Dear Colleagues,

DGIT will begin migrating the School of Nursing’s email from its current platform to the UCLA Health Sciences’ on the new dates of Friday, May 7 at 6 p.m. through Monday, May 10 at 7 a.m. Please be aware that during the migration your email will be unavailable. We will provide detailed information on the migration in an upcoming email.

**What does this mean?**

Your current @sonnet.ucla.edu email address will not change and you’ll continue to send and receive from that address. All current calendar information, contacts, and shared mailboxes/calendars will be migrated to your new mailbox. Please note all other email addresses will not be impacted by this migration.

If you have an existing @mednet.ucla.edu address, your mailbox will be merged into the @sonnet.ucla.edu mailbox. Post-migration, you’ll continue sending and receiving as @sonnet.ucla.edu. Emails sent to either your Sonnet or Mednet address will be delivered to your Sonnet mailbox.

**What will change?**

1. Your password for your email will be your Mednet password.
2. Your Outlook Web Access (OWA) will now be via Mednet Office 365 portal. Log in using your complete Nursing email address as your username and your Mednet password for your password. You will need to use the UCLA Health DUO while off-site.
3. Per the UCLA Health Email Policy, HS Policy No. 9453A, Use of Electronic Mail (Email), all faculty, staff, and students must use Health Sciences Email Accounts for any University Business conducted by email. Once the migration has completed, only a @sonnet or @mednet email will be considered an approved address for university business.
   a. For those who do not already have a @sonnet.ucla.edu email, one will be provided for you to comply with the UCLA Health Email Policy.
4. Accessing your email while off-site will require the use of the UCLA Health DUO and access to the Mednet VPN or My Desktop.

**Other changes happening**

As we migrate your email, we will also grant the School of Nursing access to the UCLA Health Box instance, which is HIPAA-compliant and offers unlimited storage with an upload file size limit of 15GB. Our team will provide access information, training materials, and other resources as we approach the change.

Your migrated email will give you access to UCLA Health’s Microsoft Consolidated Campus Agreement (MCCA) which grants you the ability to install Office 2016 on up to five personal devices. To learn more about this, visit our Microsoft Services webpage.
Additional Information
For more information, please visit the School of Nursing webpage on the UCLA Health IT site.