SBS Migration to UA Connect

November 15, 2010
Important Dates

- December 10, 2010. Complete the migration of all Meeting Maker users
- December 13, 2010. UAConnect becomes the official calendar
- December 23, 2010. Meeting Maker will be taken offline and can no longer be accessed
- January 12, 2011. Complete the migration of all users
Order of Migration

- Meeting Maker users in the college
- Non-Meeting Maker users in the Deans office who opted to migrate with the Meeting Maker users
- Individual departments
  - Each department requests preferred date
  - Final schedule will honor requests as much as possible but will be determined by SBSTech
Parallel Steps to Prepare for Migration

- Department liaisons will gather and submit list of user NetIDs and Room Resources to SBSTech
- Each user will follow Step 1, the Pre-Migration process (must be logged into [https://sitelicense.arizona.edu/uaconnect/](https://sitelicense.arizona.edu/uaconnect/) to display the documents)
  - Page 3 of [Windows Migration Process](#)
  - Page 3 of [Mac Migration Process](#)
- SBSTech will update and install software
  - Office 2003, 2007, or 2010 for Windows machines
  - Entourage 2008 for Mac machines
  - BPOS components: Live Meeting, Conferencing Add-In, Communicator, Sign-in Client
- UITS will create DSV, Departmental Accounts, and Room Resources
Individual Considerations

- UAConnect functionality varies depending on which software is used. [Functionality Matrix](#)
- Each user must choose:
  - Email client
  - Calendar system
  - What to do with local folders and contacts. [Local Folders and Contacts Documentation](#)
  - Whether to sync a mobile device. [Sync Mobile Devices Documentation](#)
- Meeting Maker users must:
  - Export their calendar to an html file
  - Re-enter all their appointments on the UAConnect calendar
Where are we right now?

- Most of SBSTech has migrated to UAConnect
- These items have been identified
  - College representative responsible for uploading NetIDs to UITS to prepare for activation
  - NetIDs of Meeting Maker users and early adopters in Deans office
  - Room Resources of Meeting Maker departments
  - DSVs for students in Meeting Maker departments needing write access to UAConnect calendars
What do we need to do?

- Identify a liaison in each department to coordinate the migration process with SBSTech. This person will:
  - Let us know the preferred migration date
  - Submit NetIDs of everybody in the department
  - Identify any Room Resources needed
  - Identify any students who may need write access to UAConnect calendars
- Schedule the installation of the software on the computers of the users who will NOT be using OWA or OWA Light to access UAConnect
Existing Challenges

- UITS is still working out the details on:
  - DSVs
  - Departmental accounts
  - Room Resources
  - Forwarding email accounts
  - Older model Blackberry phones
  - Interoperability between Catmail and UAConnect

- Process is time consuming
  - Activation is simple
  - Actual migration to a mail client is complicated
Resources

- UACConnect software and documentation
  [https://sitelicense.arizona.edu/uacconnect/](https://sitelicense.arizona.edu/uacconnect/)
- UACConnect FAQs [http://uits.arizona.edu/faq/uacconnect](http://uits.arizona.edu/faq/uacconnect)