

Purpose:

To provide WiscList Main administrators with suggested language to inform list members of the change, point list members to resources

Google Groups

Subject

WiscList moving to Google Groups on [DATE]

Hi [WISCLIST GROUP NAME],

On [DATE], we are migrating our WiscList email list, [INSERT WISCLIST NAME], to Google Groups. This change is happening because the WiscList service will be retired by the end of this year.

Our new email address is [GOOGLE GROUPS EMAIL ADDRESS]. If you email [WISCLIST EMAIL ADDRESS], it will continue to work by forwarding to the new email address.

Below is a list of useful resources for Google Groups to get started:

- [Getting Started KBs - Getting started with Google Groups](#)
- [UW-Madison G Suite account versus personal G Suite account](#)
- [Switching between a personal Google account to UW-Madison G Suite account](#)
- [Subscribe to and unsubscribe from a Google Group](#)
- [Data privacy - Google Groups Terms of Use](#)

If you have any questions or concerns about your membership on this list, please contact [INSERT CONTACT EMAIL ADDRESS]. Check out the project page for information about and updates on the [WiscList Migration Project](#).

Please feel free to contact the [DoIT Help Desk](#) with additional questions.

Thank you,

Signature

Office 365 Groups

Subject

WiscList moving to Office 365 on [DATE]

Hi [WISCLIST GROUP NAME],

On [DATE], we are migrating our WiscList email list, [INSERT WISCLIST NAME], to Office 365 Groups. This change is happening because the WiscList service will be retired by the end of this year.

Our new email address is [OFFICE 365 GROUPS EMAIL ADDRESS]. If you email [WISCLIST EMAIL ADDRESS], it will continue to work by forwarding to the new email address.

Below is a list of useful resources for Office 365 Groups to get started:

- [Getting Started with Office 365](#)
- [Transition from WiscList to Office 365 Groups](#)
- [Manage group settings](#)
- [Hide or unhide a group](#)

If you have any questions or concerns about your membership on this list, please contact [INSERT CONTACT EMAIL ADDRESS]. Check out the project page for information about and updates on the [WiscList Migration Project](#).

Please feel free to contact the [DoIT Help Desk](#) with additional questions.

Thank you,

Signature