Overview

Moving to the University email server is a good opportunity to take a few moments and clean out email you no longer need. As part of the process, we are asking you to do the following:

1) Delete any email you don't need or leave it on the CDM server.
2) Move old email you don't access often, but wish to retain, to a PST file.
3) Move any remaining email you wish to carry over to the University system.

You will need to use a full version of Outlook to accomplish these tasks. Adjunct Faculty are encouraged to use their office computers.

Anyone who wishes to do this from home, and doesn't have a copy of Outlook, can purchase a copy of Microsoft Office for $9 from this site: https://offices.depaul.edu/information-services/services/Software/Pages/Software-for-Personal-Computers.aspx . Please select the link labeled: "Microsoft Office Home Use Program".

 This document has the following sections:

1) Differences between CDM and DPU Email Systems
2) How to Archive Email to a OLM File
3) Setup a connection to University Email Server
4) Move Email from CDM Account to DePaul Account
5) Accessing Email older than 18 months using Outlook and Outlook Web Access

Change Log

Any changes to this document will be listed in this section.

10/28/2016: Initial Version

10/31/2016: Added more information about what happens during the transition.

What happens during the transition?

Current Setup:

Everyone has a DePaul Account (DPU) that forwards email to CDM. Up until this point, you have been able to ignore the DePaul account since email was automatically forwarded to CDM. Notice in this diagram my azoko@depaul.edu email gets forwarded to the CDM server. My Outlook only points to the CDM server.
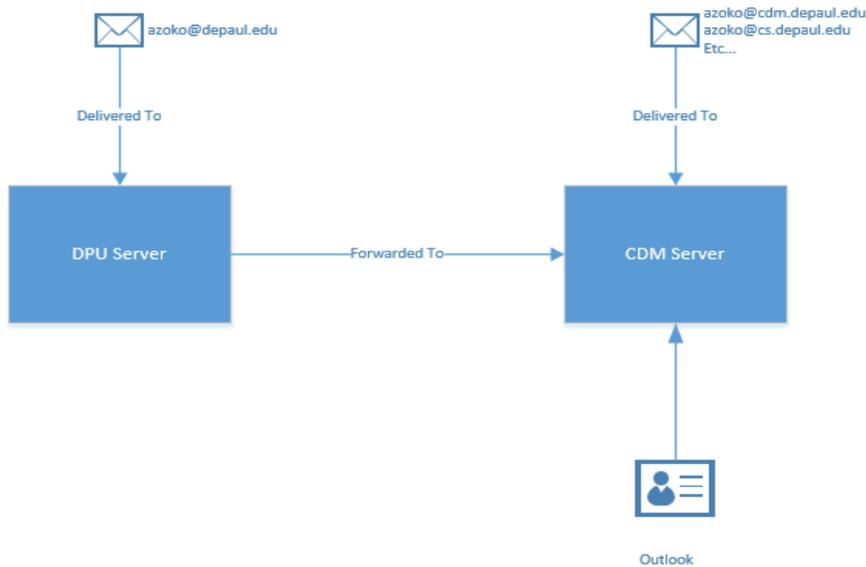
Interim Phase:

What we are asking you to do now is make a connection to your DePaul account so you can copy email to it. DePaul Email will continue to be forward to CDM for the time being.
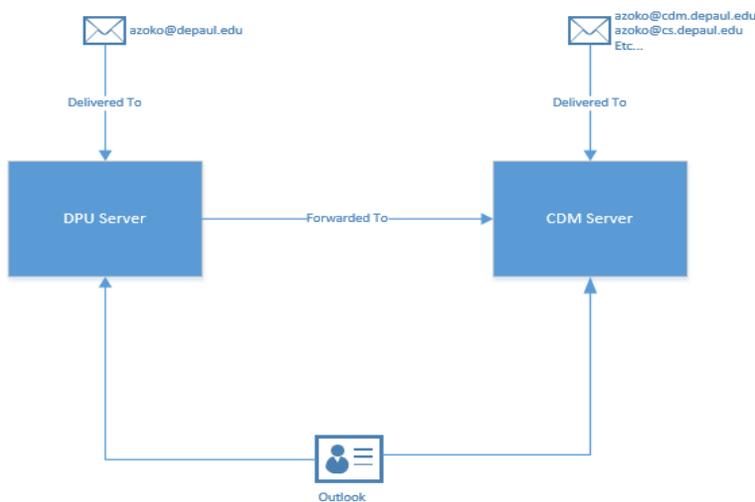
Cutover Phase:

Around December 9th, ***forwarding will automatically be turned off*** and all DePaul and CDM email gets delivered to your DePaul account. Notice azoko@depaul.edu and azoko@cdm.depaul.edu now pointing to the DePaul server.
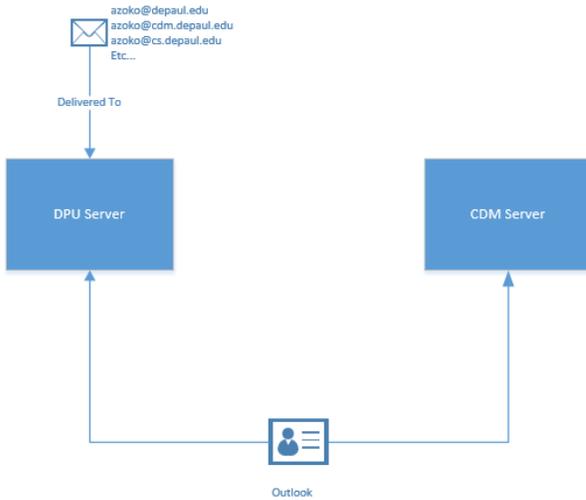
FINALIZATION PHASE

