

Email #1

SUBJECT: Follow-Up to Sharepoint Transition
DATE: May 1, 2016 at 8:32 AM

Dear Jack,

I hope your Monday is going well.

Thank you for your email this morning about our transition to the new Sharepoint infrastructure. Sharepoint is important to all of us, so I appreciate you taking the time to outline the upcoming changes.

Chris, my boss, also saw the email's importance. He wants to help ensure that everyone understands exactly what they need to do during the transition to and how it will affect us. Per his recommendation, I will send a reminder to our organization one week before the transition date, so everyone remembers is happening on the 24th. Truly, you can never have enough guidance during such a detailed process!

Please thank your entire IT team for helping guide our company during the transition to the new Sharepoint system. I look forward to interacting with the new system in a few short weeks.

Thanks again.

Sincerely,
Kimberly

Kimberly Ostiller

Coordinator, Human Resources

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Kimberly Ostiller

April 29, 2016

Email #2

SUBJECT: What we need to know about our transition to the new Sharepoint system
DATE: May 17th, 2016 at 10:29 AM

Hello All,

Thanks to Jack's informative email from May 1st, we are aware that our company will be transitioning to a new Sharepoint system on May 24th. Jack and the entire IT department have been working hard to ensure that this process goes smoothly for all of us.

IT will share more specific details with us closer to the system service date, but here's critical information we all should know now about the transition, and what we need to do to prepare.

When is this taking place?

On *May 24th*, our Sharepoint infrastructure will undergo maintenance. Please note that during the service period that day, Sharepoint client software and our company portal will be unavailable.

Who does this affect?

The updates will affect all employees and my.pfeiffer.edu users.

What is happening?

Once the maintenance is complete, all Sharepoint and my.pfeiffer.edu users will log-in using their Active Directory (AD) credentials. Please be aware that your current Sharepoint login will no longer work.

Consultants from Sharepoint will be assisting our IT team with updating the system. The new changes will streamline our use and bring Sharepoint into the single credential system.

What do I need to do now?

You may already know your AD. If you do not know your AD, then please contact the Help Desk at 800-555-1122 before May 24th. This will help your new login process once the transition is complete.

At this time, we also ask that you sign up for the Self-Service Password Reset service. This convenient service will allow you to reset a forgotten password or unlock your account if it's locked. You will be able to set up and access this system remotely. We have attached the how-to document for your reference.

* * *

We thank you in advance for your participation and cooperation during our company's transition to the new Sharepoint system. We are confident that the updated system will provide us, our clients and other users with enhanced service and functionality.

If you have any questions about the transition or would like further assistance, please feel free to contact anyone on the IT staff or at the Help Desk.

Thank you.

Sincerely,
Kimberly

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