

9<sup>th</sup> Edition

September 16, 2013

## Conversion of Email

To facilitate the Windsor Regional / Hotel-Dieu Grace Hospital realignment, there will be changes to Outlook email for WRH Ouellette Campus, Met Campus and HDGH Tayfour Campus staff.

The table below provides a high level summary of the address changes:

Campus	Current	New
WRH Met staff	"Firstname_lastname@wrh.on.ca"	"Firstname.lastname@wrh.on.ca"
WRH Ouellette staff	"Firstname.lastname@hdgh.org"	"Firstname.lastname@wrh.on.ca"
HDGH Tayfour staff	"Firstname_lastname@wrh.on.ca"	"Firstname.lastname@hdgh.org"
HDGH staff relocating to Tayfour	"Firstname.lastname@hdgh.org"	"Firstname.lastname@hdgh.org"

What this means to you:

On Sept 19th

- For all WRH staff, the “\_” in your email address name will be replaced with a “dot”.
- The email display name for all WRH staff in the Global Address List will change to a
- **Firstname Lastname** format.

On Sept 26<sup>th</sup>

- For staff at WRH Ouellette Campus, the email domain will change from hdgh.org to wrh.on.ca.
- For staff at HDGH Tayfour Campus, the email domain will change from wrh.on.ca to hdgh.org
- For HDGH staff relocating to Tayfour, there will be no changes.

These changes will not require any action on your part other than notifying key contacts that you have a new email address and modifying your email signature line.

These changes will have no impact on your calendar or emails in your inbox today.

The email distribution lists in use today are being reviewed and modified to accommodate the changes and subsequent communications will follow about any necessary changes.

Your contacts will still be able to reach you at your current email address on a temporary basis.