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Instructor: Sarah Clements, sjclements@ualr.edu

To: jack@mycompany.com
Subject: SharePoint Login Update

Dear Jack,

I received your email this morning regarding the SharePoint updates. I am looking forward to the more streamlined access. Marty suggested I follow it up for additional emphasis and to reiterate the specific points of action that you provided for the staff.

I should have it out mid-morning tomorrow. Thanks for all the work you and the IT team do to keep us running smoothly,

Sincerely,

Lee

To: staff@mycompany.com
Subject: SharePoint Login Update

To Staff:

As you may be aware, our company is looking forward to some welcome updates to our SharePoint system. We are pleased to announce that SharePoint technicians will be on site, working with our IT department on May 24th to effect the updates. I recommend that everyone plan for a local workstation oriented workday, while the network is being serviced.

I have outlined some impact notes and actions that you may take to get through the transition with as little interruption as possible.

- The system changes will relate directly to your login credentials and procedures.
- Your New Login ID will be your AD (Active Directory Credentials)
- Assistance with AD Credentials is available at the Help Desk (800-555-1122)
- Sign up for the Self Service Password Reset Service (see instructions attached)

These system changes will greatly simplify our login procedures and credentials management so we can spend more time and effort working in the system rather than for the system. Thank You all for all of your hard work

Sincerely,
Lee Richardson