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Your ref:  
Date: 10 October 2008  
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**Cambridgeshire Education ICT Service**  
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**TO:** Primary Schools, Secondary  
Schools, Special Needs Schools,  
Pupil Referral Units, Nursery  
Schools

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<b>Subject</b>	<b>Email Migration Project</b>
<b>Summary</b>	Information about the project to upgrade all school and staff email from the existing Digitalbrain system to the new Microsoft Exchange system by March 2009
<b>Audience</b>	Headteachers, Principals and Wardens
<b>Action required</b>	Nominate staff to complete online form by 21 <sup>st</sup> October 2008

The existing local authority email system for school staff has been in place for nearly 5 years. Though reliability has improved greatly in the last 12 months there have been a number of serious failures to what is now an essential communication tool. In response to those failures and at the request of Headteacher groups, the local authority commissioned an external review of the staff email system in 2007.

That review suggested a number of possible ways forward, including a move to a Microsoft Exchange-based system. The expectation was that this would improve reliability but also provide additional functionality requested by users and not available through the existing system. It would also provide a more secure email system for the transmission of confidential data between schools and the authority. In the longer term it will be a key component, when funding permits, in the development of a wider, integrated communications system incorporating other technologies such as video conferencing and internet telephony (Voice Over IP – VOIP).

Though the local authority was happy to accept that recommendation, it was not possible to find the funding to implement the change until this financial year. However, the new system has now been installed in Shire Hall and was tested very successfully during the summer with a number of early adopter schools.

The ICT Service is now beginning the process of migrating all school staff and offices to the new system, with the aim of completing this phase of the project by the end of March 2009.

A key aim during the migration process will be to minimise the disruption to essential school working. In order to meet that aim and manage the project effectively we need to gather some key information about your school's existing use of the email system.

This will involve completion of an online form. I would be grateful if you would nominate a key member of staff to be the primary contact for this project and to complete the form by 21<sup>st</sup> October 2008. This can be found via this [link](#).

For more details about how this affects you and your school, please go to the Frequently Asked Questions site, via this [link](#). We strongly recommend you read this information before completing the above form.

The Education ICT Service will then contact your nominated person to arrange a date and time for the migration to take place.

If you have any queries about this project, please contact the ICT Helpline on the above number or email address.

For those schools who do not currently use Digitalbrain as their email provider but wish to discuss your email needs and future, please contact us also. We would be happy to discuss all options available to you.

*Gareth Davies*

Gareth Davies  
E-Learning Manager