

# IMPORTANT NOTICE

Sunland will be transitioning to the new in-house email system this weekend starting Friday at 6 PM CDT.

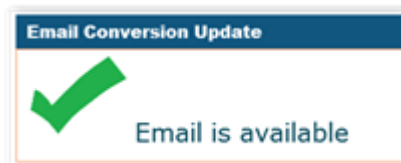
## Things you need to do:

1. **DO NOT** access your email starting Friday, 3/30 6:00 PM CDT until the Email Conversion Update has been changed to a green checkmark.
  - a. There may be periods where you may still be able to access email but you run the risk of losing emails if you do so.
2. Periodically check Treeline or the Sunland Construction employee portal for status changes during the conversion process.

<http://treeline.sunlandconstruction.com>

<http://sunlandconstruction.com/employee-portal>

- a. We will post updates on the Treeline SharePoint site and the Sunland Construction Employee Portal page. A green check means you can access email, a red X means the conversion is in process and do not access email.



3. Once email is available and you log back into your computer, a form will automatically open and you will need to complete the few steps in the attached document to reconfigure your Outlook.
  - a. All you'll need to know is your email address and password. You can complete this yourself. If something goes awry, you can always call us.
  - b. Once email is available, if you are having issues with Outlook on your computer, you can still access email on your mobile device or via OWA:  
<https://owa.sunlandconstruction.com>. login with your [username@sunlandconstruction.com](mailto:username@sunlandconstruction.com) and password.

We have spent the last 9 months designing, implementing, testing and preparing for this weekend. We have tried to make it as transparent as possible but you will still need to follow the 3 steps above. The best analogy is “we are changing the engine and the tires of a car while it is in motion”!

We have tested all of the above but with so many different systems, providers, and many thousands of other variables, it is impossible to predict/test every scenario. If your laptop does not migrate as described in the attached document, don't panic you can always access email using owa as described above or on your cell phone. Please contact the helpdesk with any issues.

The helpdesk number is 844-346-7506. Due to the scope of this project, there may be several users ahead of you in the queue. We do appreciate your patience during this migration.

Thanks for your understanding and assistance during this migration.