Tonight (12/14/2020) your current email account and all emails in the account will be migrated to a new Atlas email account.

I have written some scripts to automate most of the process of creating the new Atlas email profile and updating your email signatures to a standardized format.  It’s important that things are done at the proper time and in the proper order. Additional Instructions are included for making changes manually in case the scripts do not work as intended. You will need to be connected to the internet and on your company computer in order to complete the following instructions. **Do not attempt to run or change anything until tomorrow morning! (start of business day)**

Tomorrow morning(12/15/2020) , you will need to update the password for your new email account at this address:  <https://sso.oneatlas.com/adfs/portal/updatepassword>  (Refer to the attached document named “Changing your Office 365 Password” for additional details.

**This password update will only affect your email account.**All other systems (BST, Computer,TRAPS and Portal logins) will remain the same password they are currently set to.

Once the password update has been completed, you will be ready to create a new email profile for Outlook. Run this script to create the new profile: [\\atcadccfs03\dexter\IT\Scripts\CreateAtlasOutlookProfile.bat](file:///%5C%5Catcadccfs03%5Cdexter%5CIT%5CScripts%5CCreateAtlasOutlookProfile.bat)

The script will close Outlook (if it is open), create a new profile, and then reopen Outlook. Once Outlook is opened again, it should prompt you to setup a new email account. For detailed instructions, see the attached document named “Configuring Outlook on Your Computer” and skip to step # 6. Use your new email address (firstName.lastName@oneatlas.com) and the new Office 365 password that you created earlier. If the script does not create the profile, you will need to follow all the instructions (Starting with step 1) in the document named Configuring Outlook on Your Computer”.

When this is complete, Outlook should start loading your emails. Once you have confirmed that your emails are loading, you can run the following script to update your signature:   [\\atcadccfs03\dexter\IT\Scripts\ChangeSigAtlasDexter.bat](file:///%5C%5Catcadccfs03%5Cdexter%5CIT%5CScripts%5CChangeSigAtlasDexter.bat)

It will open a black command window and then prompt you to confirm your name, job title, mobile number, office number and fax number.  When the script is complete, it will close the script window.

Create a new email and check to see if the signature was applied correctly. Also check your Reply/Forward signature by replying to any email (there’s no need to send it, just close it after checking the signature) and do the same thing by forwarding an email (also no need to send this email, just close it without sending). If any of the information in the signature is incorrect, please refer to the document named “Updating Email Signatures with Safety Logo and ENR Rankings for Atlas Email Users” for instructions on changing the signature manually.  If you have to change the signature manually, make sure it includes the text that Brett Kriley has provided in the email below. This should be placed immediately after your standard signature.

There are no scripts to update your phone email signature, to change it, you will have to follow the instructions in the attached document named “Configuring Office 365 Email on iPhone”.  These same instructions can be followed for Android phones as well.

If you have any questions about the above instructions (before running them) please email me.

If you have any problems getting emails to load in your new account, or need help manually changing your new signature, please contact IT Support at (866) 853-9976. They will not be able to help with any script issues, but I’ll be available to help out where I can and I’ll try to answer any other questions you have about the migration.

Thanks!

**Chad Guidry**

LDAR Software Product Manager

**O:** 409.838.4800 **C:** Mobile: 409-291-0328

**From:** Brett Kriley <Brett.Kriley@dexterfs.com>
**Sent:** Monday, December 14, 2020 7:56 AM
**To:** Stephen Sexton <Stephen.Sexton@sageenvironmental.com>; Taras Lewus <Taras.Lewus@sageenvironmental.com>; Kirsten Allen <kirsten.allen@sageenvironmental.com>; Judah Fontenot <Judah.Fontenot@dexterfs.com>; Nick James <Nick.James@dexterfs.com>; Nicole Morrow <Nicole.Morrow@dexterfs.com>; Chad Guidry <Chad.Guidry@dexterfs.com>
**Cc:** Frank Hill <Franklin.Hill@dexterfs.com>; Kenneth Durham <Kenneth.Durham@dexterfs.com>; Keith Carrico <keith.carrico@atcgs.com>; Laura Curewitz <Laura.Curewitz@dexterfs.com>
**Subject:** FW: Atlas/Dexter email cutover

In addition to the signature block change (effective tomorrow).  The following language also needs to be added below the signature.

