

Mid South Area Office Professionals Conference

Oxford Mississippi

May 14 – 16, 2007

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### Email Migration and IT Matters

- Status of MSA Email Migration
- User Profile Sheet
- Migration to Begin
- Distribution List Structure
- Passwords
- Other Resources

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### MSA EMAIL MIGRATION

- Stoneville 75% complete
- Close Gwise by 8:30 a.m.
- QA checks; migration; desktop
- 5 to 12 migrations per day
- Desktop 20 min. to 1.5 hours
- Quick start brochure and Resource Guide
- Use Sharepoint site for training and tips

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**User Profile for Outlook Implementation**

**\*\* Please fill out and return to your IT Staff\*\***

Name: «First» «Last» Location: [Enter Location City and State]  
Room # \_\_\_\_\_ Phone # \_\_\_\_\_  
Current email Address: \_\_\_\_\_

1. Your email address for the new Outlook System will be:  
«First»-«Last»@ars.usda.gov  
If you prefer to have an email address using a nickname or middle name  
(ex: Joe.Doe@ars.usda.gov or Joseph.Doe@ars.usda.gov), please write it  
on this line. \_\_\_\_\_

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**Note what personal address book(s) you would like to have moved  
(consolidate where possible)**

- a. \_\_\_\_\_ b. \_\_\_\_\_
- c. \_\_\_\_\_ d. \_\_\_\_\_
- e. \_\_\_\_\_ f. \_\_\_\_\_

**If you have any shared address books, they cannot be converted into Outlook,  
so please do the following:**

(If you have access to a shared address book you will need to  
copy the addresses in the shared book to an address book of your own)  
Select the address(es) you want to copy; right click; Select Copy To.. ;  
Select your designated address book; click OK

**Do you proxy into any shared mailboxes or calendars? If so, list them below.**

- a. \_\_\_\_\_ b. \_\_\_\_\_
- c. \_\_\_\_\_ d. \_\_\_\_\_

**Do you have any email in your Work in Progress folder?**

If Yes, forward all to your mailbox, save it to your hard drive, or delete it.

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- 1. Do you have any folders outside the Cabinet? If Yes, move them into the Cabinet
- 2. Do you have a travel laptop in addition to your desktop PC? Yes No (circle one)
- 3. Have you Archived any email? Yes No (circle one) If yes: Location of email archives: \_\_\_\_\_

**If a user selects to NOT have Gwise email moved to OL, please  
have them sign here and date :**

\_\_\_\_\_  
\_\_\_\_\_

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## MIGRATION TO BEGIN

Plans are to begin SIMRU email migration on May 22nd. We expect this to take 6 business days: May 22-24 and May 29-31. You will play a large part in making the migration a success. By now, you should have cleaned your email box and have it organized for migration. You will complete a "User Profile sheet" which is **extremely important**. The profile sheet will include items that must be completed before you are migrated. We will not have time to discuss the profile sheet on the day of migration.

### What to expect in the coming days:

- The User Profile sheet will be brought to your desktop on or BEFORE May 11th and must be returned to OP by May 16th.
- Send an email to [OP\\_Perera@ars.usda.gov](mailto:OP_Perera@ars.usda.gov) if you need assistance completing the profile return the completed User Profile sheet to OP by COB May 16th.
- Begin using some of the training suggestions that we have posted on the Sharepoint site <https://arsnet.usda.gov/sites/MSA/migration>
- Become familiar with the Outlook Quick Source Guide
- You will receive a scheduled day for your migration: **there is no room for schedule changes**. If you are out of the office on your scheduled day, we will migrate your email anyway.

