

From: White, Gordon
Sent: Wednesday, March 28, 2018 11:32 AM
Subject: LCOM Distribution List Migration

Good Afternoon,

In the coming weeks, the college's email distribution lists will be changing, so we wanted to reach out to you as a distribution list manager. Starting Tuesday, April 3rd, existing distribution lists will be moved to Office 365. We expect all of our lists to be migrated over the following three days.

All lists will be renamed to reflect the colleges name change:

Old Name: COM *Staff* List
New Name: LCOM *Staff* List

The email address for the distribution list is likely cached (auto completed) in Outlook for anyone who sent email to it in the past. After the migration, you will need to delete this reference and add it again using the Global address book. While the email address is the same, it must be refreshed from the address book in order to work. Here are the steps:

1. Start typing the address in the "To" field of a new email
2. When you see the address option displayed, click on the "X" at the end of the address
3. Click the "To" button to open pull the address from the address book again

Please forward this email on to anyone in your department who sends emails to your distribution list. Once the migration is complete, we will send you another email notifying you the Global Address book has been updated. We ask that you not send email to the distribution lists starting at 8am Tuesday, April 3rd. We will contact you when the migration is complete, we estimate, by noon on Thursday April 5th.

If you must send email to your distribution list during the migration window, please let us know and we will try to accommodate you. The Service center is ready to assist should any issues arise. Please be aware, this will only affect distribution lists hosted by the email server, and not lists hosted by individuals.

Thank you,
Gordon



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