



# GROUPWISE TO EXCHANGE MIGRATION AFTER MIGRATION

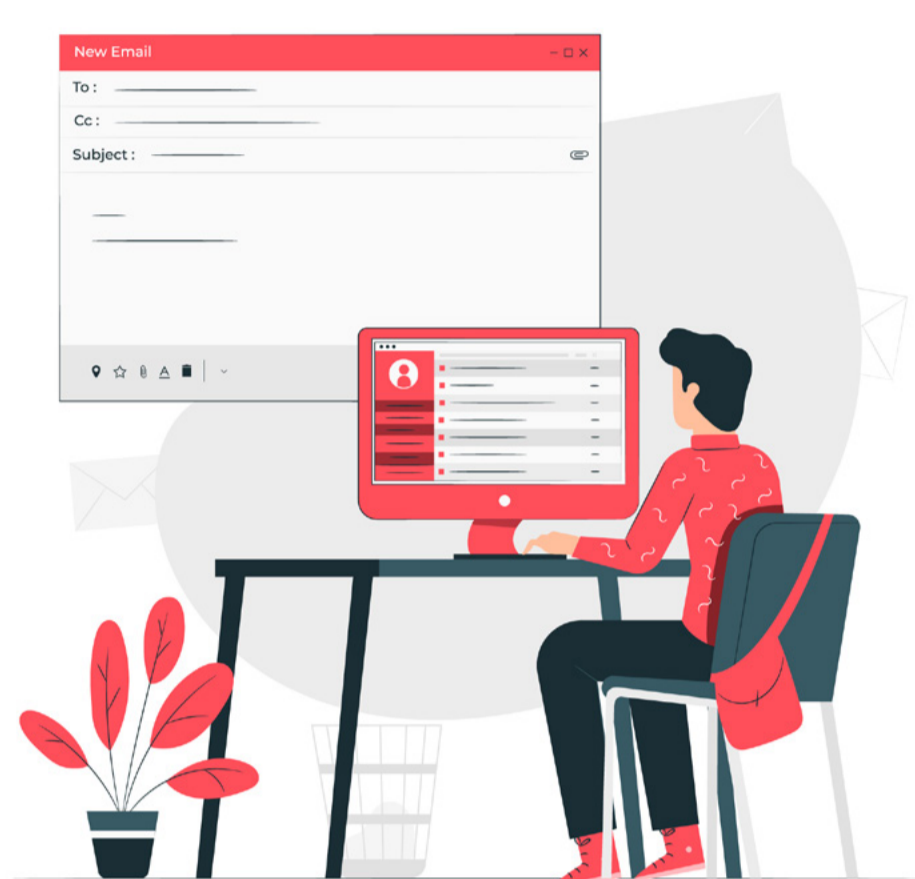
for the interim phase

Only use GroupWise for scheduling purposes  
Exchange Calenders not yet fully functional



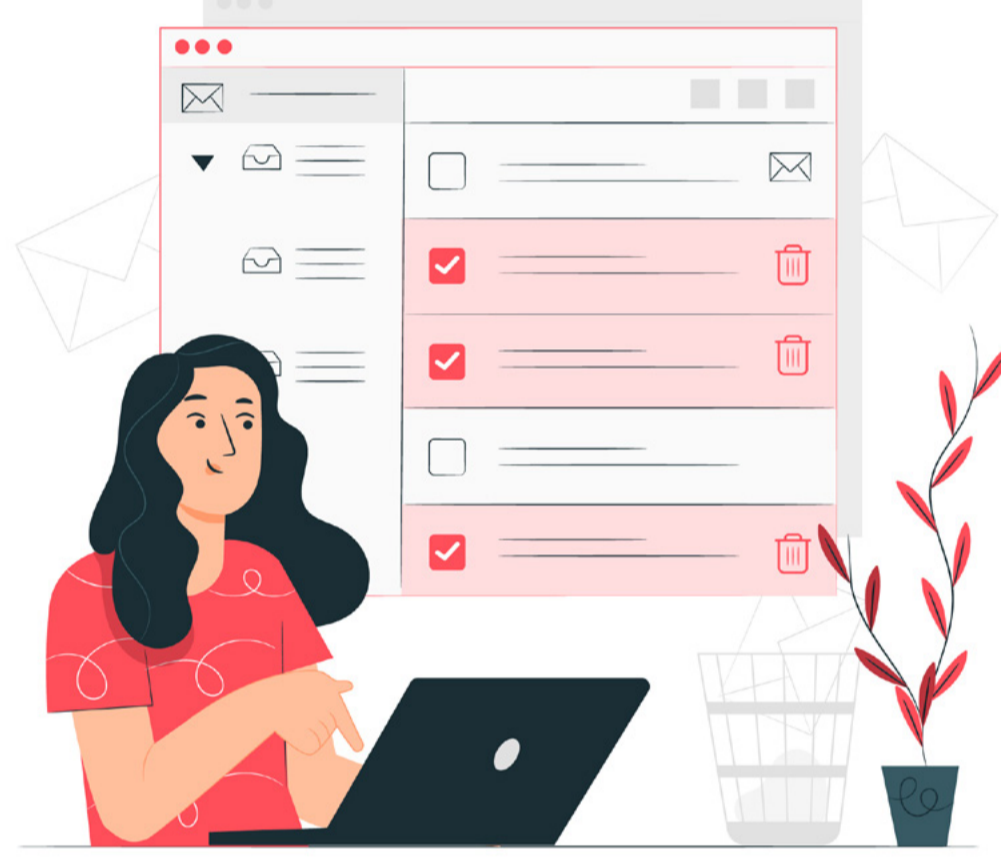
Always use GroupWise to SCHEDULE appointments because BUSY SEARCH between GroupWise and Exchange is not working.

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When scheduling an appointment for yourself, for example, leave, use New Appointment in GroupWise. This type of appointment will also forward to the Exchange Calendar. Do not use Personal Appointment.



When an organiser cancels an appointment in GroupWise, it will not be deleted in Exchange. GroupWise remains the main software to use for Calendaring for the Interim phase.

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**To keep your GroupWise Calendar up to date, please remember:**

When you receive an appointment invitation from an external person, it must be forwarded from Exchange to GroupWise to the following email address:

**UniversityNumber@groupwise.puk.ac.za**



**Should you need more help?**  
Should you experience a problem please log a fault within the Service Request Manager or contact your campus IT Service Desk.  
**See our contact detail below.**

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MC | 018-389 2013/6 PC | 018-299 2700 VC | 016-910 3324



Service Request Manager | <https://support.nwu.ac.za>



Contact us | <http://services.nwu.ac.za/information-technology/contact-it>