Pre-vacation Packing Checklist

- Zimbra Briefcase files will not migrate. If you have files saved to Briefcase, download them before Friday, May 20.
- Shared mail folders and calendars will need to be re-shared after the migration.
- Mobile devices that have been synced to your BMC email and/or calendar will need to be re-synced after the migration.
- Zimbra email filters (known as rules in Office 365) will not migrate. Make note of any filters you may want to re-create once the migration is complete.
- The following setting & tools will also not migrate. You may want to make notes, take screen shots, or otherwise capture your most beloved preferences:
  - Email signatures
  - Auto-reply/out-of-office messages
  - Email forwarding (alumnae/I forwarding will not be affected)

Post-vacation Unpacking Checklist

Once you return from your email vacation, following the checklist below may help you get settled in:

- Set up your:
  - Email signature
  - Out of office reply (if applicable)
  - Email rules (filters)
  - Categories (as desired)
  - Shared mail folders and calendars
  - Email forwarding (students only)
- Re-sync your email/calendar to your mobile devices (see [http://techdocs.blogs.brynmawr.edu/346](http://techdocs.blogs.brynmawr.edu/346))
- If you've bookmarked zmailbox.brynmawr.edu, delete it and create a new bookmark for webmail.brynmawr.edu

We’re also pleased to offer a rich program of learning opportunities that will help ease your transition and help you become familiar with some of the new and exciting supported features of Office 365. See the LITS Blog for more details: [http://lits.blogs.brynmawr.edu/6136](http://lits.blogs.brynmawr.edu/6136)

Contact the Help Desk with any questions (x7440, help@brynmawr.edu)