Finally, after the cutover, you will have one month to move any remaining email left in your CDM account to the DPU account. When you are done, you can remove the CDM account and just leave the DPU account connected to Outlook.
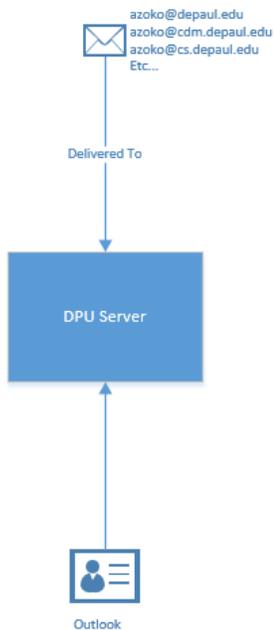
Section 1: Differences between CDM and DPU Email Systems

IMPORTANT: Please take note of the following changes you will experience when moving to the University email account.

Address book – Be aware the University Address Book contains a list of all currently active Faculty and Staff from all areas of the University. You may find more contacts that look similar to each other. Pay close attention to ensure your email is going to the intended recipient. Simply typing "dmiller" may end up resolving to one of five recipients.
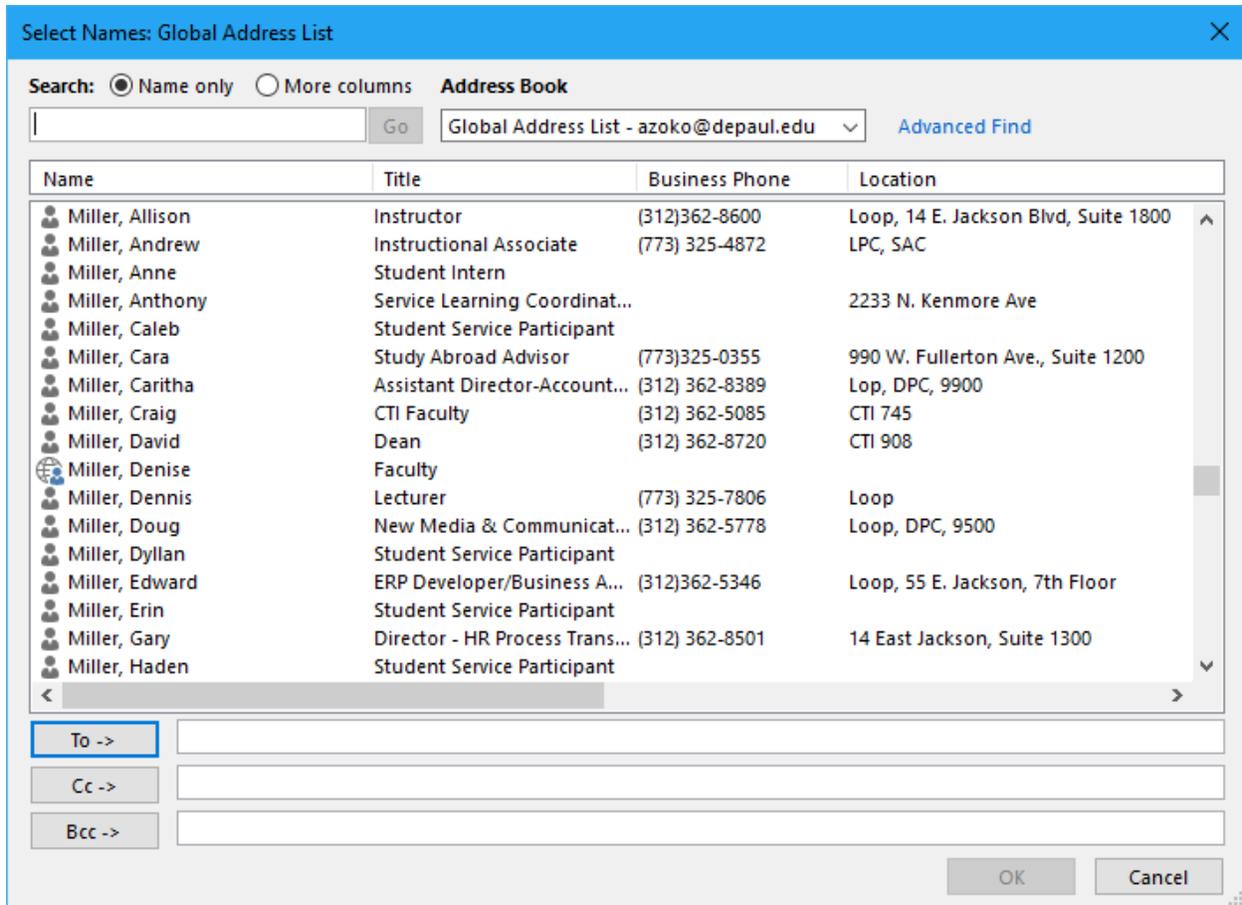
Groups Names - CDM has many distribution lists that we use to send internal email. Examples of these include: FulltimeFaculty, AdjunctFaculty, AllStaff etc. Since these groups take on a different context at the University level, all of our distribution groups will be migrated and prefixed with "CDM-". FulltimeFaculty becomes CDM-FulltimeFaculty.

Old Email – For performance reasons, emails older than 18 months are automatically archived on the server. Please see Section 5 of this document for more information.

