

From: PSJHISOneTeam <PSJHISOneTeam@providence.org>

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Subject: O365 Migration Impacts to Your Calendar Meetings & Appointments - Action May Be Required



Known Calendar Meeting & Appointment Issues in PSJH O365

Due to the O365 migration, SJH calendar meetings & appointments may have been impacted.

All meetings and appointments updated on a legacy SJH calendar between the dates of 10-24-2018 and 12-15-2018 may not be correct on your migrated O365 calendar.

This includes meetings where the following actions may have occurred:

- Adding or removing an SJH caregiver
- Adding or removing attachments
- Updated the text in the body of the appointment
- Deleted the meeting
- Rescheduled the meeting (original Date: 1/15/2019, New date: 1/22/2019)

If your meetings/appointments include any of the characteristics listed above, you will need to update the meeting/appointment or delete and recreate the meeting/appointment.

Additional Instructions for Legacy SJH WebEx Meetings Only

Meetings you had previously scheduled on the stjhs.webex.com site will not be able to be canceled through Outlook now that the site is no longer available. You should be able to cancel the meeting using a web mail client (OKTA).

1. Note the details of your meeting (e.g. People in the "To" line, the Subject, the start/end date and time and any other details you need)
2. Sign into the web mail client you normally use ([OKTA](#) or Outlook Web App) and cancel the meeting
3. You can use Outlook to create a replacement WebEx meeting using your psjh.webex.com account.

4. Any preexisting calendar item that was updated between 10-24-18 and 12-15-18 will need to be deleted and recreated

For additional support with O365 issues, please contact the Service Desk (877-552-7547 and/or 714-937-7460 and press option 5).

About OneTeam

OneTeam is the IS initiative that is integrating collaboration and communication tools across our Providence St. Joseph Health enterprise to improve the caregiver experience and remove barriers. For frequently asked questions, [click here](#).

The [OneTeam](#) self-service portal* is a place where you can find:

- Learning Resources
- Tips and Tricks
- Frequently Asked Questions

**If you are unable to access via the link, please submit access request to PSJHISOneTeam@providence.org*

Information Services

