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**BSU Faculty and Staff:** As part of our transition to Microsoft Exchange email, we will be using Microsoft Outlook as our new email client.

GroupWise data (including email messages, contacts, calendar items, tasks, and reminders) will be copied to Exchange over the weekend of December 16-18.

Once the data copy has completed you will be able to access your mailbox using the email link on your MyBSU portal site or by using the Outlook client on your computer.

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**Important :** Archived email will be copied from your local hard drive to a centralized location starting Thursday, December 15th. Upon computer login a script will copy your archive data and then leave an indicator that the data has been moved. In preparation for this copy we are asking you to turn off automatic archiving within GroupWise. Starting now, please do not perform any manual archiving using GroupWise.

This procedure is for use from within the GroupWise client: Tools>Options. Double-click 'Environment'. Select the 'Cleanup' tab and chose 'Manual delete and archive' for both 'Mail and Phone' and 'Appointment, task, and reminder note' options.

For those individuals that do not login before the GroupWise migration this weekend, please contact the Help Desk for assistance on an individual basis.

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### Several training videos have been set up for your review at:

[http://www.bemidjistate.edu/its/faculty\\_staff\\_services/tutorials/Outlook2010.cfm](http://www.bemidjistate.edu/its/faculty_staff_services/tutorials/Outlook2010.cfm)

A Quick Reference Card is also available for your use. This card can be found at:

[http://www.bemidjistate.edu/its/faculty\\_staff\\_services/tutorials/office/outlook-quick-reference-2010.pdf](http://www.bemidjistate.edu/its/faculty_staff_services/tutorials/office/outlook-quick-reference-2010.pdf)

Following the migration, in addition to accessing your email using the Outlook client on your desktop, you will be able to access your email account using Outlook WebApp from a link on the MyBSU portal site. A Quick Reference Card for that application is at:

[http://www.bemidjistate.edu/its/faculty\\_staff\\_services/tutorials/office/outlookwebapp-quick-reference-2010.pdf](http://www.bemidjistate.edu/its/faculty_staff_services/tutorials/office/outlookwebapp-quick-reference-2010.pdf)

**Student worker email** accounts may not be copied over to Exchange. A new account may be created in Exchange for student workers. If your student worker does need existing email messages copied please contact the help desk for assistance.

### On-Campus BSU Computers

On-campus, GroupWise client will be removed at the time you login on December 19th.

On-Campus Outlook Setup after automatic GroupWise removal:

- Click on Start Menu or Windows Ball in lower left of screen
- Click on All Programs >> Microsoft Office >> Microsoft Outlook
- Create New Profile called "Outlook" (if not prompted to name a new profile, please call the Help Desk at 3777)
- Click next after your email address shows up
- If prompted to restart the Outlook program, please do so
- When you see the message "Your email account is successfully configured" click Finish

### **Off-Campus BSU Computers**

For computers off-campus the following procedure should be used to delete the GroupWise client so that the Outlook client can connect to the Exchange server:

#### Removing GroupWise:

- Click on Start Menu or Windows Ball in lower left of screen
- Click on Control Panel
- Click on Add / Remove programs (Windows XP) or Programs and Features (Windows 7)
- Right click on "GroupWise" in the list of programs and choose uninstall
- After GroupWise uninstall is finished, please restart computer

#### Off-Campus Setup of Outlook:

- Click on Start Menu or Windows Ball in lower left of screen
- Click on Control Panel
- Click on Mail
- Click on E-Mail Accounts >> choose "New"
- Choose first button "E-Mail Account"
- Click Next
- Follow prompts for name ("Outlook") and email address, etc.
- Click Finish
- Open Outlook

**Email support for mobile devices:** If you currently view BSU mail on your phone, please stop by the Help Desk for reconfiguration. Phones are not explicitly supported by the Help Desk but we will do our best to get your device connected.

If you have any questions or concerns, please contact the helpdesk at [helpdesk@bemidjstate.edu](mailto:helpdesk@bemidjstate.edu) or by calling 755-3777.

Thank you for your patience during this transition.