Kirsten, can you send distribution out to All Sage providing tonight’s email conversion along with IT’s instructions (including the added signature language below)?

++++++++++++

Email signature from 12/15 – 12/31?

NOTE, MY EMAIL ADDRESS HAS CHANGED FROM JOHN.DOE@DEXTERFS.COM TO JOHN.DOE@ONEATLAS.COM.

Sage ATC & Dexter ATC Field Services will be changing our names to **Atlas Technical Consultants**on **January 1, 2021**! As Atlas, we can better serve you with an enhanced suite of services as part of a growing network of 3,300 professionals in over 140 offices in over 40 states. Atlas is a leading provider of professional testing, inspection, engineering, environmental, program management and consulting services. We keep people safe, connected, and productive through our commitment to lasting infrastructure. To learn more, please visit [oneatlas.com](http://www.oneatlas.com/).

Then on 1/1/21 we switch the blurb to?

NOTE, MY EMAIL ADDRESS HAS CHANGED FROM JOHN.DOE@DEXTERFS.COM TO JOHN.DOE@ONEATLAS.COM.

As of January 1, 2021 we have become Atlas. As Atlas, we can better serve you with an enhanced suite of services as part of a growing network of 3,300 professionals in over 140 offices in over 40 states. Atlas is a leading provider of professional testing, inspection, engineering, environmental, program management and consulting services. We keep people safe, connected, and productive through our commitment to lasting infrastructure. To learn more, please visit [oneatlas.com](http://www.oneatlas.com/).

**Brett Kriley**|PRESIDENT| **Dexter ATC Field Services LLC**
Direct +1 512 423 4754



505 Orleans Street, Suite 400 | Beaumont, TX 77701
brett.kriley@dexterfs.com | [www.dexterfs.com](http://www.dexterfs.com/)

We are changing our name to **Atlas Technical Consultants**on **January 1, 2021**! As Atlas, we can better serve you with an enhanced suite of services as part of a growing network of 3,300 professionals in over 140 offices in over 40 states. Atlas is a leading provider of professional testing, inspection, engineering, environmental, program management and consulting services. We keep people safe, connected, and productive through our commitment to lasting infrastructure. To learn more, please visit [oneatlas.com](http://www.oneatlas.com/).

