



## Conversion to Web Outlook

Executive Summary

3/1/04

### **Where do we want to be?**

Per the Vision 2005 document, several functions intersect in the creation of a district-wide, electronic mail, calendaring, and communications system. The district should have an effective way of electronically sharing documents via email to foster just-in-time collaboration, as well as electronic meeting management among campuses and district so as to improve efficiency.

### **Where have we been?**

The District has enjoyed email access for employees on disparate systems over the past few years for select staff.

### **Where are we?**

Currently, staff have access to 3 different email “systems.” The first is *MS Exchange*. *MS Exchange* can be accessed in two ways: a) Using the *MS Outlook* software program and/or b) Using Web-version of Outlook (a.k.a. *Web Outlook*) accessible via the SAISD Web page. The second email system is known as *iMail*. The *iMail* system is used to provide email addresses to paraprofessionals and students. The third email system is known as *Staffmail*. The *Staffmail* is based on the *iMail* system. It was created so as to provide teachers with a unique user id. The user id can be used to uniquely identify staff across the SAISD network.

Due to funding availability, and the need to move staff to a compatible system, all professional staff currently using *Staffmail* are being transitioned to *Web Outlook*. This will ensure clear communications via compatible email and calendaring functions. *IMail* will remain as the email system for student access only.

### **How are we going to get there?**

- In Fall, 2002, issue unique user ids to all professional staff.
- In August, 2003, implement Human Resources requirement for all new staff that they complete the request for Outlook account.

- In August, 2003, create Outlook accounts for all professional staff, moving them from the *staff.saisd.net* to *saisd.net* domain. Staff keep their unique user id.
- In September, 2003, distribute user ids and passwords to each Campus Technology Representative. Each CTR will also receive a copy of the Web Outlook tutorial developed by Instructional Technology. This tutorial is also available on the Instructional Technology web site at <http://itls.saisd.net/tli>
- On October 1, 2003, switch to the new user id or email address (when appropriate) for the following systems: a) Performance Information for Public Education (PIPE); b) Professional Development Planner; and c) Digital Video Distribution System (pending Board approval on 09/08/2003).
- On November 1, 2003, all iMail and Staffmail email accounts held by professional staff will be de-activated.
- By December, 2003, all Outlook address books will reflect campus level addressbook/contact lists available for campus administrators to use.
- Switch to *Web Outlook* for paraprofessional staff (e.g. classroom assistants)—excluding data clerks, library assistants, custodial and office staff who have already made the transition—will occur after professional staff transition has been completed. The exact time has not yet been determined.

**How will we know if we are getting there?**

- When all SAISD staff members can access email and meeting schedules in a uniform system.
- When

**When should we be there?**

- By 2003-2004 school year.

**What are the resources needs/issues?**

- Funding for initiative
- Providing Web Outlook Train the Trainer Sessions
- Ensuring that all staff are aware of guidelines governing use of email systems.

**POLICY CITATION**

**BACKGROUND  
INFORAMTION AND**

**SIGNIFICANT ISSUES;  
PREVIOUS BOARD OR  
ADMINISTRATIVE  
ACTION**

**RECOMMENDATION**

**FISCAL IMPACT**

**PROCEDURAL AND  
REPORTING  
IMPLICATIONS**

**EXECUTIVE/CABINET  
TEAM MEMBER(S)  
RESPONSIBLE**

**SAISD Accountability, Technology and Management Information Services Department**

***Technology Project Information Form***

<b>PROJECT NAME</b>	Conversion to Web Outlook			
<b>ATMIS DEPARTMENT SPONSOR</b>	Miguel Guhlin, Director, Instructional Technology Services			
<b>ATMIS PROJECT SPONSOR</b>	Miguel Guhlin, Director, Instructional Technology Services			
<b>POST-IMPLEMENTATION PROJECT OWNER</b>	Robert Alfaro, Assistant Superintendent			
<b>VISION 2005 REFERENCE</b>	<b>Vision 2005 Technology:</b> <b>Strategy 1:</b> Enable the students, teachers, and administrators of SAISD to effectively integrate technology... in the District.			
<b>ATMIS STAFF AFFECTED</b>	Instructional Technology Services Network Services HelpDesk District Initiatives and Special Projects			
<b>OTHER SAISD DEPARTMENT(S) AFFECTED</b>	Curriculum & Instruction			
<b>PROJECT COST ESTIMATE</b>				
<b>ONE-TIME</b>				
<b>RECURRING</b>				
<b>ADDITIONAL STAFFING REQUIRED</b>				
<b>CRITICAL DEADLINE</b>	August, 2003			
<b>FACILITY REQUIREMENTS</b>				
<b>SOLE SOURCE PURCHASE</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>NO</b>
<b>VENDOR NAME</b>				
<b>BUDGETED FUNDS</b>	<input checked="" type="checkbox"/> <b>YES</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BUDGET CODE</b>				
<b>EXISTING PROJECTS RELATED TO</b>				
<b>CONSEQUENCE OF NON-APPROVAL</b>				