Email Upgrade Task Force Meeting  
October 30, 2012  
8:00 a.m., Flint Hills Room

Participants: Jonathan Bycroft, Rob Caffey (co-chair), Chris Casey, Bill Chestnut, Anthony Cobb, Eric Dover, Seth Galitzer, Renee Gates, Larry Havenstein, Joel Cranmer, Brian Lindshield, Anne Longmuir, Melissa Morris, Michael Raine, Scott Schlennder, Lisa Shubert, Bobby Specht, Theo Stavropoulos, Steve Waldron, Lynn Waugh, and David Williams

1) The list of requirements developed during the email selection process that resulted in the selection of Zimbra was reviewed and revised. Email requirements that will be used to review recommended email solutions are listed below. The edits in blue represent updates from the 2007 listing of email requirements.

2.1 Web Accessibility (ability to access most features with any Web Browser
2.3b Mobile device support for email, calendar and contacts (Android, iOS, Windows Mobile) (This item replaced 2.2 Handheld/mobile accessibility and synchronization for email and 2.3 Handheld/mobile accessibility and synchronization for calendaring.)

2.4 Large mailbox/account storage limit (Must have at least the current capacity.)

2.5 Operating system independent (Unix, Linux, Mac, Windows, etc.)

2.6 Integrated file sharing

2.7 Integrated instant messaging

2.8 Integrated personal contacts (not located on local computer)

2.10 Integrated global/enterprise address list (last name, first name, eID, email, cache search, etc.)

2.13 Capable of defining designees - email/personas/group accounts

2.14 Easy addition of contacts from received email

2.15 Easy search capabilities (email/calendar)

2.16 Easy creation of groups to share documents, update a calendar, add a group calendar to personal – external & internal groups, instant messaging groups, user manageable

3.1 Capable of out-of-office message/auto reply

3.2 Capable of flagging, labeling, prioritizing messages, customized creation of folders with nesting capabilities (organize, manage email, tagging and folders) (This is a combination of 3.2 and 3.3)

3.4 Customizable spam filter (block senders, safe senders, etc.) Personalized spam filtering. When an email is marked as SPAM it is added to personal filter and not the global filter.

3.5 Capable of sending/receiving large file attachments (currently 35mb which may be enough)

3.7 Capable of sending encrypted messages (secure)

3.8 Customizable filters/rules for message management

3.11 Capable of threading messages

4.1 Customizable calendar access control capabilities (full, read only, no access, etc.)

4.2 Resource scheduling

4.4 Integrated functionality between email and calendar ("add to calendar" option in emails)

4.5 Capable of viewing simultaneous calendars (several personal calendars at once)

4.6 Capable of sending a meeting notice/alert

4.7 Calendar busy search

Additional Considerations

5.1 Allows maintaining ownership of data

5.2 Provides an exit strategy that maintains data

5.3 System level mailbox migration

5.6 System level address book migration

5.7 Distribution list migration

5.8 User definable groups
5.9 System definable groups
5.10 Shared groups
5.11 Security, Backup and Recovery - Fault Tolerant
5.12 Online document editing

These requirements remain, but have been unbundled:

2.9 Integrated task/to-do lists
3.12 Capable of maintaining existing email addresses & domains

Technical requirements were added:

Protocols to support
- POP
- IMAP
- SMTP
- CalDAV
- CardDAV
- iCal
- SSL
Integration with present identity management solution
2.11 Easily exportable and archive capabilities (email, contacts, schedules)

These requirements were deemed non-essential:

2.12 Integrated offline client (messages can be composed & cached offline)
3.6 Auto archival and retrieval process (Exchange has this as an option)
3.9 Grammar check
3.10 Copying of screen prints into an e-mail
3.13 Capable of recalling a sent email
4.3 Integrated with campus calendar system (ability to "add event" to personal calendar) This was a reference to the previous K-State email and calendaring system that were two different solutions and they were not integrated.
5.3 Primary Business is E-mail
5.4 Owns E-mail Software; Not a Reseller

4) The next meeting will be held at 8:00 a.m. on November 13 in Union 207.