

PRE-MIGRATION READINESS

Email forecast: Outlook is sunny! BCHO GroupWise Email will be migrated to Exchange Online (Outlook) beginning **Friday June 28th**. Over the cut-over weekend mailbox data will continue to migrate and is expected to be completed by Monday July 1st. Please be aware that all of BCHO will go-live in Outlook at the same time.

Moving forward after the cut-over to Outlook, your new email address will be firstname.lastname@ucsf.edu. If you are sent an email to your previous @mail.cho.org address, it will automatically be redirected to your new address.

It is important that you take the necessary steps to ensure a successful migration.

GroupWise data to be migrated includes:

- Email
- Cabinet Folders and their contents
- Calendar appointments
- Contacts
- Personal Address Books and personal distribution lists
- Personal Archives

The following GroupWise information cannot be migrated, but can be recreated in Outlook:

- Signatures
- Rules (*including Junk mail handling*)
- Proxy Access and sharing privileges granted to you or to others
- Permissions and Rules for Shared Cabinet Folders, Shared Calendars and Shared Personal Address Books
- Recurring meetings, however, these *will* migrate as separate/individual meetings

Below are items to check before the migration:

- Carefully review information provided on the project webpage: <https://tiny.ucsf.edu/groupwise>
- Review the Outlook Training Videos and Outlook on the Web cheat sheets and other materials provided on the project webpage

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- If you have given others proxy access to your GroupWise account, you will be able to re-create similar access in Outlook by enabling mailbox access sharing for Email, Calendar, and Address Books.
 - Make a list of the people and the access rights you have granted them in case you want to mimic proxy access in Outlook.
 - **NOTE:** You should not attempt to establish shares in Outlook until Monday morning July 1st
- If you share individual GroupWise Cabinet folders, personal address books, or personal distribution lists, you will be able to re-create this access in Outlook by sharing these items.
 - Make a list of them and with whom they are shared in case you want to re-share them in Outlook.
 - **NOTE:** You should not attempt to share your cabinet folders, personal address books, or distribution lists in Outlook until your migration is fully complete
- If you have created Rules in GroupWise, document the rules in case you want to recreate them in Outlook.
- If you use the GroupWise archiving feature, please refer to the [Migrating GroupWise Archives factsheet](#) for instructions on ensuring your Archive is ready to be migrated.
- As appropriate, print your GroupWise calendar to cover the period of the migration since it could be a few hours to a few days before your existing appointments are moved from GroupWise to Outlook. [FAQ: How to print your GroupWise Calendar](#)
 - **NOTE:** All Calendar events including recurring meetings will migrate up to 12/31/2019. All appointments from 1/1/2020 on will not migrate and must be created in Outlook.

Test your UCSF login credentials:

- A separate email will go out shortly informing you of your UCSF MedCtr credentials and Outlook email address information. Once this is received, follow the instructions to sign in.

Get help with Outlook on the web:

- Visit [Microsoft Help Portal](#)
- Submit a ticket to the IT HelpDesk from the Employee Self Service portal <https://choprod.service-now.com/ess>
- Contact the BCHO Helpdesk via Email at HISHelpdesk@mail.cho.org or by calling 510-428-3885 x4357