

Exchange Implementation



Summary Overview – This document is only intended as an overview of Philadelphia Parks & Recreation's switch to a new email system. More detailed communications and instructions will be provided before and during the migration process.

What:

The City of Philadelphia is upgrading its email platform from the current Domino platform (Lotus Notes / iNotes) to MS Exchange - Outlook Web Application (OWA). This essentially means the City is changing the software it uses for email.

Why:

Upgrading to MS Exchange offers several technical advantages over the Domino platform for the Office of Innovation's (OIT) management and security of the system.

For our department the advantages are:

- It standardizes the email platform that everyone uses. All PPR employees will use the same interface to access their mail.
- Your email will be able to be accessed from any computer that has Internet access and whose computer meets the correct specifications.
- During the migration, 60 PPR staff members will receive phila.gov email accounts that currently do not have one.
- Mail can be accessed from smart devices.

When:

November 20, 2012 – 6 users from PPR will migrate to exchange as beta testers. These users will determine whether there are any issues that may affect the larger rollout. If issues are identified and depending on their complexity, the following dates may change.

December 11, 2012 – 100 users from former Fairmount Park and current PPR will be migrated. Of these 100 users, 17 users are equipped with Blackberry devices.

December 18, 2012 – 110 users from former Recreation will be migrated. Of these 110 users, 27 users are equipped with Blackberry devices.

TBD - Training will occur for up to 40 staff members who will then be used to train other staff within the department.

How:

- Prior to the migration of your email you will receive emails from OIT that will provide you with information on your migration date, instructions for synchronizing your address book and accessing your mail post migration.
- Staff who use the Lotus Notes client software should "archive" all of their mail before going home the day of their migration (see attached instructions on archiving mail).
- On the date of your migration users with Blackberry devices will drop them off at One Parkway.
- After your scheduled date of migration you will access all "new" mail via OWA.
- Blackberry users will be notified when they can pick up their Blackberry device from One Parkway the day after migration.

Key Points:

- Blackberry users will not have their device the night of the migration.
- All Blackberry devices will be wiped clean including pictures.
- You will still be able to reply to email from within Lotus Notes post migration.
- Lotus Notes client users will still be able to access their archived email post migration.
- Only your address book and calendar will be migrated to the new system.

What you need to do immediately:

- Check to see if your computers operating system is **Windows XP, Windows Vista or Windows 7**. Windows 2000 is non-compliant. (When computer boots, version of Windows will appear)
- Check to see if you are using **Internet Explorer 7 or later**. (Open Internet Explorer – select "Help" from the menu at the top – select "About Internet Explorer")

Important:

If your computer does not meet the specifications listed above, email andy.viren@phila.gov immediately.

New Email Users:

New email users will be notified 10 at a time when their accounts are created and given instructions on how to access their accounts.