


Your Shockwave Shared Mailboxes have been scheduled for migration

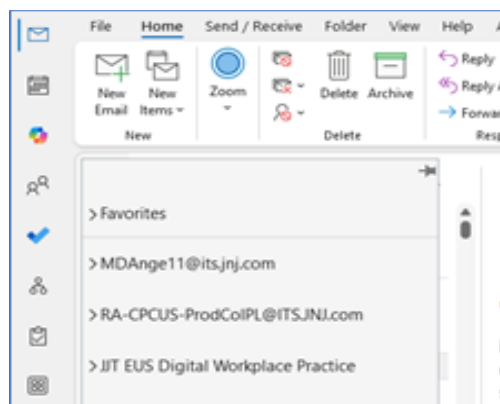
 To learn more about shared data migration, including what is moving and where, please ask the [Wavelength chatbot](#) or visit the [Shockwave Integration Site](#).

Hello ,

You have been identified as either an owner or contributing member of the Shockwave shared mailboxes scheduled for migration. Note that a personalized [Data Migration Tracker](#) has been developed for you to view a full list of your shared mailboxes, SharePoint sites, and MS Teams sites that may be migrated in the same month. Migration will occur over a weekend for the following “@shockwavemedical.com” email addresses:

[SEE MAIN MESSAGE]

Your mailboxes listed above will be viewable from your J&J Microsoft Outlook application alongside your individual@its.jnj.com email as a collapsible section (example image below) upon completion of this migration. You may need to restart your Microsoft Outlook application before your migrated mailbox appears in the Mailboxes panel.



View of desktop version of Microsoft Outlook

Action items prior to your scheduled migration date(s):

Shared mailbox updates

- ✓ We recommend owners **export** the rules from Shockwave shared mailboxes prior to migration and import those rules after the migration. Learn how to [export and import mailbox rules](#).
- ✓ If shared mailboxes were used to schedule and send calendar invites for meetings, please use the linked guides to learn more about how to update [MS Teams meetings](#) and [Zoom meetings](#) to ensure meeting invitations reflect the **proper J&J branding and links**.

Make app-connected mailbox updates

- ✓ Please update any application settings that rely on your prior Shockwave shared mailbox email address to now reflect your new J&J shared mailbox email address. For instance, if you utilize a cloud-based application that sends email communications to your shared mailbox, ensure that the application's default mailing address is switched to the migrated **@its.jnj.com** domain rather than your previous **@shockwavemedical.com** domain.

Reminder:

Continue to retain all information as originally directed. Shockwave's retention policies (COR 71961 Record Retention Policy and SOP 00005 Control of Quality Records) are being reviewed with J&J's [J&J Enterprise Retention Schedule \(ERS\)](#).

Preserve information potentially relevant to legal matters or investigations in accordance with any Legal Hold Notice(s) you may have received, including those you may have received from Shockwave's Legal Team.

You have a continuing obligation to preserve records and information (hard copy or electronically stored) as described in all your Legal Hold Notice(s) prior to, during, and after the completion of the migration activities.

For more migration information:

View your personalized migration schedule and migration status via the [Data Migration Tracker](#).

- If you are facing access issues with any of your migrated mailboxes, please reach out to the [Shared Data Migration Mailbox](#).
- For additional information, including self-help guides and frequently asked questions, visit the [Shared Data Migration](#) section of ITforMe.
- For support with technology issues, visit [IRIS](#).

We value your feedback! Please consider sharing your thoughts on this migration process with a short [survey](#).

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