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### Members of group

Name : ARS-MSA-ALL		
Path : CN=ARS-MSA-ALL,OU=Groups,OU=MSA,DC=ARSNET,DC=ARS,DC=USDA,DC=GOV		
No of Member(s) : 10		
Name	Class	Path
ARS-MSA-6401-ALL	group	CN=ARS-MSA-6401-ALL,OU=Groups,OU=MSA,DC=ARSNET,DC=ARS,DC=USDA,DC=GOV
ARS-MSA-6402-ALL	group	CN=ARS-MSA-6402-ALL,OU=Groups,OU=MSA,DC=ARSNET,DC=ARS,DC=USDA,DC=GOV
ARS-MSA-6404-ALL	group	CN=ARS-MSA-6404-ALL,OU=Groups,OU=MSA,DC=ARSNET,DC=ARS,DC=USDA,DC=GOV
ARS-MSA-6406-ALL	group	CN=ARS-MSA-6406-ALL,OU=Groups,OU=MSA,DC=ARSNET,DC=ARS,DC=USDA,DC=GOV
ARS-MSA-6408-ALL	group	CN=ARS-MSA-6408-ALL,OU=Groups,OU=MSA,DC=ARSNET,DC=ARS,DC=USDA,DC=GOV
ARS-MSA-6410-ALL	group	CN=ARS-MSA-6410-ALL,OU=Groups,OU=MSA,DC=ARSNET,DC=ARS,DC=USDA,DC=GOV
ARS-MSA-6412-ALL	group	CN=ARS-MSA-6412-ALL,OU=Groups,OU=MSA,DC=ARSNET,DC=ARS,DC=USDA,DC=GOV
ARS-MSA-6414-ALL	group	CN=ARS-MSA-6414-ALL,OU=Groups,OU=MSA,DC=ARSNET,DC=ARS,DC=USDA,DC=GOV
ARS-MSA-6416-ALL	group	CN=ARS-MSA-6416-ALL,OU=Groups,OU=MSA,DC=ARSNET,DC=ARS,DC=USDA,DC=GOV
ARS-MSA-6418-ALL	group	CN=ARS-MSA-6418-ALL,OU=Groups,OU=MSA,DC=ARSNET,DC=ARS,DC=USDA,DC=GOV
ARS-MSA-6420-ALL	group	CN=ARS-MSA-6420-ALL,OU=Groups,OU=MSA,DC=ARSNET,DC=ARS,DC=USDA,DC=GOV
ARS-MSA-6422-ALL	group	CN=ARS-MSA-6422-ALL,OU=Groups,OU=MSA,DC=ARSNET,DC=ARS,DC=USDA,DC=GOV
ARS-MSA-6424-ALL	group	CN=ARS-MSA-6424-ALL,OU=Groups,OU=MSA,DC=ARSNET,DC=ARS,DC=USDA,DC=GOV
ARS-MSA-6426-ALL	group	CN=ARS-MSA-6426-ALL,OU=Groups,OU=MSA,DC=ARSNET,DC=ARS,DC=USDA,DC=GOV
ARS-MSA-6428-ALL	group	CN=ARS-MSA-6428-ALL,OU=Groups,OU=MSA,DC=ARSNET,DC=ARS,DC=USDA,DC=GOV
ARS-MSA-6430-ALL	group	CN=ARS-MSA-6430-ALL,OU=Groups,OU=MSA,DC=ARSNET,DC=ARS,DC=USDA,DC=GOV
ARS-MSA-6432-ALL	group	CN=ARS-MSA-6432-ALL,OU=Groups,OU=MSA,DC=ARSNET,DC=ARS,DC=USDA,DC=GOV
ARS-MSA-6434-ALL	group	CN=ARS-MSA-6434-ALL,OU=Groups,OU=MSA,DC=ARSNET,DC=ARS,DC=USDA,DC=GOV
ARS-MSA-6436-ALL	group	CN=ARS-MSA-6436-ALL,OU=Groups,OU=MSA,DC=ARSNET,DC=ARS,DC=USDA,DC=GOV
ARS-MSA-6438-ALL	group	CN=ARS-MSA-6438-ALL,OU=Groups,OU=MSA,DC=ARSNET,DC=ARS,DC=USDA,DC=GOV
ARS-MSA-6440-ALL	group	CN=ARS-MSA-6440-ALL,OU=Groups,OU=MSA,DC=ARSNET,DC=ARS,DC=USDA,DC=GOV

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## OUTLOOK EMAIL ID'S

- Arsnet\fname.lastname (login)  
the same login is used for:
  - Outlook
  - eforms
  - Sharepoint
  - REE management
- Email address:
  - Fname.Lname@ars.usda.gov

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## Passwords

- NFC – expires 90 days (must login every 30 days to keep ID from suspend/revoke status)
- FFIS expires 30 days
- FDW expires 45 days
- VPN never expires
- Sharepoint 90 days (will also change the password for eforms; Outlook; and REE management).

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## Changing Active Directory Password

<https://secure.arsnet.usda.gov/ARS.aspx>

If you forget your Sharepoint password, you have also forgotten your Outlook and eforms password. When you are converted to Outlook, you will use single sign-on for the following systems:

Sharepoint

Outlook

eforms

REE Management

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## Other Resources

- ARS Helpful Websites:
- <http://www.ars.usda.gov/Services/docs.htm?docid=6497>
- File Transfer Utility: (for files > 10MB but < 100MB)  
<https://msa.ars.usda.gov/computerhelp/upload>

ID: msaxfer

Password: m0ve1n0w (where 0 is zero)

Find all of these (and more) at:

<http://msa.ars.usda.gov/computerhelp>

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## Thank You!

It has been my privilege to speak with you today. Please feel free to call me at: (662) 686-5306 or send an email to [MSA-Helpdesk@ars.usda.gov](mailto:MSA-Helpdesk@ars.usda.gov).

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