Your Outlook Mailbox will be Moving…

Over the next two months, the Montgomery College Office of Information Technology will be moving user Outlook mailboxes from the Exchange 2003 servers in Rockville to the Exchange 2007 servers in the new IT Operations Center at Takoma Park/Silver Spring.

Here are some things you should know about the move:

- There will be a significant increase in the standard mailbox sizes (from 50 MB to 250 MB). Note: Custom sized mailboxes (greater than the new standard mailbox size) will not be changed.

- Enhanced Out of Office Assistant will allow you to customize different out of office messages for e-mail received from inside or outside of the College.

- There will be no loss of e-mail during the move, and your Personal Folders will be retained.

- Mailboxes will be moved over a two-month period in alphabetical groups.

- You will be notified via e-mail a week BEFORE your mailbox is scheduled to move. You will receive reminders both 2 days before the move and on the day of the move. Finally, you will receive confirmation that your mailbox has been moved.

- Mailboxes will be moved at night. You will be unable to access your mailbox while it is being moved.

- The move will not affect the look and feel of Outlook 2007 on your desktop.

- There are a number of improvements to Outlook Web Access. For information on what to expect the first time you log on to Outlook Web Access, see page 2 below.

We understand that this move may inconvenience some users and are doing everything we can to minimize the impact. Most people will see little or no effect. Thank you for your patience during this transition. Should you have any questions about this process, please contact the Help Desk on extension x77222 or via email at ithelpdesk@montgomerycollege.edu.
Outlook Web Access after your Outlook Mailbox is moved…

- The first time you log on through Outlook Web Access (OWA) after your mailbox is moved, the following will display.

  ![OWA Displayed](image)

  Just click “OK”

- OWA provides a new experience similar to using Outlook installed on your desktop.

  ![OWA Experience](image)

- Enhanced security will log you off automatically after 1 hour of inactivity.


**Please note:** The full version of Outlook Web Access is only available using the Internet Explorer web browser. If you use Firefox, Safari, or any other browser, you will automatically access the “light” client, which does not have all of the functionality in the full version.