

Tufts Health Plan SCO Care Management - Newsflash

Lotus Notes Email

From: Damien Wimbush

Starting Friday evening September 26th, your Lotus Notes Email and the Notes Client software will be upgraded by IS.

Out-of-office staff (RNs, Clinical Managers, etc.) :

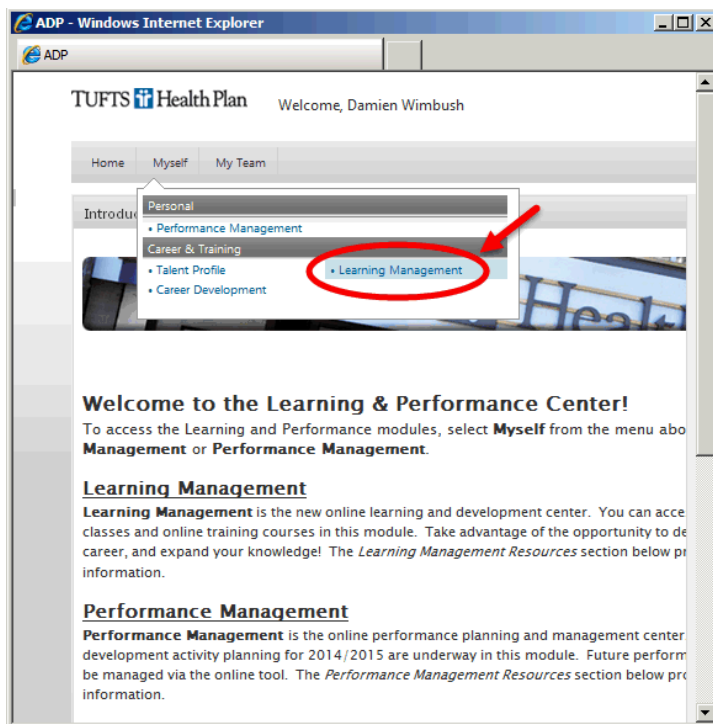
1. If you cannot come to the office on Monday Sept. 29th, start your upgrade from home on Saturday, Sept. 27th.
2. Turn on your laptop and login to the VPN.
3. The upgrade will start; let it run.

In-office staff (everyone else):

1. At the end of your day on Friday, Sept. 26th, shut down your laptop as you do normally.
2. On Monday, Sept. 29th, put your laptop on its docking station, turn it on and the upgrade will run automatically.
3. This will take about 20 minutes.

Also, please complete the "Using THP Email" training online:

1. Click on the "ADP Employee SelfService" link in the Favorites section of your web browser
2. Scroll down to the very bottom of the page and click on the "Learning & Performance Center" link.
3. Under the "Myself" tab, select "Learning Management" from the available options



4. Under the Knowledge Tools section, click on the "Using THP Email" link to start the training.

If there are any questions, please let me know.

Thanks,

Damien