Section 2: How to Archive Email to your Mac

PST Archives allow you to take email that is on the server and move it to a local file on your computer.

WARNING: Email archived will be removed from the server and only available on a computer that has this archived data. You can copy the file to multiple computers.

Based on the following article: http://www.cumc.columbia.edu/it/howto/email/arch-mac.html

Part 1: Ensure "On My Computer" folder is showing.

Step 1:

Click "Outlook", Preferences", "General" and make sure "Hide On My Computer folder" is NOT selected.
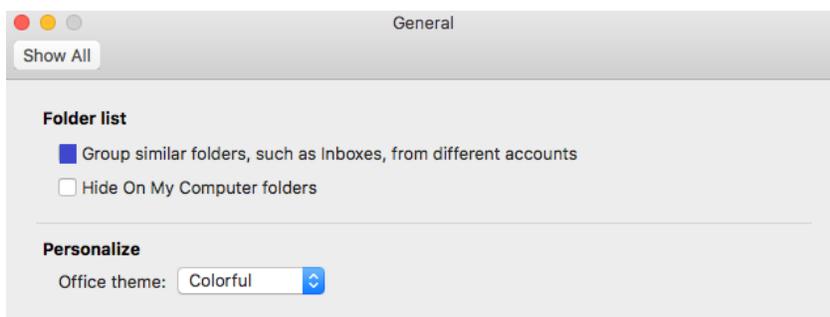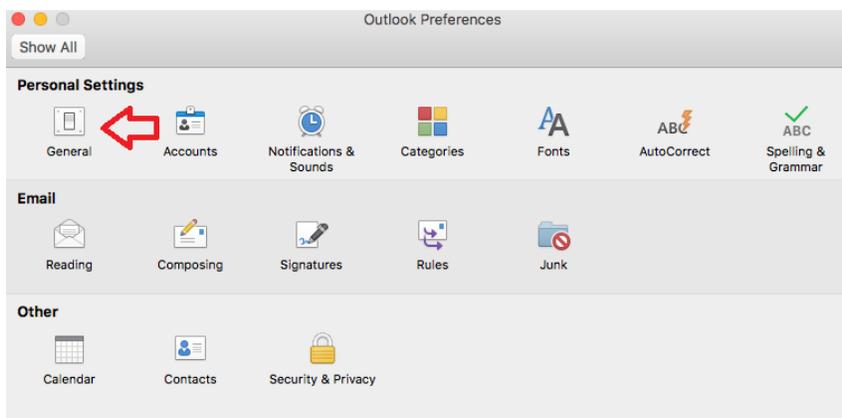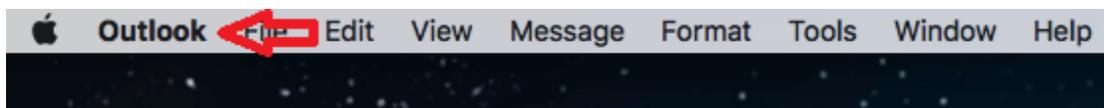
Step 2: Create an Archive Folder
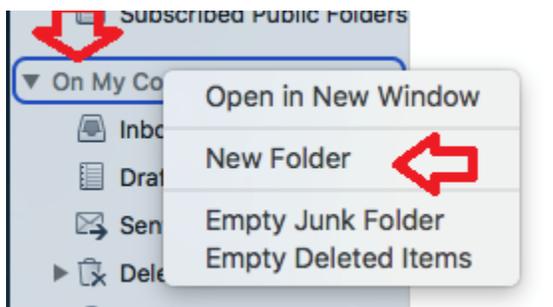
Name it ARCHIVE
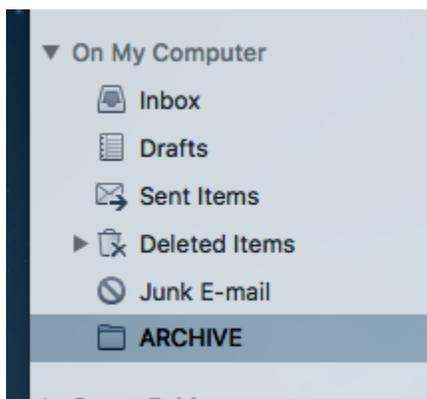
Part 2: Set up an Outlook Rule to Archive

