United States Department of Agriculture

NRCS

Natural Resources Conservation Service, State Office, 100 USDA Suite 206, Stillwater, OK 74074-2655 (405) 742-1206

April 23, 2004

OKLAHOMA BULLETIN NO. OK270-4-5

SUBJECT: IRM – Exchange Mail

Purpose: To provide information on the migration process to Microsoft Exchange email.

Expiration Date: September 30, 2004

Migration of the USDA email system from the UnixWare© based POP servers to Microsoft Exchange servers will begin next week. The state office will be migrated first, starting on April 28th. Migration of the Field Service Centers and other offices will begin May 3rd, and is expected to be completed by the end of May. Email for conservation district employees will not be affected by this process, they will continue to utilize the OCC Exchange server.

The state Information Technology (IT) staff will handle most of the migration tasks. This work must be closely coordinated with the users. Each USDA email user will be expected to do a few steps in the process. A member of the IT staff will contact each office shortly before the migration for that office is to begin, to ensure that everyone understands their role in the process. The IT staff member may be from either NRCS, FSA, or RD.

Each office will receive an email message two or three days prior to the beginning of the migration, alerting the employees to the actual date the process will begin. A telephone call will be made to the office on the afternoon of the conversion to remind users of what they must do prior to close of business for the day (day 1.) At that time, any USDA user using Outlook "Rules" must save the rules. Additional instructions will be provided for saving the "Rules." They should also download any existing messages from the UnixWare server (do a Send/Receive while in Outlook). Processing of changes to the Active Directory system and to the UnixWare servers will take place overnight. When users come to work the next day (day 2), they will do a final download of messages from the UnixWare systems. This must be done for all users and should be done as early as possible on day 2.

During the morning of day 2, each office will receive another telephone call from an IT staff member asking users to log off and then log back on to their primary workstation. When the user logs back on to their workstation, a script will run which will modify their Outlook profile so that email is sent and received through servers at Fort Collins, Colorado. The user will then complete the setup of Outlook by performing a few steps in the Exchange Mail Users Guide, which is available on the Intranet web site (intranet.ok.nrcs.usda.gov.) The total amount of time required for these steps should be less than 15 minutes per employee.

If you have questions about the Exchange migration process, contact Harold Kane (405 742-1231) or Lou Ann Walker (405 742-1230). If IT assistance is needed with Outlook during the migration, contact Tammy Lawless (580 298-3281) or Wanelda Corbin (580 323-3733).

/s/ (Leslie R. Conner – Acting)

M. DARREL DOMINICK
State Conservationist

DIST: AE

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