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## MEMORANDUM

**TO:** Area Agency Directors **NOTICE#:** 022012-1-I-MIS  
**FROM:** Richard Prudom, Deputy Secretary  
**DATE:** February 20, 2012  
**SUBJECT:** Notice of Instruction: Email Migration

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The purpose of this notice is to address the possibility of confusion about email addresses and standards during our migration from the common email system that has been in place. Discussions with the Area Agency LAN Administrators about the transition away from our common email system “@[elderaffairs.org](mailto:elderaffairs.org)” have identified the need for this additional clarification.

To avoid the possibility of confusion about migration dates, email addresses, and standards, each Area Agency should:

1. Have their LAN Administrator or other employee delegated by the Executive Director provide notice to DOEA two weeks prior to the date of their migration from “@[elderaffairs.org](mailto:elderaffairs.org)” to their new email address. Please have the LAN Administrator send this notice to [emailmigration@elderaffairs.org](mailto:emailmigration@elderaffairs.org);
2. Include with their notice a list of users to be migrated, including the user's first and last name, new email address, and phone number. The list should be formatted into a spreadsheet or delimited file; and
3. Include the new email standards, such as the addressing naming convention, the maximum allowed attachment size, and any prohibited attachment files types or file extensions.

DOEA Information Technology will work with the LAN Administrators to construct a common address book. This common directory will allow all users the ability to look up email addresses, phone numbers, and group attributes not contained in their local email system address book.

Should you have questions, please contact your contract manager. Your attention to this matter is greatly appreciated.

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