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Date: 5/28/2014 11:15:58 AM

Subject: Outage tomorrow morning

Please see below. This will effect as well.

DTO will be performing an upgrade on the OEPP network switch in the Brown Building tomorrow morning at 7:00 am. During this time all connections to the network drives and internet will be suspended. The maintenance should only take a few minutes. We expect service to return to normal by 7:15 am. I will be sending out a notice when network access is restored. Any personnel who report to work in this time frame should prepare for the outage, staying off the network and internet. Please save all your work before leaving the office today to ensure it isn't lost during the interruption.

Please email me individually (do not reply-all to this email) if you have any questions.

Thank you for your cooperation,

Albin
IT