

Office of Information & Technology

Date: July 13, 2011

We're updating our Exchange version from 2003 to 2010!

On July 18, 2011, the Office of Information Technology will migrate to a newer more powerful version of our email system, Exchange 2010. Although your current version of Outlook is compatible, over the next several months we'll be updating the Outlook version you currently use to a District standard of Outlook 2010 to enhance your email experience. The system will enable accessible everywhere with the Internet – in school, at home or wherever you need to do your work.

In preparation for this migration the current email system will go off-line (with no access to in-coming or out-going messages) on July 15, 2011 at 6pm until July 18, 2011 at 6am.

Using Outlook?

Your current Outlook version will work fine with this improved version. There is no action necessary by you to use this new version.

Getting to know Outlook and Exchange – Windows and Mac

The following sites will provide an opportunity to familiarize your-self with new versions of Microsoft Outlook and Office products.

1. Visit the Microsoft e-Learning web page - **Windows**

<https://business.microsoftelearning.com/default.aspx>

login or create an account

select “learning catalog”, type in 10280 in search box, click on:

Course 10280: What's New in Microsoft Outlook 2010

2. Visit the Clip Training webpage - **Windows**

<http://psd.cliptraining.com>

login...if you do not have an account, contact the Call Center

Under the “Training Library”, select “What’s new in office 2010”, scroll down to the Outlook 2010 section

3. Visit the Office for Mac webpage - **Mac**

<http://www.microsoft.com/mac/outlook/getting-started-with-outlook>

select “outlook basics tutorial”

Using OWA?

The URL is still owa.pps.k12.pa.us. There is no action necessary by you to use this new version unless you do not meet the system requirements outlined below. The login page appearance has been updated and improved.

Outlook Web App – Overview and Browser Requirements

1. Visit the Microsoft OWA web page for an overview of features

<https://business.microsoftelearning.com/default.aspx>

On Windows XP, Windows 2003, Windows Vista, or Windows 7

- Internet Explorer 7 and later versions.
- Firefox 3.0.1 and later versions.
- Chrome 3.0.195.27 and later versions.

On a computer running Max OS X, you can use:

- Safari 3.1 and later versions.
- Firefox 3.0.1 and later versions.

Outlook Web App – Login

1. Use this URL to login: owa.pps.k12.pa.us
 - Use your assigned domain username and password
 - Select “this is a public or shared computer”
 - DO NOT select “light version” unless you have a slow internet connection.
 - ✓ Using this version removes many features such as and Spell Check, Public Folder access, Tasks module, Reminders, HTML message composing (this means TEXT only format of messages)

Questions??

If you have any questions please email them to zz-trouble@pghboe.net or contact our Call Center at 412-390-2790.