1. On the Menu Click Rules, Edit Rules
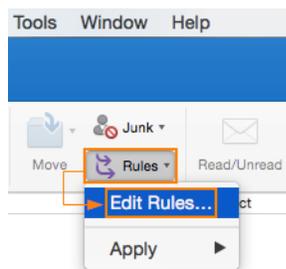
2) Create a "Client Rule for Exchange"
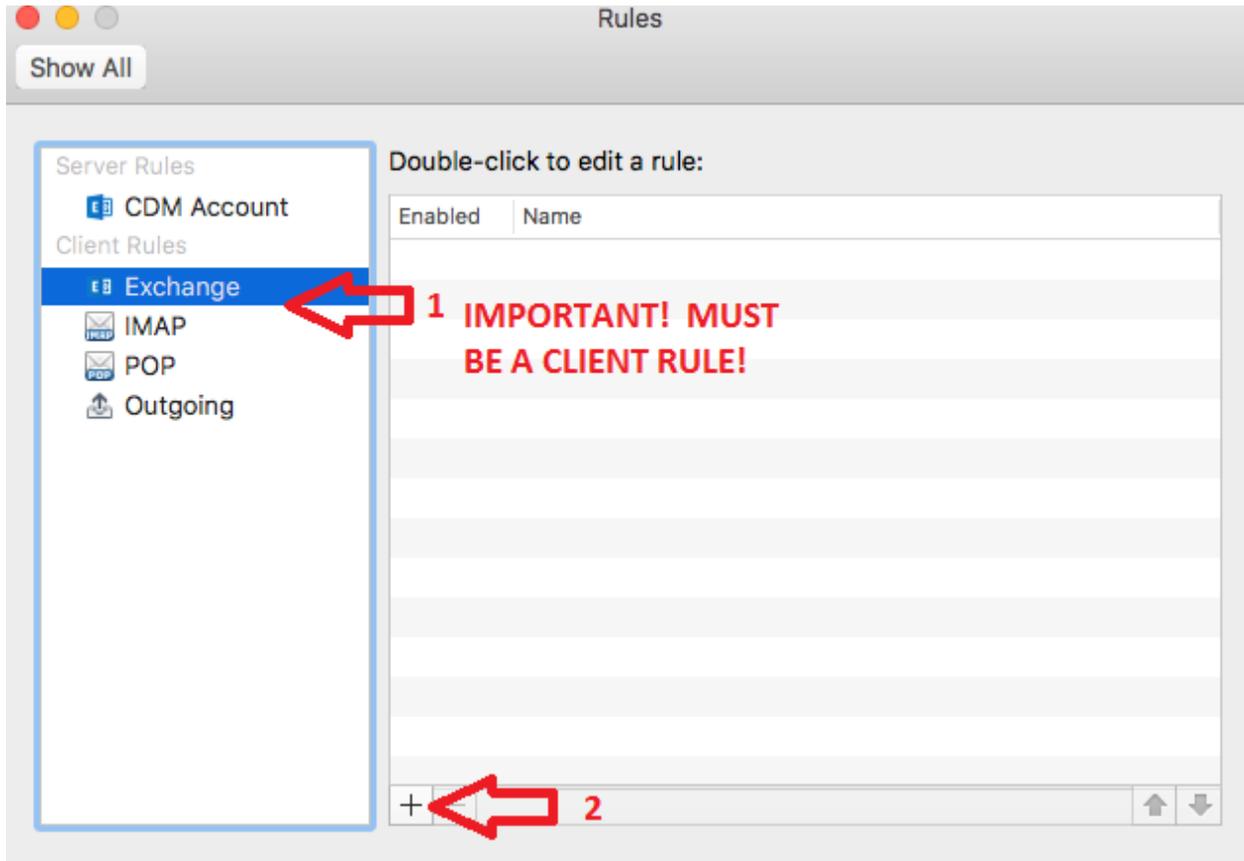
4) Enter the following conditions. Note: Change the days to whatever value works for you. Here, I am archiving items over 1 year old.
