Madison College Email Change

yourname@matcmadison.edu to yourname@madisoncollege.edu

What’s being done and why?

Madison College, in able to provide the latest technology to the college community, will migrate its email system from Microsoft Exchange 2007 to the Exchange 2010 platform. With this migration, the email domain name at Madison College will change from @matcmadison.edu to @madisoncollege.edu.

What are the benefits to users?

The new e-mail platform will benefit users by offering greater flexibility and reliability; anywhere access of email, voice mail from virtually any mobile device; and easier management of information as well as brand continuity for the college.

When will this occur?

Tuesday, July 31 (beginning approximately 9:00 pm CDT) through Monday, August 6

What is the impact to me?

During the 7/31/12 - 8/6/12 timeframe, email access will be available, however users may experience minor interruptions of service during this period including: viewing others Outlook calendars may be temporarily unavailable until the migration is completed, and the Message Waiting Indicator (MWI) light on Cisco phones will be unavailable during this time.

Additional impacts?

- Mobile devices will need to be changed from webmail.matcmadison.edu to mail.madisoncollege.edu for Staff and Students
- Students will have to change their mobile devices after the domain name change on August 6th: for assistance: http://matcmadison.edu/email-mobile
- Eventually, any places where emails are listed (i.e.- business cards, documents, web site pages, etc..) will need to be changed to the new email domain name. A coordinated effort to achieve this is being planned with further information to come.
  - Note: current email domain name (matcmadison.edu) will still work simultaneously with the new email domain name (madisoncollege.edu) until Fall 2012 (specific date to be determined)

Who to contact for general questions?

Mark Martinez – Technology Services Project Manager
608-246-6134
mdmartinez@matcmadison.edu

Who to contact for troubleshooting questions during the change?

HelpDesk
608-246-6666
helpdesk@matcmadison.edu
Madison College Street & Mailing Address Change

What's being done and when?

Effective July 1, 2012 the Madison college campus mailing address will change to:

<table>
<thead>
<tr>
<th>School</th>
<th>Street Address</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Health Education</td>
<td>1705 Hoffman Street</td>
<td>1701 Wright Street</td>
</tr>
<tr>
<td>School of Human and Protective Services</td>
<td>1701 Pearson Street</td>
<td>Madison, WI 53704</td>
</tr>
<tr>
<td>Truax &amp; District Administration Building</td>
<td>3550 Anderson Street</td>
<td></td>
</tr>
<tr>
<td>Animal Building</td>
<td>3580 Anderson Street</td>
<td></td>
</tr>
</tbody>
</table>

When to use Street Addresses (vs. Mailing Address)?

Use of street addresses: Street addresses should only be used for taxi cab deliveries and visitor directions. UPS and Federal Express should use the 1701 Wright Street address, so that all packages can be processed through our mailroom.

Additional things to know:

- The US Postal Services will forward all inbound mail addressed to 3550 Anderson Street for approximately one year (May 20, 2013) to 1701 Wright Street.

- The return address on all mail should use the college’s legal name: Madison Area Technical College, not MATC or MADISON COLLEGE.

- Outbound Mail: If the legal name is not used as the return address, the post office will not accept the outbound mail. Nicknames (Madison College, MATC) are not acceptable.

- Signatures on Outlook will have to be updated by individuals.

- Business Cards – use the web form on the web site as normal: http://matcmadison.edu/in/business-card-order-form

- Postcards will be available to mail as well as an electronic copy you may send to your contacts with updated address information (Date to be determined).

Who to contact for questions?

Roxanne Zetzman – Interim Marketing Manager
608-246-6445
RZetzman@matcmadison.edu
Madison College Domain Name Change

matcmadison.edu to madisoncollege.edu

What's being done and why?

To support Madison Area Technical College’s Rebranding Effort, the Domain Name¹, currently used by the College, matcmadison.edu, will be changed to the new Domain Name, madisoncollege.edu.

What are the benefits to users?

Changing the Domain Name completes the Madison College rebranding project. It provides a single website address across all applications (madisoncollege.edu) and enables a simpler approach for growth in the College’s information technology environment.

When will this occur?

The Domain Name change process will begin after the August 6th email change is complete. It will be completed during the fall semester. More specific information will be provided at a later date.

What is the impact to me?

Application and content changes will be managed as part of this process. More specific information will be provided at a later date.

Who to contact for general questions?

George Matykowski – Domain Name Team Project Manager
Matykowski@matcmadison.edu
608-243-4140

Who to contact for troubleshooting questions during the change?

HelpDesk
608-246-6666
helpdesk@matcmadison.edu

¹ Domain Name is the sequence of words, phrases, abbreviations, or characters that serves as the Internet address of a computer or network.