

The Physics and Astronomy email system is complex, with many specialised email functions being carried out by the underlying software - e.g filter files, mailing lists hosted for affiliate Institutions, distribution lists for administrative use, status scripts for the email system etc.

Dismantling it without due care and attention will lead to disruption in the Learning and Teaching activities, and may even lead to mail loss. Certainly, an abrupt transition will disrupt the research efforts of the many staff members mainly located overseas.

Therefore, the transfer will be a series of staged steps, in which each step is carefully evaluated before the next step is taken. In each step, there are two things that need to be considered as inviolate:

1. No interruption to the email service must occur - any disruption of the learning and teaching, research and administrative activities of the School cannot be tolerated.
2. No email can be lost during the transition period.

The steps to transition:

1. Identify P&A account holders that are entitled to a GU mail address (Action on @physics email admin, IT Services)
2. Prepare the forwarding of any email addressed to the users @physics|astronomy.gla.ac.uk to their @glasgow.ac.uk account. (Action on P&A email admin)
3. Ensure each user has a working client for the GU mail system. (Action on P&A IT Support Office)
4. As each user is transitioned, activate their P&A email address forwarding and de-activate their smtp log-in on the P&A system. (Action on P&A email admin)

Detailed implementation of the above steps.

1. Identify P&A account holders that are entitled to a GU mail address

1.1 Estimated time: Two weeks

1.2 IT Services will be supplied with a spreadsheet containing all the email addresses on the P&A system along with staff numbers applicable to those account holders. IT Services will check their eligibility for a GU email account, enter the assigned email address in the spreadsheet and return the completed spreadsheet to the P&A mail admin.

1.3 P&A mail admin will resolve any anomalies by consultation with IT Services.

2. Prepare the forwarding of any email addressed to the users P&A address to their @glasgow.ac.uk account

2.1 Estimated time: Two weeks.

2.2 An *inactive* .forward file pointing to the P&A users @glasgow email address will be placed in each P&A account holders mail home.

3. Ensure each user has a working client for the GU mail system.

3.1 Estimated time: 3 months

3.2 As each users email client(s) are configured to access the central email store, IT Services will be notified.

3.3 IT Services will cease forwarding the users @glasgow addressed email to the P&A address.

4. A each user is transitioned, activate their P&A forwarding and deactivate their smtp log-in on the P&A system.

4.1 Estimated time: 3 months (concurrent with 3.1 above)

4.2 As the P&A mail admin receives confirmation of the cessation of the forwarding of any @glasgow addressed email from IT Services, the

inactive .forward file in 2.2 above will be activated, and the use of the P&A submission server will be administratively prohibited.

Aftermath

The current email store on the P&A system will be “frozen” - i.e. Read-only access. SMTP submission services will be turned off for each transitioned user (at the time of transition). A user may, if they so desire, move their email from the P&A system to the Central service. In any event a 5 year “sunset” period will be started at the end of the year in which the last user was transitioned. After that time the “frozen” mail store will be deleted.

The College of Physical Sciences will undertake to maintain the P&A MX, thereby allowing “legacy” emails still to be routable. Any staff leaving, changing status etc. must be communicated to the P&A email admin for appropriate action.

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