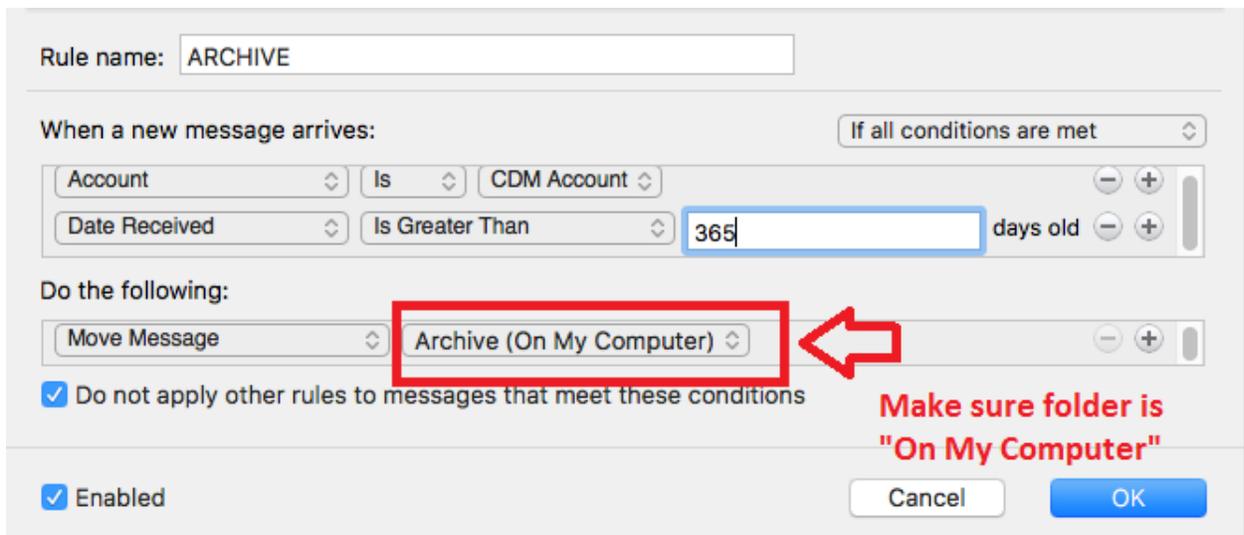
Step 5: Run the Rule
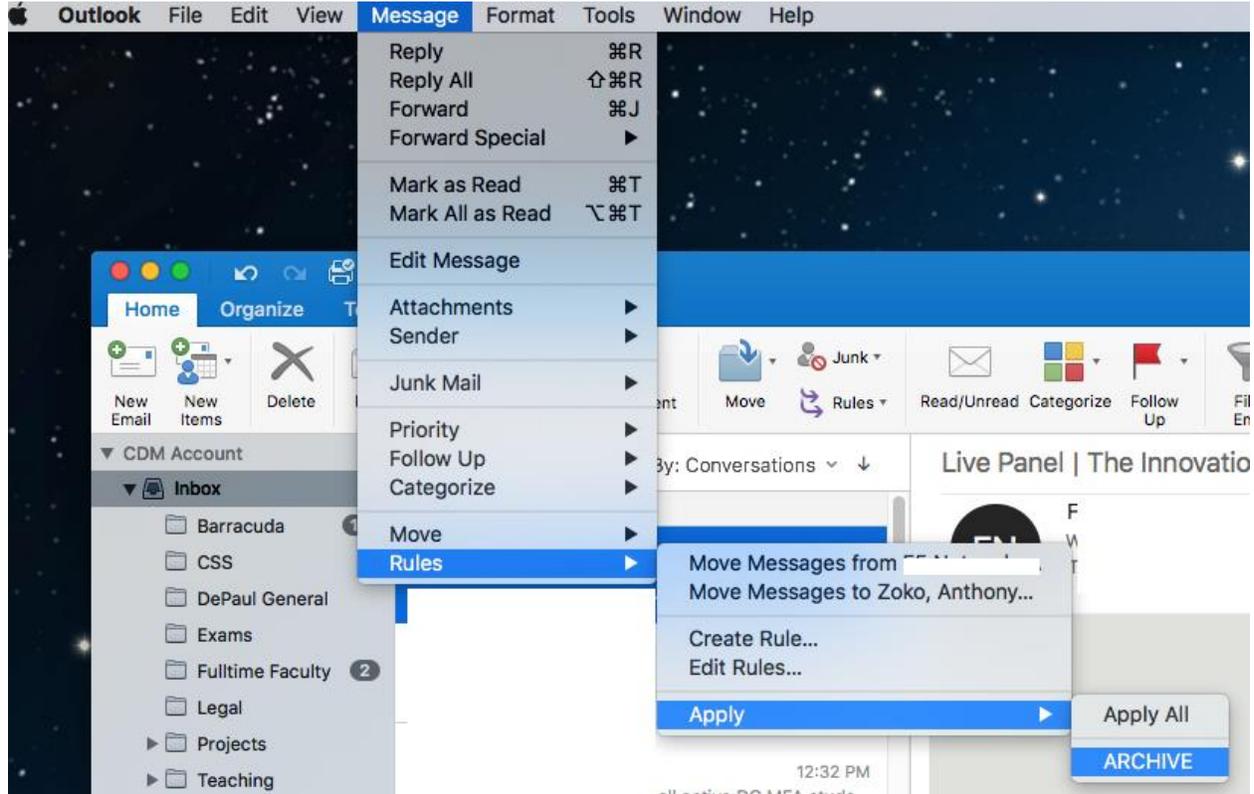
Step 6: Know the location of your File! You need to make a copy of the folder "Microsoft User Data" from within your "Documents" Folder
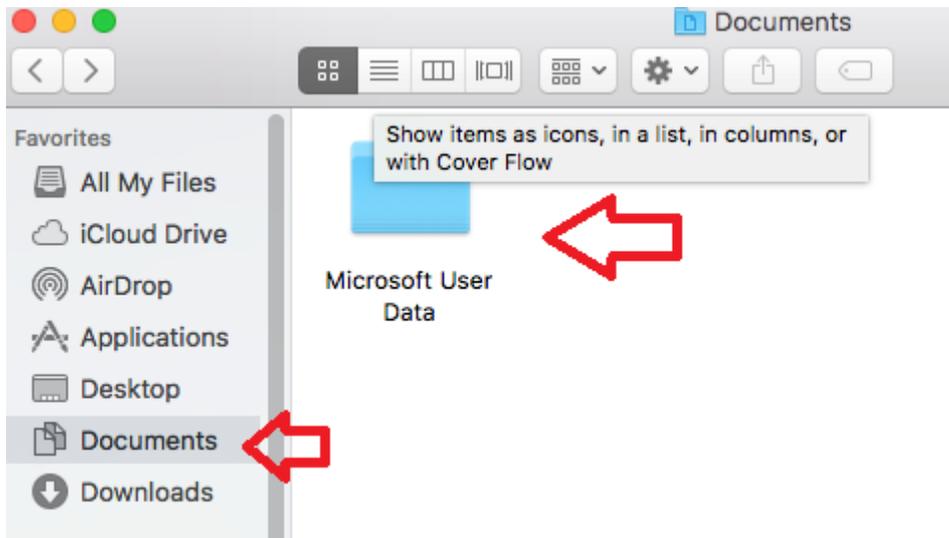
Part 3) Setup Connection to University Account

