Why Migrate to Microsoft Live @ Edu?

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Why?

- The first is rooted from a user functionality perspective as the college needs to provide a more robust feature set that includes:
  - Increased mobile access to email/calendar
  - Increased storage space
  - More fully featured collaboration environment
  - Greater account availability for alumni.

- The second area of the evaluation stems from an IT/institutional perspective that includes:
  - Cost Savings (Disk storage, Licensing agreements, ITS Staff time, Utility overhead)
  - Email Retention/Archiving
  - Business Continuity/Disaster Recovery
  - eDiscovery
  - Future innovative potential
  - Greater System Integration
Advantages

1. Cost Savings (disk storage and licensing agreements, ITS staff time)
   • Estimated savings of $17,931/annually
   • Estimated ITS Staff time savings 170hrs/annually

2. Free “@messiah.edu” email accounts for Alumni

3. Externally Hosted
   • No software upgrades other than the Desktop client
   • No server maintenance/upgrades

4. Ease of Mobile Integration
   • Including greater likelihood of future mobile device support as Exchange (Microsoft’s Email Service) is the industry standard

5. Mailbox Quota Size
   • From 2GB to 10GB with no extra disk storage cost to Messiah
Advantages

6. Web Based Collaboration Software
   - Each account comes standard with web based Word, Excel and PowerPoint
     - No need to have Word, Excel, PowerPoint installed on computer if performing basic editing
       - Working from home
       - Working while traveling
     - Greater Security as the user works directly on files on the cloud as opposed to downloading them locally

7. User Message Recovery
   - Users can recover own items after deleting them from their deleted items folder

8. Integrated Campus Wide Chat Functionality

9. Much more robust email search functionality as opposed to GroupWise Filtering
Advantages

10. Additional Mailbox Features

- Message notifies users that they are not responding to the latest item in the conversation
- Can ignore a message and all of its replies
  - Good for list servs or for message replies that you are not interested in
- Enable a threaded conversation view of the emails instead of having each email as a separate line
- Automated Mailbox cleanup functionality
- Stationary Design on messages (theme message style)
- Find Related Messages Functionality
- Macro Creation
- Social Network Connector Integration
- Can utilize the HTML functionality in a Word Mail Merge
- Favorite Folders Section
- Voting option within Email Client
- “Direct Replies to” Functionality
- Integrated Thesaurus
- Directly insert ClipArt, Shapes, WordArt, SmartArt and Charts
- Create a table within a new email