

Lotus Notes to UDMail Transition Timeline

Faculty and Staff Forwarding Lotus Notes

Review and complete the pre-transition checklist before leaving campus for the Thanksgiving holiday

The migration (copying) of faculty and staff data from Lotus Notes to UDMail will occur in several phases:

Phase 0	Friday, Nov. 25 9:00 a.m. – 11:59 a.m.	Incoming email sent to you after 9:00 a.m. will be routed to UDMail instead of forwarding to your preferred mail client. By 12:00 p.m. (noon), you may access NEW mail in your UD Google account by logging in with existing LDAP credentials at http://porches.udayton.edu. Look in the <i>UDmail</i> channel in the center column (you will first have to accept the Google Terms of Service)
Phase 1	Friday, Nov. 25 – Monday, Nov. 28	Migration (copying) of the following data from Lotus Notes to UDMail should be completed by Monday morning: <ul style="list-style-type: none">• Most recent 30 days of email• Calendar entries from Jan. 1, 2010 forward• Contacts visible from http://notes.udayton.edu If you would prefer data from your Lotus Notes account NOT be copied to UDMail, delete it prior to 9:00 a.m. 11/25 If you would prefer, resume forwarding of your mail to an alternate mail client. NOTE: Mail residing in your Lotus Notes account may migrate to your alternate email address if you forward mail prior to Dec. 9, 2011
Phase 2	Monday, Nov. 28 – Friday, Dec. 9	Users should plan to complete the Post-Transition Checklist upon their return to campus. Migration (copying) of the remainder of Lotus Notes email to UDMail.

NOTE: Mail sent from your UDMail account will have the sending address **[UDusername]@udayton.edu**