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**From:** Derek Brown <derek.brown@oneatlas.com>
**Sent:** Thursday, December 10, 2020 2:37 PM
**To:** Adam Miller <Adam.Miller@dexterfs.com>; Alexander Jordan <alexander.jordan@dexterfs.com>; Alfredo Estrada <Alfredo.Estrada@dexterfs.com>; Laura Curewitz <Laura.Curewitz@dexterfs.com>; Andres Zuniga <Andres.Zuniga@dexterfs.com>; Angela Orta <Angela.Orta@dexterfs.com>; Angie Leger <Angie.Leger@dexterfs.com>; April Lara <April.Lara@dexterfs.com>; Blake Thompson <Blake.Thompson@dexterfs.com>; Brett Kriley <Brett.Kriley@dexterfs.com>; Bryna Burns <Bryna.Burns@dexterfs.com>; Callie Karschnick <Callie.Karschnick@dexterfs.com>; Calyx Ortega <Calyx.Ortega@dexterfs.com>; Cameron Weathington <Cameron.Weathington@dexterfs.com>; Carlos Martinez <Carlos.Martinez@dexterfs.com>; Cason Whittington <Cason.Whittington@dexterfs.com>; Catina Arnold <catina.arnold@dexterfs.com>; Chad Guidry <Chad.Guidry@dexterfs.com>; Charles Dubose <Charles.Dubose@dexterfs.com>; Chevy Simmons <Chevy.Simmons@dexterfs.com>; Christine Distad <Christine.Distad@dexterfs.com>; Christopher Thibodeaux <Christopher.Thibodeaux@dexterfs.com>; Clinton Summerfield III <Clinton.Summerfield@dexterfs.com>; Cody Gregory <Cody.Gregory@dexterfs.com>; Corban Webber <Corban.Webber@dexterfs.com>; Dan Carr <Dan.Carr@dexterfs.com>; Dan Loft <Daniel.Loft@dexterfs.com>; Daniel Thomas <Daniel.Thomas@dexterfs.com>; Daniel Wallace <Daniel.Wallace@dexterfs.com>; Derek Lafleur <Derek.Lafleur@dexterfs.com>; Devin Williams <Devin.Williams@atcgs.com>; Dylan Edwards <Dylan.Edwards@dexterfs.com>; Edgar Perez <Edgar.Perez@dexterfs.com>; Eduardo Chavez <eduardo.chavez@dexterfs.com>; Elena Clinton <Elena.Clinton@dexterfs.com>; Eric <Eric.Mayes@dexterfs.com>; Eric Sam <Eric.Sam@dexterfs.com>; Frank Hill <Franklin.Hill@dexterfs.com>; Geordan Hurley <Geordan.Hurley@dexterfs.com>; Gray Dudoit <Gray.Dudoit@atcgs.com>; Hannah Jordan <Hannah.Jordan@dexterfs.com>; Heather Yowell <Heather.Yowell@atcgs.com>; Homer Correa <Homer.Correa@dexterfs.com>; Jalen Millen <Jalen.Millen@atcgs.com>; James Gutierrez <James.Gutierrez@dexterfs.com>; Janell Marks <Janell.Marks@dexterfs.com>; jardrien.evans@atcgs.com; Jaycob Carlton <Jaycob.Carlton@dexterfs.com>; Jeremiah Spencer <Jeremiah.Spencer@dexterfs.com>; Jeremy Chapin <Jeremy.Chapin@dexterfs.com>; Jessica McNeill <Jessica.McNeill@dexterfs.com>; Jessica Earsom <Jessica.Earsom@dexterfs.com>; Jessica Osner <Jessica.Osner@dexterfs.com>; Joe De La Rosa <Joe.DeLaRosa@dexterfs.com>; John Chappell <john.chappell@dexterfs.com>; John DeLarosa <John.DeLarosa@dexterfs.com>; Joseph Powers <Joseph.Powers@dexterfs.com>; Joey Rogers <Joseph.Rogers@dexterfs.com>; Joshua Devillier <Joshua.Devillier@dexterfs.com>; Joshua Lara <Joshua.Lara@dexterfs.com>; Josolyn Rodriquez <josolyn.rodriquez@atcgs.com>; Judah Fontenot <Judah.Fontenot@dexterfs.com>; Justin Leonard <Justin.Leonard@dexterfs.com>; Kayla Sistrunk <Kayla.Sistrunk@dexterfs.com>; Keaton Jones <Keaton.Jones@dexterfs.com>; Keith Carrico <keith.carrico@atcgs.com>; Kenneth Durham <Kenneth.Durham@dexterfs.com>; Kevin Siegmann <Kevin.Siegmann@atcgs.com>; Kim Fox <Kimberly.Fox@dexterfs.com>; Kimberly Partin <kimberly.partin@dexterfs.com>; Kris Beard <Kristopher.Beard@dexterfs.com>; Kurt L. Nunley <Kurt.Nunley@dexterfs.com>; Laeken Savkovic <Laeken.Savkovic@dexterfs.com>; Laura Curewitz <Laura.Curewitz@dexterfs.com>; Levi Heimann <Levi.Heimann@dexterfs.com>; Marcus Toliver <Marcus.Toliver@dexterfs.com>; Mario Vera <Mario.Vera@dexterfs.com>; Mark Harper <Mark.Harper@dexterfs.com>; Mark