



Coming to BGSU:
Microsoft®
Exchange

What is Microsoft Exchange?

A server-based messaging system that provides access to electronic mail, shared calendaring and scheduling, and other collaborative services.

What is Outlook?

An email client for Microsoft Windows and Vista users to access the electronic mail and calendaring features provided by Microsoft Exchange servers.

What is Entourage?

An email client for Macintosh users that allows OS X users to access email and calendar features.

What is Outlook Web Access (OWA)?

A Microsoft Web-based email client that offers access to email and calendar features via a Web interface that closely matches the features and appearance of Outlook.

BGSU will transition from the current email system and Meeting Maker to Microsoft Exchange during the first half of 2008.

Users will then be able to access their email and calendar using Microsoft Outlook 2007 (for Windows users), Entourage 2008 (for Macintosh users) or the Outlook Web Access (OWA) interface for Web users.

Check the Microsoft Exchange project Web site www.bgsu.edu/exchange for up-to-date details on the project including:

- > FAQs
- > "Rumor Mill" link to submit questions regarding the project

Continuing and Extended Education will be offering training sessions on Exchange. Registration information is available at <http://ctc.bgsu.edu/exchange>.

Those who wish to have their data moved to the new system will be notified via their BGSU email address a minimum of two weeks prior to their migration date. As groups complete migration, additional areas will be scheduled and notified of their migration time.

Users who do not need to have their data moved to the new system can volunteer to move to the new system. They will be able to register for the transition without moving data and then will be entered into an automated process. The campus community will be notified when this opportunity becomes available.