



Outlook is going offline this weekend

Here's how to prepare

Hi Team,

Our Microsoft Outlook email system will be offline this weekend for scheduled maintenance to improve performance and security.

When: Saturday, March 16, 6:00 AM EDT - Sunday, March 17, 8:00 PM EDT

What's affected: Email, calendar, and contacts through Outlook

Before You Log Off Friday:

- ✓ **Download any important emails** you might need over the weekend
- ✓ **Note upcoming Monday meetings** - calendar invites won't be accessible
- ✓ **Save any documents** you're working on outside of email
- ✓ **Set your out-of-office message** if you normally check email on weekends

For Urgent Matters:

Help Desk: helpdesk@ourcompany.com | (555) 123-4567

Note: Response time may be slower than usual during maintenance

The Silver Lining:

Consider this your official permission for a truly unplugged weekend. No email notifications, no calendar alerts, no Sunday evening inbox anxiety. Sometimes the best productivity boost comes from stepping away completely.

Everything should be back to normal by Monday morning at 8:00 AM EDT. We'll send a confirmation email once the system is fully restored.

Thanks for your patience as we make these improvements.

Beth Slavic

Director, Internal Communications

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