



AE Office 365 Project Decision Summary

Responsible Project Team:	Office 365 Solution Team
Decision Makers:	AE Executive Committee
Date of Decision:	4/17/2013

Decision Required

What default email address naming convention will be used as we create new O365 email addresses?

Options:

The project Technical and Solution Teams investigated a variety of potential email address formats, and the decision was ultimately narrowed down to two default formats: NetID@mywisc.edu and firstname.lastname@wisc.edu. The project Technical Advisory Group conducted a focused discussion with representatives of the campus technical community, and members of the Executive Committee also took the opportunity to vet these options with additional campus groups, including the Administrative Council.

Final Decision

On April 17th, the Executive Committee decided that the O365 default email address format will be firstname.lastname@wisc.edu and that it will be up to each Dean / Director, department, or individual (in that order) to determine which email address will be set as the primary address after the migration. The primary drivers behind this decision are that campus representatives of the project Technical Advisory Group and other campus groups stated a strong preference for the firstname.lastname@wisc.edu format, and the Executive Committee confirmed that creating this new structure will not impact the critical path of the project or require a significant amount of project time or resources.

Signatures

<i>Approver</i>	<i>Campus Title</i>	<i>Project Role</i>	<i>Date</i>
Bruce Maas	CIO, UW-Madison	Member, Executive Committee	April 17, 2013
John Krogman	COO, UW-Madison & Director, DoIT	Member, Executive Committee	April 17, 2013
Alice Gustafson	Director, APR	Member, Executive Committee	April 17, 2013
Rhonda Davis	Director of Computer Services, SVM	Member, Executive Committee	April 17, 2013