

(850) 474-2075

ITS Help Desk - Available 24/7

helpdesk@uwf.edu

Three Days Until Exchange!

Cutover Date: Tuesday, April 25th

This spring UWF faculty and staff have been busy preparing for the cutover from Meeting Maker to Exchange Calendar. We are excited to share that April 25th has been selected as the date for cutover. Among the many advantages of Exchange is the ability to access both email and calendar using a single pro-

gram: Outlook 2003, Outlook 2002 (XP), or Entourage (Mac). Exchange is also available over the Internet using ArgoMail (<http://argomail.uwf.edu>) which looks and operates remarkably similar to the full Outlook program.

Exchange Calendar is the calendar standard for many universities and businesses. It consolidates email, calendar, and tasks into a single software platform, takes advantage of our existing university IT infrastructure, and

- continued on page 2 -

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Calendar Hotline

Have a question about Exchange Calendar?

Call 474-2075 and press 1.

ITS HELP DESK

Available 24/7

(850) 474-2075
helpdesk@uwf.edu

FULLY STAFFED

Monday - Friday
8:00 am to 5:00 pm

AFTER HOURS

Phone and email support is available 24 hours a day, 7 days a week



IT Training

April/May Calendar

[Argus - Introduction](#)

[Banner Basic Training](#)

[Banner 7 Intro for Requisitioners and Requisition Approvers](#)

[Banner PCard Training](#)

[Exchange - Basics for Managing Your Personal Calendar](#)

[Exchange - Basics for Managing Your Personal Calendar and Calendars Not Your Own](#)

[Exchange - How Do I Get Started with Calendaring](#)

[Introduction to Banner 7 for Banner Forms Users](#)

[Sign Up Here](#)

*From the Training Reservation Desk in Argus
All classes and times are subject to change*

Going Up to Banner 7

Improvements coming May 29th

The Banner 7 upgrade is coming May 29th. Read below to learn about improvements to the services that you use.

Banner Self-Service: The Banner Self-Service channel in Argus will be updated so that you can quickly access your time sheet or leave report without having to open multiple folders. While the Argus setup will change, the steps you take to enter time, report leave, and perform other self-service tasks will remain the same. [Preview the new look of](#)

[the Banner Self-Service channel.](#)

Banner Reports: There will be no changes to Banner reports.

Banner Forms: Banner forms users will see the most significant improvements. The general appearance of Banner will be updated and streamlined, Banner's new online help system will be unveiled, and new personal preference options will be introduced, all of which make Banner easier to use. To learn more,

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Exchange Calendar

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allows for better synchronization with PDAs, cell phones, and other mobile devices. Although Meeting Maker has served the campus community well for several years, our current version is not supported and is lacking in its ability to synchronize with other devices.

[Training sessions](#) are currently being offered to assist the campus community with the cutover. More information about training can be found on the [Exchange Calendar website](#). This website is also a valuable resource for [helpful documents](#), user resources, and the latest information regarding the transition to Exchange Calendar.

Click Here



Learn More

Banner 7 Upgrade

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[Watch the Online Demo and Read FAQs](#).

The information covered in the online demo is also available in a short [information session](#).

Purchase Requisitions: There will be some changes to the purchase requisition process. Requisitioners and requisition approvers are encouraged to attend a short information session to review the changes. Sign-up from the new [Banner Information Center](#).

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Change Your Email Display Name

How "Jonathan Doe" becomes "John Doe"

UWF email is initially set to display the first and last name that you have on file with the university; however, you can change your email display name to reflect your preferred name such as a middle name or nickname. In other words, "Jonathan Doe" can become "John Doe". You can change your display name from the Argus - My Argo-

Net tab. Under the Email section, select "Display Name". This will change your name as it appears in both email messages and the Global Address Book (used by ArgoMail and Exchange Mail). Be aware that this will not update the name you have on file with Human Resources that is used in reports, labels, and the campus directory.

Preparing for Exchange Calendar

Tips for a successful transition



To make your calendar transition as smooth as possible, an [online checklist](#) is available to ensure that you and your computer are ready for the new calendar system. The [checklist](#) steps through the tasks you should be performing now as well as those that you should perform in the days immediately preceding the cutover on April 25th.

Starting Tuesday April 18th, you should begin moving your upcoming meetings from Meeting Maker to Exchange Calendar. Unfortunately, there is no automated way to reliably move Meeting Maker data into Exchange Calendar. In order to ensure that your calendar is reliable and accurate,

meetings must be manually entered into your Exchange Calendar. We offer several [tips and suggestions](#) for performing this manual process.

It is also important to save a copy of your historical Meeting Maker information. There are [four options](#) available; you should review each to determine which will work best for you. Many of these options will work better if you access your Meeting Maker calendar, and any Meeting Maker calendars for which you are responsible, the day before the cut over. By doing this, your Meeting Maker calendar information is downloaded to your computer.

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New Banner Information Center

Your one-stop shop for Banner information



The [Information Center](#) is Banner's new one-stop resource for Banner information including upcoming training, new features, and documenta-

tion. The [Banner Information Center](#) is available from the Banner ERP System channel in Argus.

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