

## Brand-new e-mail addresses coming soon

On the 10th of August 2018, all employees and students will receive a new e-mail address. Your new e-mail address will follow the pattern: initials@kp.dk.

Your data will be transferred to the new e-mail address. E-mails sent to your old e-mail will be automatically forwarded to your new e-mail address. In relation to the migration of e-mails, we have gathered some important information.

We will continuously inform you on the process via IntraPol or Portalen.

As such, please stay informed via IntraPol or Portalen when you return for holidays.

## Nice to know before your holidays

- 1) Your old e-mail inbox will automatically be transferred to your new e-mail inbox. You will receive a new username and a new password for the new e-mail. More information will follow on this matter.
- 2) Room reservation(s) in Outlook and Skype-meetings will **not be automatically transferred** following the e-mail migration. For this reason, please do not book conference rooms for meetings dated after the 3<sup>rd</sup> of August 2018.
- 3) Agreements from It's Learning, Webuntis, or IntraPol will not be up-to-date in your Outlook before the 10<sup>th</sup> of August 2018.
- 4) Please, stay informed via IntraPol or Portalen when you return from holidays.

## 3 August 2018 – After

- 1) The data migration takes place between 3 August 2018 and 10 August 2018. The data migration includes e-mails, files, folders, calendar appointments, contacts, etc.
- 2) Between 3 August 2018 and 10 August 2018, your e-mail will change from the old to the new e-mail inbox. If you are located at one of the addresses of University College Copenhagen and using Outlook, you will be asked to set up your new Outlook-inbox. You will be guided through the process on-screen.
- 3) When the migration to the new e-mail inbox happens, we strongly recommend that you are located at one of the addresses of University College Copenhagen. If you are not, please do not panic. Your Outlook will eventually cease working and you will no longer receive e-mails on your phone. You may continue to use your webmail until you are physically located at a campus of University College Copenhagen.
- 4) Only your e-mail is changing login information. You shall still use your current login information for all other systems (e.g. IntraPol, It's Learning, printing, mTid, OneDrive).
- 5) Your old e-mail address will continue to function. E-mails sent to your old e-mail inbox will automatically be forwarded to your new initials@kp.dk inbox. Your old e-mail address will be closed at a later date. We will announce this process well in advance.
- 6) All conference rooms may be reserved across the university colleges after the migration.
- 7) The e-mail calendars will be 'open.' In other words, all details will be public for all employees – You can hide these details by highlighting them as 'Private Appointment'

## **10 August 2018 – After**

From 10 August 2018, you will no longer be able to access your old e-mail inbox or Skype for Business. E-mails sent to your old e-mail inbox will still be forwarded to your new e-mail, but you will no longer be able to access the inbox of your former e-mail address.

We will announce this process well in advance.

## **What you should do**

Here is a small list of some procedures you should perform after the e-mail migration:

- 1) Conference rooms and Skype-meetings must be re-booked after the 3<sup>rd</sup> of August 2018. All conference rooms will be available from the 3<sup>rd</sup> of August 2018.
- 2) E-mail signature must be re-created again. Please see IntraPol/Portalen on how to.
- 3) Phones and other devices should be setup once again in order to receive e-mails.

## **For students**

For information on the e-mail migration for students, please see this article available on [www.fusionsinfo.dk](http://www.fusionsinfo.dk)

## **Technical Assistance**

If you need technical assistance, please contact Basen / it-support.

You may also create a support case via basen.ucc.dk (formerly UCC) or Serviceportalen (formerly Metropolitan University College).

@kp.dk

Til medarbejdere