

Lotus Notes to UDMail Transition Timeline

Faculty and Staff Using Lotus Notes

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

The transition 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.	<p>Incoming email (all email sent to you after 9:00 a.m.) will be routed to UDMail instead of Lotus Notes.</p> <p>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).</p> <p>Older mail is still accessible via Lotus Notes, but edits/changes should be kept to a minimum as they may not be reflected in UDMail. Users in Lotus Notes over the Thanksgiving weekend may be automatically logged out by our system administrator if necessary to complete the migration process.</p>
Phase 1	Friday, Nov. 25 – Monday, Nov. 28	<p>Migration (copying) of the following data to UDMail:</p> <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 <p>Users should plan to complete the Post Transition Checklist upon their return to campus.</p>
Phase 2	Monday, Nov. 28 – Friday, Dec. 9	<p>Migration (copying) of the remainder of Lotus Notes email to UDMail</p>
Phase 3	Friday, Dec. 9 – Friday, Jan. 27	<p>Identify emails, calendar entries, or contacts that did not transition as expected and take corrective action as needed (see Post Transition Checklist item 8).</p>
Phase 4	Spring 2012	<p>Migration of Lotus Notes archives to UDMail as requested; watch for more information in January 2012</p>

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