Report to Staff Senate on  
Email Steer Committee  
May 10, 2010

1. The Email Steering Committee makes recommendations to the Strategic 
   Technology Enterprise Committee (STEC).
2. Information Technology department is developing a process for migrating 
   GroupWise email to Microsoft. They will work with Tier I’s in each unit to help 
   coordinate this migration. 
   A. They are developing best migration strategies, communication strategies and 
      training and support plans. 
3. The migration is scheduled as follows: 
   A. Student’s will be changed from GroupWise to Outlook Live 
      i) Newly Admitted students – Fall 2011 
      ii) Current student – After graduation in Spring 2011. 
   B. Faculty and staff will be changed to Microsoft Exchange 
      i) Pilot will be conducted in Summer 2011.  
      ii) Will migrate all faculty in Fall 2011.  
   C. Still working on strategies for retirees and sponsored accounts. 
   D. UofL Hospital is meeting with UofL with the hopes of migrating their accounts 
      with us. 
4. The Information Technology department is working with Legal and University 
   Archives. They recommend that the university implement a centralized email 
   archival process to improve compliance with university archive and retention 
   policies. 
   A. Archives will be moved ahead of email migration. 
   B. They are working out a system with the advice of the steering committee on what 
      can be archived and how long archives can be kept. 
5. Address book. 
   A. Will integrate email address books between Outlook Live & GroupWise and later 
      Exchange. 
   B. Continuing the migration of address books between Faculty/staff/student 
      accounts and UofL Hospital and UPA 
   C. Will continue to have the option to receive email from a Preferred Email Address 
      (PEA).