Laughlin <mark.laughlin@dexterfs.com>; Martha Jones <martha.jones@dexterfs.com>; Martin Castro <Martin.Castro@dexterfs.com>; Marv Farquhar <Marv.Farquhar@dexterfs.com>; Matthew Dossett <Matthew.Dossett@dexterfs.com>; Meg Rinaudo <Meg.Rinaudo@dexterfs.com>; Melissa Watson <Melissa.Watson@dexterfs.com>; Michael Beller <michael.beller@dexterfs.com>; Michael Burnett <Michael.Burnett@dexterfs.com>; Michael Ortiz <Michael.Ortiz@dexterfs.com>; Michael Perez <Michael.Perez@dexterfs.com>; Michael Zuloaga <Michael.Zuloaga@dexterfs.com>; Miguel Leon-Utuc <Miguel.LeonUtuc@dexterfs.com>; Mikael Johnson <mikael.johnson@dexterfs.com>; Misty Cormier <Misty.Cormier@dexterfs.com>; Nathaniel Zarazua <Nathaniel.Zarazua@dexterfs.com>; Olivia Duong <Nhung.Duong@dexterfs.com>; Nicholas Banks <Nicholas.Banks@dexterfs.com>; Nicholas Pearson <Nicholas.Pearson@dexterfs.com>; Nick James <Nick.James@dexterfs.com>; Nicole Morrow <Nicole.Morrow@dexterfs.com>; Noe Garza <Noe.Garza@dexterfs.com>; Jewel Husselman <jewel.husselman@dexterfs.com>; Omar Lewis <Omar.Lewis@dexterfs.com>; Omar Miles <Omar.Miles@dexterfs.com>; Oni Ruiz <Oni.Ruiz@sageenvironmental.com>; Rebecca Budd <Rebecca.Budd@atcgs.com>; Russell Lee <Russell.Lee@dexterfs.com>; Sabrina Duong <Sabrina.Duong@dexterfs.com>; samuel.herrrera@atcgs.com; Saul Price <Saul.Price@dexterfs.com>; Scot LaFargue <scot.lafargue@dexterfs.com>; Shannon Leblanc <shannon.fox@dexterfs.com>; Sky Rhodes <Sky.Rhodes@dexterfs.com>; Morgan Monks <Sydney.Monks@dexterfs.com>; Ted Franklin <Ted.Franklin@dexterfs.com>; Teddy Andrews <Teddy.Andrews@dexterfs.com>; Tera Hancock <Tera.Hancock@dexterfs.com>; Terence Odell <Terence.Odell@dexterfs.com>; Thomas Beck <thomas.beck@dexterfs.com>; Thomas Brinkman <Thomas.Brinkman@dexterfs.com>; Toby Lowery <Toby.Lowery@dexterfs.com>; Travis Corbett <Travis.Corbett@dexterfs.com>; Travis Iles <Travis.Iles@dexterfs.com>; Troy Bolser <Troy.Bolser@dexterfs.com>; tyler Bevlaqua <tyler.Bevlaqua@dexterfs.com>; Tyler Crutchfield <Tyler.Crutchfield@dexterfs.com>; Tyler Sage <Tyler.Sage@atcgs.com>; Victor Jaramillo <Victor.Jaramillo@dexterfs.com>; Victor Russo <Victor.Russo@dexterfs.com>; Wally Penry <Walter.Penry@dexterfs.com>; Willie Stanford <Willie.Stanford@dexterfs.com>; Willie Yarbrough <Willie.Yarbrough@dexterfs.com>; zachary.istre@atcgs.com
**Cc:** Britni Aucoin (OneAtlas) <britni.aucoin@oneatlas.com>
**Subject:** Atlas/Dexter email cutover

Good afternoon,

All Dexter Field Services (dexterfs.com) email accounts will be migrated to OneAtlas after close of business on 14 December 2020.  All email from the current mailbox will be automatically copied to the new OneAtlas mailbox.

First thing Tuesday morning, each employee will need to change their OneAtlas password.  Instructions can be found in the attached document “Changing your Office 365 password.docx.”

Once the password is changed, email can be setup in Outlook on the computer (Configuring Outlook on Your Computer.docx) and mobile device (Configuring Office 365 Email on iPhone.docx), instructions attached.  Webmail will be accessible at [http://mail.oneatlas.com](http://mail.oneatlas.com/).

Please also find attached instructions for setting up the email signature according to the Atlas brand standard.

For help with any IT/email issues, contact:

Atlas Support Desk

support@oneatlas.com

866.853.9976

Thanks,

**Derek Brown**

Director, Information Technology



5750 Johnston St., Suite 400

Lafayette, LA 70503

**O:** 337.262.7988 | **C:** 337.326.1907

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