

Email #1

SUBJECT LINE: Announcing Sharepoint Change to Company

Good Afternoon Jack,

Due to the importance of this issue, I have been asked by my supervisor to revise and resend your original email to the company. Hopefully by resending this information, we can better stress the large effect this change will have on all of our employees.

Thank you for the informative email detailing the change to the Sharepoint infrastructure and I look forward to seeing these changes when the site is up and running again. If you have any questions, feel free to email me or stop by my office.

Sincerely,  
Lauren Holcomb  
Auburn University  
[LEH0021@auburn.edu](mailto:LEH0021@auburn.edu)

Email #2

SUBJECT LINE: Important Change – *Affects All Employees*

Good Afternoon,

Please read the following email in its entirety as it pertains to all employees and outlines important changes within the company.

On May 24, both the Sharepoint client software and the company portal website will be unavailable as IT works with Sharepoint consultants to make changes to the online infrastructure.

These changes will affect users of both the Sharepoint client software as well as those who log in via the my.pfeiffer.edu portal site.

Once the changes are complete, access to Sharepoint will be restored. At that time, we request that all staff will perform the following tasks:

- ❖ Log into the Sharepoint client or the company portal using your Active Directory (AD) credentials
  - o If you do not know your AD credentials, please contact the Help Desk at 800-555-1122
- ❖ Sign up for the Self-Service Password Reset service to reset a forgotten password or unlock your account if its locked

- o A document outlining how to register for this service is attached
- o The system may be set up and accessed from outside the company network

Thank you for your cooperation as the company undergoes these changes to Sharepoint.

If you have any questions, feel free to email me or contact Jack Spenser, head of the IT department.

Sincerely,  
Lauren Holcomb  
Auburn University  
[LEH0021@auburn.edu](mailto:LEH0021@auburn.edu)

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