

Microsoft is coming – R U Ready?

Use this handy checklist to *make sure U R Ready for the Microsoft migration!*

Outlook Checklist

- Review and reduce your GroupWise email (especially everyone emails with attachments) as much as possible
- Print your March and April calendar.
- Register for Outlook training.
- Create screen shots of any Rules or saved Filters you would like to recreate in Outlook – they will NOT be migrated.
- Frequent Contacts will not be migrated - move them to your personal address book before the migration to save them.

File Checklist

- Have you moved any needed document/files from your local desktop/C: drive to your H: drive?
- Have you made a copy of your Internet Favorites and/or Bookmarks?
- Make a list of applications **that you installed** like your book or demo software so that you know what you will need to re-install after your workstation has been re-imaged.
- Print critical documents needed during migration weekend – prepare for no access to your files during the migration period.