

The following policy is in place to conduct migration of customer Mail Distribution lists from the legacy environment to the NMCI environment and to allow customer management of Mail Distribution lists once migration has been conducted.

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### **Migrating Distribution Lists**

1. Prior to migration the customer is required to ensure that legacy Mail Distribution Lists can be used in an exchange environment. This should either be accomplished by the customer directly, i.e., converting legacy UNIX lists to legacy Exchange environment or through a CLIN 29 purchase.
2. During the site validation process Messaging Transition will collect data on distribution lists to be created and identify customer owners of those lists.
3. Messaging Transition will validate the legacy Exchange servers newly created distribution lists with current owners.
4. Messaging Transition will provide the database team with Distribution List requirements data.
5. The Database Team will import data into the staging database.
6. The Database Team will provide required information to the NOC for loading into the transition database to enable the NOC to create Mail Distribution List AD objects via OCM. In the case of sites where users have been created prior to migration of the Mail Distribution list, a separate tool or manual process may be required.
7. Messaging Transition will provide the NOC with a list of customer Distribution List owners.
8. The NOC will grant permission to designated customer Distribution List owners.

9. After completion of cutover, request for changes to Mail Distribution Lists or new Mail Distribution list requests will be made via the MAC process from the customer to the Help Desk.

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### **Aliases as Mail Enabled Distribution Lists**

To accommodate the ability to address a user through an alias such as Operations Code (e.g., N64) the ISF will set up mail-enabled distribution lists and add the designated user to that list. By mail-enabling the distribution list, a user can send to the <alias>@navy.mil or <alias>@usmc.mil and receive the mail in their personal mailbox.

The owner of the list will be the user requiring the alias and can make additions or deletions if necessary.

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### **Legacy Distribution Lists Availability on NMCI**

Legacy Distribution Lists can be incorporated into NMCI in the same fashion as legacy GAL entries, via a contact-enabled public folder. The current NMCI offering for this issue works as follows:

1. The NOC will set up a sub folder under the "Contacts" folder at the root of the Public Folder Structure.
2. The site needs to export their GAL to a .csv format and then import into the NMCI public folder. The NMCI public folder will be set up under the root folder.

All Distribution Lists will be contained in that subfolder created for the command/claimant. Users can then select that folder from their Outlook drop down address lookup dialog box to select a legacy Distribution List.