migrated or re-created in the new system. Instructions and tutorials on how to do this are available on the web site (<http://myemail.uvu.edu>).