CUAnschutz.edu

Email Change Project Update

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Organizational Change Program Manager

6/20/2019
Agenda

• CU Anschutz email project update
• What you need to do to prepare
• Questions
Why are we doing this?

• Separate identity to better showcase and strengthen the campuses’ unique missions and stories.
• Supports Anschutz Medical Campus’ strategic priority to “increase regional and national marketing efforts.”
Who is transitioning?

- Employees in consolidated units whose position shows a location at CU Anschutz in HCM
- Department codes beginning with “2”
- Students, residents, faculty and staff
What is happening?

• Transitions started 4/30 with OIT:
  – Consolidated units underway
  – Transitioning ~500 per night through end of August

• Reminder emails will be sent regularly

• OIT Service Desk staff on campus to offer support
## Transition Dates

<table>
<thead>
<tr>
<th>School/College</th>
<th>Transition Date</th>
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</thead>
<tbody>
<tr>
<td>Graduate School</td>
<td>5/23 - 5/28</td>
</tr>
<tr>
<td>Colorado School of Public Health</td>
<td>5/28-5/30</td>
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<tr>
<td>Skagg’s School of Pharmacy</td>
<td>5/30-6/05</td>
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<tr>
<td>School of Dental Medicine</td>
<td>6/06-6/12</td>
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<tr>
<td>College of Nursing</td>
<td>6/13-6/18</td>
</tr>
<tr>
<td>School of Medicine</td>
<td>6/6 (Dean’s Office); 6/18-8/27</td>
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<tr>
<td>Non-degree Students</td>
<td>8/28/2019</td>
</tr>
<tr>
<td>Phase 2: Alumni, retirees and service</td>
<td>Not yet determined</td>
</tr>
<tr>
<td>emails</td>
<td></td>
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</tbody>
</table>
Resources

• Project status page is up at www.cuanschutz.edu/email-transition
• CU Anschutz website is up at https://www.cuanschutz.edu/
Things to do at go live

- Shut down your computer before leaving – updates around 2 AM day of transition
- Use https://myemail.ucdenver.edu for your first day login for Microsoft apps
- Update your phone and personal devices
- Update your Concur and Tripit profiles
- Update your signature that your email has changed; update to new CU Anschutz branding

READ YOUR EMAIL!
New CU Anschutz Signature Branding

• New, branded email signature standard

• Please help spread the word to you divisions to update signatures to brand

• https://www1.ucdenver.edu/offices/anschutzcomm/cuanschutzbrand/common-uses/stationery/desktop-email-signature-instructions

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Please note that my email has changed. Please update your records.
Email

• Sharon Grant – Organizational Change Program Manager
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• Eric Campagna – Project Manager
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• OIT Help Desk x4-HELP(4-4357)
Questions?