

## **E-mail, Calendaring, and Scheduling Working Group**

Meeting Notes  
16 November 1999

### **Participants**

Scott Evers, Labor  
Dale Fangmeier, IMS-DCS  
Robert Gower, NRC  
Ken Huber, NRC  
Jon Ogden, Roads  
Steve Schafer, CIO  
Rick Becker, CIO

### **Topic: E-mail**

The group discussed the current e-mail standards; identified what was working well; identified problems; established draft goals and next steps.

### **Works Well**

- Address book/directory is Web enabled
- Agencies can choose an e-mail system that matches needs and preserves agency investment

### **Problems**

- Cost of Softswitch
  - License fee
  - Staff support (2 FTE)
  - Coordination with agencies
- Some agencies not participating in central directory
- Training deficiencies
- Lack of documentation on how to participate in central directory
- Address books not available to POP3 users
- Incompatibility of formatting among e-mail systems
  - It was noted that this may also be a problem for users of the same e-mail application
- Division of Communications' INET address book is not part of the central directory
- Some agencies do not maintain an address book
- OV does not conveniently handle attachments
- IBM has indicated that support for OV will not continue in the future

**Goal**

- Establish a comprehensive central directory

**Next Steps**

1. Document procedures for agencies to participate in central directory	IMServices
2. Determine how IMAP4 accounts can be included in Softswitch	IMServices will work with DOC and NRC
3. Contact non-participating agencies	
4. Reaffirm the four e-mail standards	
5. Investigate sunseting of OV and OV/400 <ul style="list-style-type: none"><li>- Cost of Softswitch</li><li>- Attachments</li><li>- Mandate or direction?</li><li>- Timing</li></ul>	
6. Establish users group/collaboration group for agency e-mail managers (postmasters) to meet 2-3 times per year	Ogden to prepare charter
7. Investigate how to provide low cost e-mail to small agencies <ul style="list-style-type: none"><li>- Free Web-based e-mail (security is an issue)</li><li>- NRC possibly providing free/low cost e-mail accounts</li></ul>	
8. Explore adding links and access to address books for federal agencies and political subdivisions	

**Next Meeting**

Focus on calendaring and scheduling.