IMPORTANT: You must complete Step 2 before you start this step. Due to policies on the University server, the Archive to PST option will not show up once you complete this step.

1) On the left hand side, you will see a list of existing mailboxes your Outlook client is connected too. Majority of users will just see one, however, some users may have shared mailboxes available.
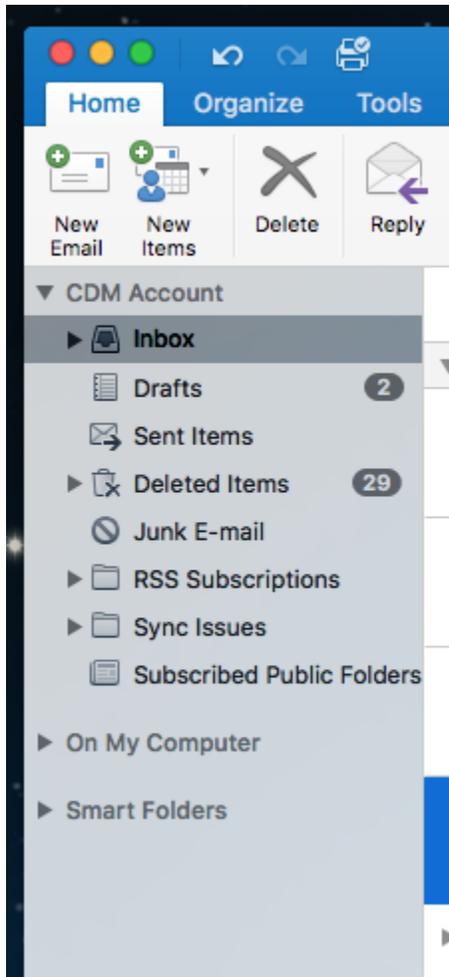
2) To add your DPU account, click "Tools", "Accounts"
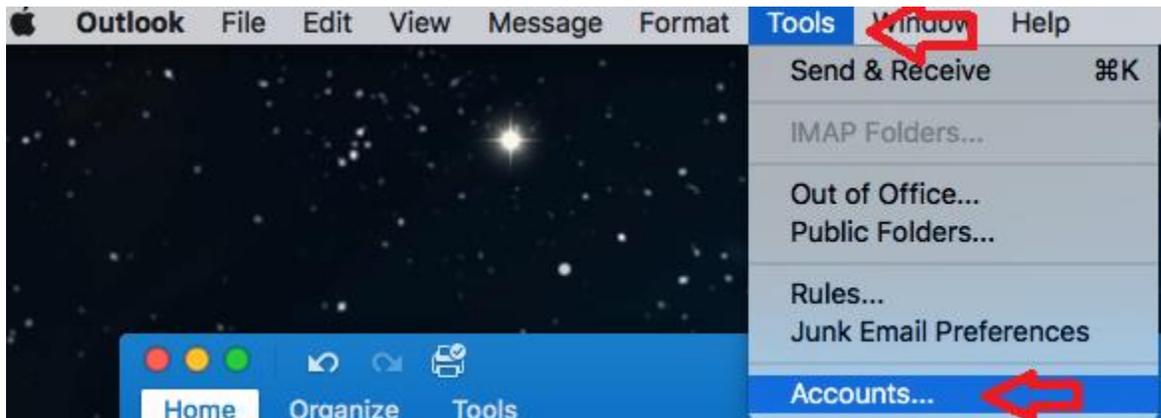
Click the "+" icon and select "Exchange"
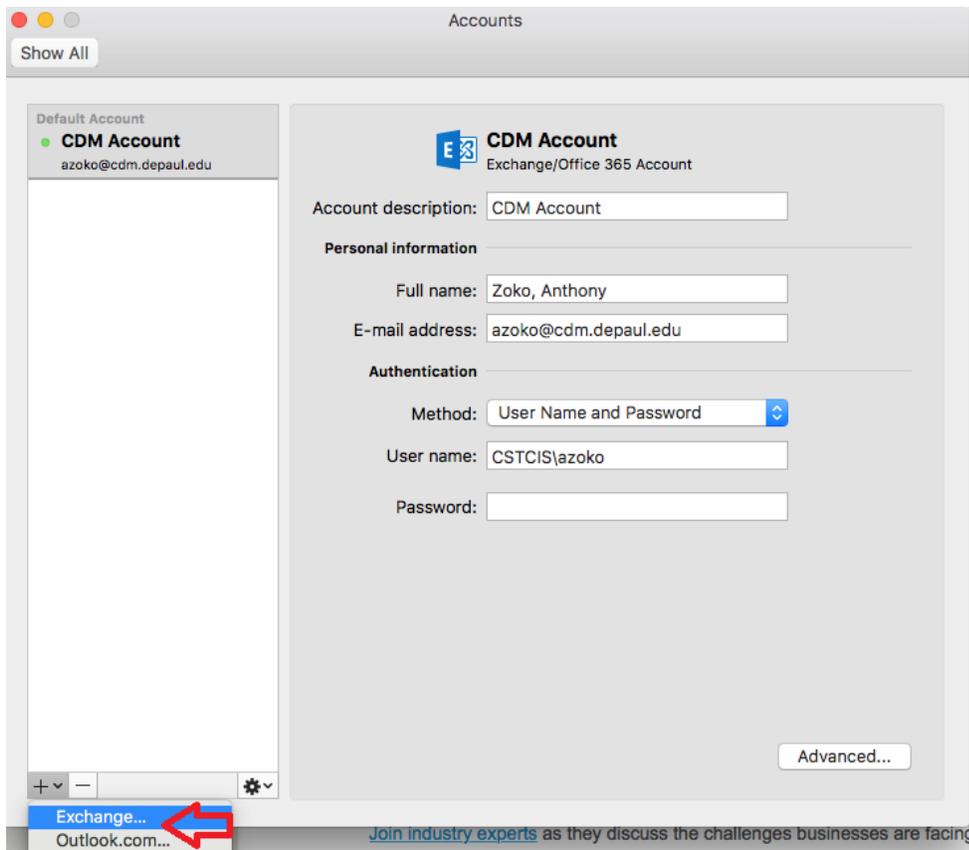
3) Enter your University account information. Email Address will be (campus connect username)@depaul.edu. User name will be DPU\Campus Connect Username and the Password will be the same as your Campus Connect account.
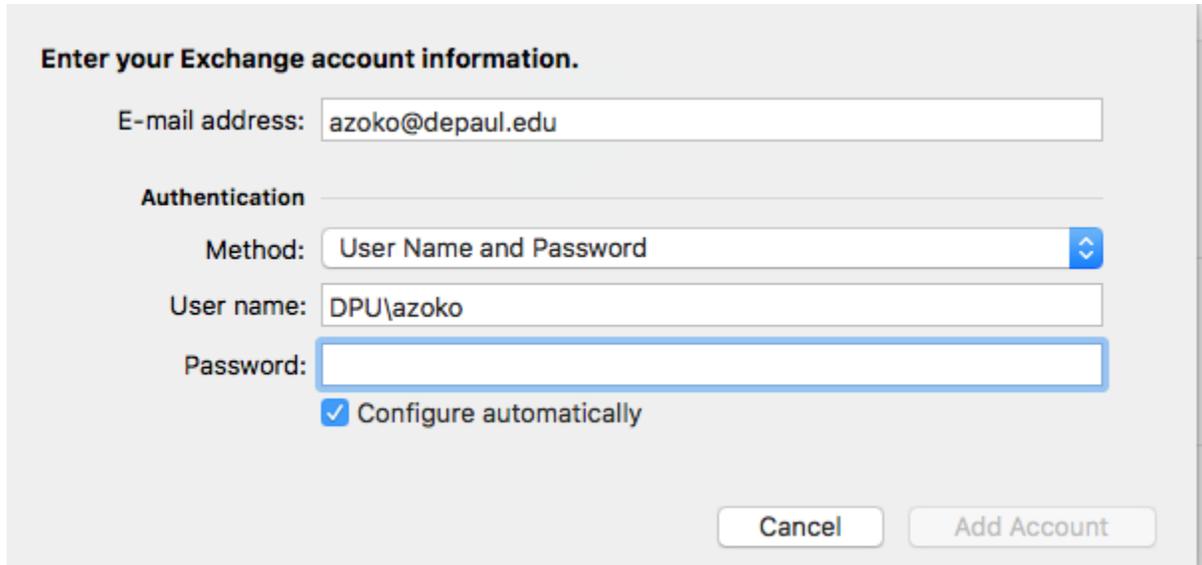
Enter your Exchange account information.

