

The Changing Collaboration Environment At WMU

Faculty Senate Brief

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Why are we changing Email?

- Our current provider (Merit of Michigan) is going to cease to provide email services

Why are they doing that?

It is hard to compete against **FREE**

What were our options?

- Find another provider who can deliver the same email as Merit (Webmail Plus)
- Google Mail (Gmail)
- Office 365

March 1 2015 – July 2015: A task force comprised of technical, functional and security teams to look at our options and develop pros and cons for each

This project was called



The recommendation for Office 365 was made to and approved by the IT Executive Advisory Board on September 21, 2015

The product approved was



W-Exchange

Powered by Office 365

- Email
 - 50GB quota
 - Unlimited archive
- Calendar
- Contacts/Address book
- Tasks
- Online Storage (briefcase)
 - 1TB quota
- Online versions of Word, Excel, PowerPoint, OneNote, etc.
- Alumni Accounts
- Rule-based forwarding
- More to come later

Branding

Webmail+ → **W**-Exchange
Powered by Office 365

Communication Channels

- Senior Leadership
- Provost's Council
- IT Exec. Advisory Board
- Faculty Senate
- AITC
- IT Professionals Groups
- Business Managers Group
- Exec. Assistants Group
- WSA & GSA (pending)
- Open familiarization sessions
- Retirees and Alumni
- Mass email to entire University
- Emails to each individual 3 days prior and day of migration
- WMU Today (email)
- Western News (print)
- Fliers in University mailboxes
- Posters in department offices
- Elearning news
- GoWMU announcements
- wmich.edu/email

Familiarization

- Open familiarization sessions
 - February 18, 2016 from 9a-10:30a in Schneider Hall room 2000
 - February 26, 2016 from 1:30p-3:00p in Schneider Hall room 2000
- Video tutorials
- Self-help instructions
- Executive assistant training
 - Calendar sharing and management
 - Account delegation

www.wmich.edu/email/migration



1. PRE-
MIGRATION
CHECKLIST

WHAT WILL
MIGRATE?



2. SCHEDULE AND
NEXT-DAY SUPPORT

FAMILIARIZATION AND
LEARNING



3. POST-
MIGRATION
CHECKLIST

FREQUENTLY
ASKED QUESTIONS