



# Western Regional Center

## National Oceanic & Atmospheric Administration

U.S. Department of Commerce



## OCIO Systems Support Seattle IT Updates - June 2009

### Network User Name Change

Systems Support Division will be migrating our users to a new consolidated network domain (CORPSRV) in the near future. This will be a combined Active Directory domain that will span NOAA's Corporate Services.

One issue this creates is the possibility of duplicate user names as we combine domains. To prevent this, our user names will change to the one value that we can guarantee is unique - our email user name. Starting soon your network login name will change to match your email name. (Example. RDavies will change to Richard.A.Davies) We will be doing each division separately and will contact you as we are ready.

### Mail Client Migration - Thunderbird to Outlook

As we prepare to move from our current email system to the new Outlook/Exchange system, we will need to change to Outlook as our mail client. Most of the features of Outlook are the same as what you use in Thunderbird, plus a few new ones like calendar and task lists.

We will start changing our users from Thunderbird to Outlook in July with the plan to have everyone transitioned over before the end of August. We will be doing this at the same time we change the network user name and working through each of the divisions. All government issued computers, including travel laptops and telework machines, will need to be configured. Eventually all Thunderbird mail clients will be removed.

Now would be a great time to clean up your mail folders, including your Inbox, Sent, and Trash folders.

If you have any questions or concerns, please call the Computer Helpdesk at 6377.

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### June Tech Tips

- **Moving files out of Inbox and Sent**

Your Inbox and Sent folders are the two most used folders in the email system. Having numerous files in these folders slows down the email system because each sent or received email needs to be added to an internal database. If you have thousands of emails in either folder you will see the email processing very slowly.

If you have more than 300 messages in your Inbox, create an archive folder and move some of them there. If you have hundreds of files in your Sent folder, create a Sent Archive and move most of the files there. You should see your email response improve and the more files you move the better.

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