E-mail address: azoko@depaul.edu

Authentication

Method: User Name and Password

User name: DPU\azoko

Password:

☑ Configure automatically

Cancel   Add Account

4) Notice two new folders have now appeared in the left-hand navigation pane. The first is your actual mailbox and the other is your Archive Mailbox where emails older than 18 months will automatically be moved to.
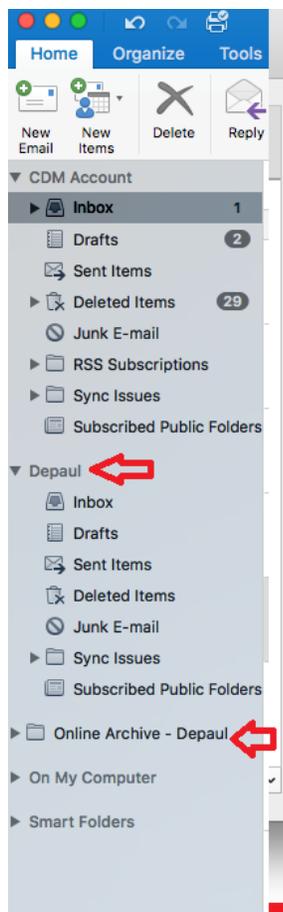
Section 4: Move Email from CDM Account to DePaul Account

Once you have completed Section 2, moving email from your CDM account to DPU account is as simple as dragging and dropping files or folders between the accounts.

1) Take the folder or file and drag it under the Inbox folder in your DPU account. This will make a copy of the emails.
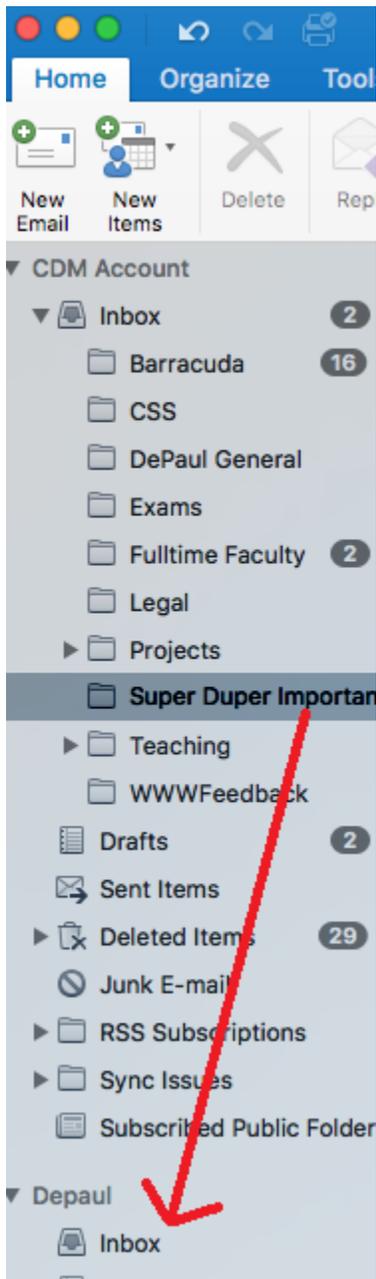
2) You will see the folder appear in your DPU account. If you copied any files older than 18 months, they will move to your online archive automatically within a few seconds. See Section 5 for information about the online archive.

