

AATECH Exchange Migration

Pre-Assessment (rev.20050524)

Client Name

UUID

Email client				
Netscape 4.x	Eudora	Outlook	Other:	
Netscape 7.x	Thunderbird	Outlook Express		

Email client profiles	Local mail path	Converted	
		Yes	No

Address Books	Converted		Address Books	Converted	
	Yes	No		Yes	No

MS-Office Version		FERPA'd?	Yes	No
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Has client attended Outlook training?	Yes	No
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Preassessment completed by		Date	
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Conversion Use Only

AATECH Staff Member		Date	
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Conversion Checklist	Yes	No
Postoffice mail moved to Exchange		
Local mail migrated		
Address books migrated		
Calendar migrated		
Client shown how to send email in Outlook		
Client show how to receive email in Outlook		
Client shown how to set up calendar event		
Provide client with migration follow-up instructions		