



To: Administrative Excellence Steering Committee
Interim Chancellor David Ward, Provost Paul DeLuca, Vice-Chancellor Darrell Bazzell,
Professor Brad Barham

From: Administrative Excellence-Email and Calendaring Project Executive Committee
Bruce Maas, Vice-Provost for Information Technology and Chief Information Officer
John Krogman, DoIT Chief Operating Officer and Associate Chief Information Officer
Alice Gustafson, Administrative Process Redesign, Director
Rhonda Davis, School of Veterinary Medicine, Chief Information Officer

Date: 3/29/13

Re: Approval of AE-Email and Calendaring Project “Enable/Allow Connection to Office 365 via POP and IMAP”

The Administrative Excellence-Email and Calendaring Project Executive Committee requests formal approval from the Administrative Excellence Steering Committee to design and implement the new, Microsoft Office 365 email and calendaring system with **POP and IMAP enabled to support the sending/receiving and syncing (IMAP) of email messages to/from non-Microsoft clients.**

The project team has solicited and received significant feedback from the campus community on this topic:

- Engagement with the project Technical Advisory Committee comprised of campus IT leaders.
- Engagement with the project Technical Team comprised of campus email administrators.
- One campus-wide forum
- Questions posed to the project team through the project web site.
- CIO engagement with individual and small groups of campus IT personnel.
- CIO engagement with Leadership Council and Department Chairs
- Alice Gustafson and CIO engaged with ITC
- Project team engagement with campus executive leadership.

Use of a Microsoft client (Outlook, Outlook Web Access) is required for calendar functionality. However, the campus community has expressed a strong preference that non-Microsoft clients are allowed to connect to Office 365 to support email.

Approved by the Provost and CIO, April 21, 2013