Project Status

As many of you are aware, Project Looking Glass took a short six week recess during the months of December and January to allow for team members to support the Banner Human Resources “Go Live”.

During this time, the project team completed some major milestones to include the installation of an Enterprise Blackberry server, which after a successful pilot, is now in production. In addition, the project team was also able to review, recommend, and prepare for the implementation of a more robust anti-spam solution.

With the highly successful launch of Banner HR, Project Looking Glass has resumed its schedule of end-user migrations. We are happy to report that to date, nearly 500 users have been migrated to the new EWU Exchange email system.

Your Questions Answered

Which mobile devices are supported with the new email system?
The new email system (Exchange) allows for mobile, “over-the-air” access to your Exchange server e-mail messages, calendar, and contacts. This service is available with the following mobile devices: iPhone 2.0, Blackberry (all), Windows Mobile Devices 6.0 and higher.

What is happening with Spam and Precisemail?
In addition to the implementation of a new email and calendaring system, Project Looking Glass is addressing the ever increasing spam issue with a more robust spam filter solution. The goal is to provide a spam filtering system that is more user-friendly, will work well with our new Exchange email system, and require little or no modification. Currently the project team is in the process of finalizing plans for the implementation of this new anti-spam solution.
Outlook for Windows

Tip of the Month

Sharing Your EWU Exchange Calendar in Outlook
1. Open Outlook 2007 and click the Calendar navigation button to switch to the calendar view.
2. Click the Share My Calendar... link.
3. You will be prompted to send an e-mail message telling the person that he or she has access to your calendar. You can also request permission to view a recipient’s Calendar by selecting the check box.

Opening a Shared EWU Exchange Calendar in Outlook
1. Open Outlook 2007 and click the Calendar navigation button to switch to the calendar view.
2. Click File > Open > Other User’s Folder
3. Enter the user’s name for the calendar you want to open and click OK.

Entourage for Mac

Tip of the Month

Sharing Your EWU Exchange Calendar in Entourage
To share your calendar with another person using Exchange:
1. Click the EWU Exchange Calendar folder that you would like to share.
2. Hold down the control key (right-click) and click on Calendar [Exchange account] in the list of views. A context menu will open. Select Sharing.
3. Click the Permissions tab.
4. Click Add User.
5. Type the username of the user you are adding, then click Find.
6. In the search results, click the user’s name, click OK.
7. By default, all sharing invitations give the recipient Reviewer status. This allows the person to read your schedule, but not add or change any entries. If this permission level is appropriate, click OK.

TRAINING EVENTS AND OPPORTUNITIES

Instructor Led Training
- MSO 101 - Outlook 2007 Essentials
- MSN 101 - Entourage 2008 Essentials

Online Training
- Outlook 2007/2003 Essentials
- Entourage 2008 Essentials

View & Enroll: www.ewu.edu/trainingscheduler