3) You can delete the folder from your CDM account now if you wish to remove duplicates.

Moving Calendar Items

Moving Calendar items requires you to change to the List View.

After you open your Outlook Calendar, click "Organize" in the upper left hand corner and select "List".
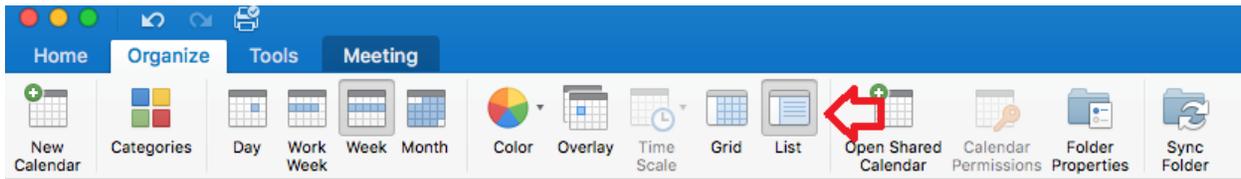
Once in list view, you can now drag and drop the calendar items to your DPU Calendar.
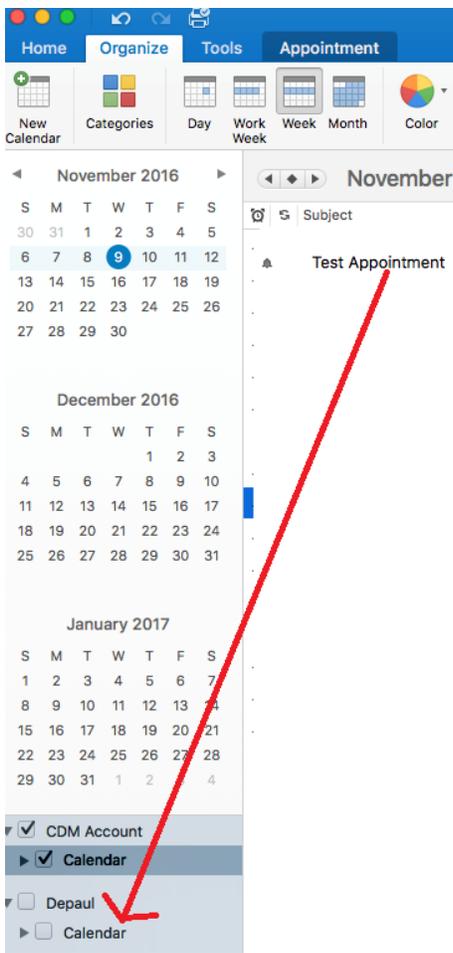
Part 5: Accessing Email older than 18 months using Outlook and Outlook Web Access

Email older than 18 months will automatically be moved to an Archive folder on the server.   You will only be able to access this folder from a full version of Outlook on a Desktop or through Outlook Web Access.

Access your Archive via Outlook 2010,2013 or 2016

When you look at your folder list on the left hand side, you will see a folder with a name that starts with the word "Archive" followed by your DePaul email address. Your emails will still be preserved in a similar folder structure as they were found in your primary account.
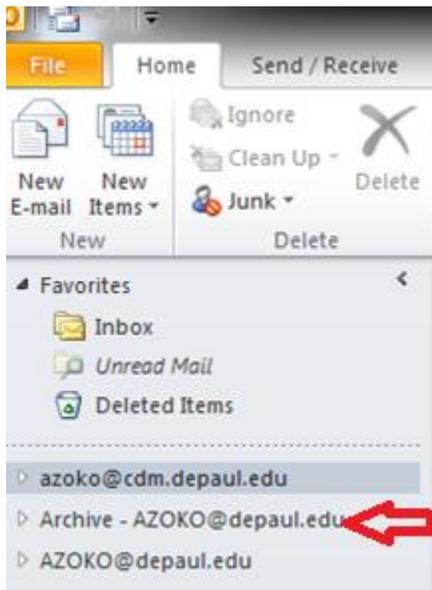
Access your Archive via Outlook Web Access

Go to https://outlook.depaul.edu and login with your campus connect username and password
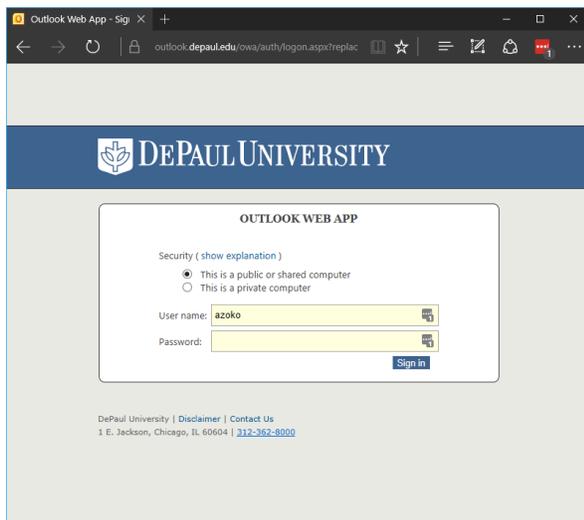
You will see the "Personal Archive" folder on the left.