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Sent: Tuesday, January 09, 2007 4:21 PM
To: exchange.inform@umich.edu
Cc: exchange.internal@umich.edu
Subject: Exchange Service Update 1/9/07: Special DST Edition

In addition to these updates being sent periodically via email, they are available via the web as well. Check <http://www.umich.edu/~lannos/exchange/> for the latest news, as well as a collection of old news.

IN THIS UPDATE:

DAYLIGHT SAVINGS TIME (DST) CHANGES FOR EXCHANGE CALENDARS

IMPORTANT!!! Daylight Savings Time (DST) changes for Exchange Calendars

Changes to Daylight Savings Time will occur this year due to the Energy Policy Act. As a result, during the Delta Times of March 11 through April 1 and October 29 through November 4 the DST settings will be different than in previous years and so will affect calendaring applications. Correcting appointments will involve both software patches and end-user intervention. Here are some suggestions for you to share with your users to make these Delta Times less painful. More detail about the problem and the fixes is provided in the second half of this message.

DO NOW:

1. Starting **NOW**, mark all appointments created within the Delta Time with the real time of the appointment in the text or subject fields. This will provide a reference to see if the appointment is appearing at the correct time.
2. Put an appointment in your calendar to remind you of the Delta Time. Using an All Day Appointment, you can set a 'banner' that says "DST Delta Time" that spans March 11 through March 31. As long as this time is marked as "Free", it will not interfere with scheduling. This will serve as a reminder to double-check all meeting times in that time frame. You can semi-automate this for your users by sending this out as a meeting proposal to everyone in your department. (To avoid filling your mailbox with responses, from the Actions menu within your meeting proposal, uncheck 'Request Responses'.)
3. Remember that this only affects appointments during the Delta Time – the three weeks between the start of DST under the new rules (March 11) and the old rules (April 1). So even if everything goes wrong, there is light at the end of a fairly short tunnel.

ONCE THE OUTLOOK TOOL IS AVAILABLE

NOTE: Do not install the patch until the correcting tool is available unless you intend to correct appointments manually.

1. Before installing the patch, print out your schedule for the Delta Time so that you have a record of what your calendar looked like.
2. Immediately after installing the patch, using the patched computer, fix all of the incorrect appointment times for both single and recurring appointments (either using the Outlook tool or manually) and by visually verifying the correctness of the appointments. You can only correct appointments for which you are the organizer. If you are not the organizer, the appointments will be corrected when done by the organizer.
3. Create new appointments on patched computers only.

IF THE WINDOWS PATCH HAS ALREADY BEEN APPLIED

1. If you do not wish to use the Outlook tool, you may correct all appointments manually for which you are the organizer. If you plan to use the tool, read steps 2 through 4.
2. If you plan to use the Outlook tool, do NOT correct any appointments yet. Running the tool, once it is released, will correct them and allow you to 'uncheck' those that do not need correcting.
3. Determine the correct time of the appointment and note that in the text or subject of the appointment.
4. When the Outlook tool is available, use it to correct the appointments, 'unchecking' those that do not need to be corrected (using the information stored in the subject or text of the appointment).

THE PROBLEM

As a result of the Energy Policy Act, daylight savings time is extended by four weeks in 2007 and subsequent years. This results in the following changes for 2007:

- * DST start using old implementation – April 1
 DST start using new implementation – March 11
 2007 Delta Time – March 11 to April 1 (3 weeks)
- * DST end using old implementation – October 29
 DST end using new implementation – November 4
 2007 Delta Time – October 28 to November 4 (one week)

The result is that for 3 weeks in March and 1 week in October/November (Delta Times), appointments made using software that adjusts for daylight savings time need to be corrected. The corrections will involve both software patches and end-user intervention.

HOW THE PROBLEM IS BEING ADDRESSED BY MICROSOFT

NOTE: of all of the patches/tools described below, the only ones currently released are the Windows OS patches. We have worked with a test version of the Exchange CDO patch, but it is not yet in its final form. The tools have not yet been released, even for testing.

Windows OS patches

Patches for Windows desktop and server OSes will adjust the daylight savings times. The patches have been released but are not listed as critical at this time. Once they are listed as critical, they will be pushed out to all machines.

Exchange server patches

Exchange servers are impacted by OS patches and the Exchange CDO patch. The Windows OS patch on

Exchange servers does not directly affect scheduling in Exchange because meeting scheduling is handled by the client creating the meeting, not by the server. The Exchange CDO patch impacts scheduling using Outlook Web Access only.

Outlook appointment correction tool

This client-side tool corrects appointments for which the user is the organizer and must be applied after the machine running Outlook has been patched. This tool cannot be run until after the Windows patch is applied and should be run as soon as practical afterwards to avoid mixing meetings that need correcting with those that are correct. This tool offers to show a list of all appointments that it thinks need updating and allows the user to 'uncheck' any that are already correct. You can also update appointments manually (after applying the OS patch). NOTE: Meeting to which others have been invited must be corrected by the meeting organizer. If you are not the organizer of a group meeting, do not do anything to that meeting. It will be corrected when the organizer corrects it.

Exchange appointment correction tool

A tool will be made available to apply the time zone update in 'silent mode' to mailboxes on an Exchange server. Because there is no way for the users to 'uncheck' appointments that do not need updating, and because patching schedules for departments using Exchange are not coordinated, it is not practical to run this tool in our environment.

OTHER CLIENTS

If you are using a client other than Outlook or Outlook Web Access, such as Entourage, Evolution or Mobile Devices (Windows Mobile, Palm Treo, Blackberry), check with the OS and/or device vendor for how they are handling the DST changes. Patches for Mobile Devices are supplied by the vendor from whom you purchased the device.