



Department of Administration Enterprise Technology Services

Project Communication

Audience: All Executive Branch State Employees
Topic: eMail and Calendaring Project – Town Hall Presentations and Q&As are posted
Date: May 8, 2007

Summary:

Thanks to everyone who attended our Town Hall meetings on April 23 – 25 – 26. Over 750 folks attended the meetings which were held in Juneau, Fairbanks and Anchorage. If you unable to attend, we have posted the PowerPoint presentations, the handouts and the Town Hall Questions & Answers on our web site.

The Quick Reference Guides are a great place to begin – the Archiving guide describes the new system and explains the mailbox size and automatic retention periods for all your folders - inbox, sent, deleted, and calendar. It also has a description of the archive retention periods and how to select one for your email that needs to be retained, and how to manage your email by creating new folders and sub-folders.

The eMail guide is a quick reference for navigating Outlook 2003 email – including how to do basic message functions, create a signature, print multiple messages and attachments, recall and resend a message, manage the “reading pane” and how to get help.

The Town Hall Questions & Answers have been grouped together from questions asked during all the Town Hall sessions – it’s a long document, but hopefully very helpful to everyone! Thanks to everyone on the eMail and calendaring project for helping with the answers.

Project Website Updates:

[Statewide eMail & Calendaring Project](http://www.state.ak.us/local/akpages/ADMIN/info/msEA/) <http://www.state.ak.us/local/akpages/ADMIN/info/msEA/>

Two *Quick Reference Guides* distributed at the *Town Hall Meetings* are posted:

1. [Outlook eMail Archiving Quick Reference Guide](#)
2. [Outlook eMail Quick Reference Guide](#)

We have added links to the *Town Hall Meeting* PowerPoint *presentations and Q&As*:

1. [Town Hall Meeting - Introduction and Project Overview](#)
2. [Town Hall Meeting - A Quick Look at Outlook](#)
3. [Town Hall Meeting - Electronic Mail Retention & Disposition](#)
4. [Town Hall Meeting - Archiving and Email Management](#)
5. [Town Hall Meeting - Questions & Answers](#)

A link to the State of Alaska’s Archives & Records Management is also included at:

[Archiving & Records Management Policy for the SOA](#)