Project Status
By Greg Crary

Well...it’s rolling! With the official migration underway as of November 3rd, to date we have successfully migrated 141 end-users to the new Microsoft Outlook & Entourage applications. The initial migration began with University Advancement and I am pleased to report that in just a few short weeks, the remainder of Showalter Hall will be migrated with the Red Barn to follow. During the next several months, the University will experience a communications and collaboration transformation.

For those faculty and staff patiently awaiting migration day, I would encourage each of you to attend both the offered training and workshop events. Knowing how to use these tools will contribute to both yours and the project's success. For those already migrated, we are working to deliver more comprehensive course content, with Outlook Advanced Training slated to start in December. Last but not least – we want your feedback, with regards to the delivery of the tools, service, and support. Please email your feedback to lgsupport@ewu.edu

Your Questions Answered

Will we be able to see everyone on campus in the address book?
Yes, the global address list (GAL) will allow you to see contact information for every employee at EWU.

Will I lose any of my email or address book information?
No, all your email and address information will be migrated from your current email client to the new client (Outlook or Entourage).

Will I be able to access my email and calendar online?
Yes, Outlook Web Access (OWA) is the web interface for the new Eastern Exchange server. Once you are migrated to the new system you can use OWA to access your email and calendar, just go to: http://exchange.ewu.edu

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
Open Workshops
Thursdays 3:00 - 5:00 PM, Monroe Hall 318

View & Enroll: www.ewu.edu/trainingscheduler

November/December 2008
Outlook for Windows

**Tip of the Month**

The **Quick Access Toolbar** allows you to quickly access items you use most frequently. The Quick Access Toolbar is located in the upper-left corner next to the **Microsoft Office Button** (default location).

If you don’t want the Quick Access Toolbar to be displayed in its current location, you can move it to the other location. Just Click **Customize Quick Access Toolbar**.

In the list, click **Show Below the Ribbon** or **Show Above the Ribbon**.

To add a command to the Quick Access Toolbar:

1. On the Ribbon, click the appropriate tab or group to display the command that you want to add to the Quick Access Toolbar.
2. **OR**, Right click the command, and then click **Add to Quick Access Toolbar** on the shortcut menu.

Entourage for Mac

**Tip of the Month**

The **Favorites Bar** in Entourage allows you to add shortcuts to almost anything in the folder list including mail folders, saved searches, newsgroups, address books, or the To Do List.

To add a folder to the Favorites Bar:

1. In the folder list, locate the folder that you want to add to the Favorites Bar.
2. Drag the folder to the Favorites Bar.
3. **Option**: Right-click or Control-click on the item's icon and select Add to Favorites Bar.

To add a search to the Favorites Bar:

1. Locate the saved search under **Mail Views** that you want to add to the Favorites Bar.
2. Drag the saved search to the Favorites Bar.

---

<table>
<thead>
<tr>
<th>Looking Glass Project Team</th>
<th>LEAD</th>
<th>E–MAIL</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>Greg Crary</td>
<td><a href="mailto:gcrary@ewu.edu">gcrary@ewu.edu</a></td>
<td>x2375</td>
</tr>
<tr>
<td>End User Training</td>
<td>Jodie Moore</td>
<td><a href="mailto:jmoore@ewu.edu">jmoore@ewu.edu</a></td>
<td>x6341</td>
</tr>
<tr>
<td>Policy &amp; Procedure/Security</td>
<td>Skye Hagen</td>
<td><a href="mailto:shagen@ewu.edu">shagen@ewu.edu</a></td>
<td>x6695</td>
</tr>
<tr>
<td>End User Support</td>
<td>Bill Heissenbuttel</td>
<td><a href="mailto:lgsupport@ewu.edu">lgsupport@ewu.edu</a></td>
<td>x4099</td>
</tr>
<tr>
<td>Marketing &amp; Communication</td>
<td>Greg Crary</td>
<td><a href="mailto:gcrary@ewu.edu">gcrary@ewu.edu</a></td>
<td>x2375</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>John McBeth</td>
<td><a href="mailto:jmbeth@ewu.edu">jmbeth@ewu.edu</a></td>
<td>x7080</td>
</tr>
<tr>
<td>Virtualization (VMWare) &amp; Active Directory</td>
<td>Matt Brown</td>
<td><a href="mailto:mbrown@ewu.edu">mbrown@ewu.edu</a></td>
<td>x6972</td>
</tr>
<tr>
<td>Storage Area Network</td>
<td>Dave Dean</td>
<td><a href="mailto:ddean@ewu.edu">ddean@ewu.edu</a></td>
<td>x2256</td>
</tr>
<tr>
<td>Exchange 2007</td>
<td>Tony LaSoya</td>
<td><a href="mailto:tlasoya@ewu.edu">tlasoya@ewu.edu</a></td>
<td>x2299</td>
</tr>
<tr>
<td>Integrated Authentication</td>
<td>John Gasper</td>
<td><a href="mailto:jgasper@ewu.edu">jgasper@ewu.edu</a></td>
<td>X6419</td>
</tr>
</tbody>
</table>