

PROCEDURE 1310.15
Issued January 6, 1997

SUBJECT: Electronic Mail Standard.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To promote information exchange in a uniform way throughout State government.

CONTACT AGENCY: Department of Information Technology (DIR)
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SUMMARY: This procedure announces the adoption of a statewide electronic mail standard for use in all Executive Branch agencies. The standard will be GroupWise (including successor names) from Novell Corporation.

APPLICABLE FORMS: None. Specifications are found in the product abstract for current version of GroupWise.

PROCEDURES:

General Information:

- The objectives of the electronic mail standard are to:
 - Provide a common mechanism for electronic information exchange throughout the Executive Branch agencies.
 - Provide a set of clearly defined procedures to allow common office functions to be uniform and standard.
 - Provide a model for development of more comprehensive electronic messaging capabilities.

Agency:

- As part of the recommendation to IMPACT to continue the use of GroupWise as the State's messaging system for internal information exchange and electronic commerce, a provision was included to allow the Department of State, Unemployment Agency, and the Department of Consumer and Industry Services to pilot an implementation of Microsoft Exchange. (Pilot is defined as an implementation within the agency to a limited number of users. The scope, extent, and time period to be mutually agreed upon and approved by the State CIO.) Under this provision, these agencies agree to bear all costs associated with establishing and maintaining compatibility and interoperability between Novell GroupWise and Microsoft Exchange messaging systems. The requirement for interoperability specific to this provision is the interchange of calendaring, scheduling, and messaging information in a manner transparent to the client user. Additionally, the agencies agree to bear all costs to integrate Microsoft Exchange to any and all other applications if the need is identified by

the enterprise; when a like requirement is needed for integrating Novell GroupWise with other applications. Fully implemented and tested interoperability will be achieved within the project schedule time period needed by the Enterprise program and will take priority over agency tasks. At the completion of the Pilot time period, the agencies agree to fully implement the state standard messaging software at their expense unless an exemption to the standard is approved by the State CIO.

Maintenance:

- The Office of Strategic Policy will review the standard on a continuing bases and make recommendations for changes.

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