Migrating from GroupWise to Outlook (Exchange) and joining Active Directory.

We have started the migration of users from Novell GroupWise to MS Outlook (Exchange) and also joining these users to Active Directory. During the migration technicians will be visiting you at your workstation to do the following:

1. The technician will prepare your GroupWise for the migration. Your archived mail must be restored to your mailbox and your personal address book(s) must be saved.
2. The migration administrators will then migrate your mailbox from the Novell GroupWise server to the Microsoft Exchange server. During this migration process you are not advised to use your email. The migration time will depend on the amount of mail and the size of your mailbox.
    a. If your mailbox migrates without errors, the technician will be phoned to continue with your migration.
    b. If errors occur during the migration the administrators will use a more comprehensive method to migrate your mail. You will be informed that you can work as normal and use your email as before.
    c. Once your mailbox has been successfully migrated, the technician will then continue with the migration of your PC.
3. Your settings (background, desktop layout, etc.) will also be saved and transferred to you newly created Desktop.
4. Your PC's name will be changed according to our new naming convention.
5. Your workstation will be joined to the Active Directory domain called TUT.
6. If you had files on the "old" Novell user's directory ("U-drive"), these files will be moved to the new Windows user's directory.
7. All Novell products (ZENworks, Novell client and GroupWise client) will then be removed from your workstation.
8. Microsoft Outlook will be configured on your PC with your personal address book(s), calendar and tasks from your old email service.
9. Only when you are satisfied with the conversion and have signed the checklist, will your GroupWise mailbox be deleted.

Things to take note of after the migration:

1. All your emails that have been converted from GroupWise will be stripped of its html format. The mail will have an html attachment containing the html format of the original message.

2. While the migration is proceeding, some users will be on GroupWise and some on Outlook. Messages routed between the two systems will be stripped of their html content if it was sent in html format. Attached to that message will be an html attachment, containing the html formatted message.

3. A meeting request in GroupWise that you have not yet accepted before the migration will be converted into a text message. You must manually add the meeting request onto your Calendar.

4. A task request in GroupWise that you have not yet accepted before the migration will be converted into a text message. You must manually add the task to your Tasks.

5. Phone messages are converted to text messages; Outlook does not have the phone message feature.

6. If you added words to the spelling dictionary of GroupWise, this dictionary can not be converted to Outlook. You must add words manually to the Outlook dictionary when you do a spell check in Outlook. Please note that Outlook can use you Office Word application to handle spell checking and grammar checking.

7. Rules from GroupWise are not migrated to Outlook. You must recreate your rules in Outlook.

8. "Proxy Access" in GroupWise, is named "Delegates" in Outlook. Proxy users can't be migrated automatically. You must manually add delegates to your mailbox after the migration. A delegate can only be added when the delegate has also been migrated to Outlook.

9. Although shared folders are migrated, the share is lost during the migration. You must share your folder again after the migration. Only users that have already been migrated to Outlook can be added to a shared folder.