



Bond Clinic to AdventHealth Outlook Email Transition

When to Start Using Your AdventHealth Email

- Effective Day 1, begin using your AdventHealth email account for all communication.
- You will have read-only access to your Bond Clinic mailbox while IT transfers one year of historical emails.
- New incoming emails to your Bond Clinic address will be auto-forwarded to your AdventHealth mailbox during the transition.

Action Needed: Notify and Update

- ✓ Notify all external contacts of your new AdventHealth email address. Update login credentials and profiles on any external websites or
- ✓ systems that currently use your Bond Clinic email.

Meeting & Calendar Changes

- Bond Clinic calendar events will not transfer automatically.
- Placeholder events will show in your AdventHealth calendar.

You must:

- Re-create important meetings.
- ✓ Re-send invitations from your AdventHealth account.
- ✓

Email Retention Policy

AdventHealth's default email retention: 1 year.