



State of Vermont

**Migration to Office 365
Meeting Log**

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Migration to Office 365

Meeting Log

Project Manager	Serena Kemp	Facilitator	Serena Kemp
Purpose of Meeting	Provide a status regarding the project and discuss questions.		
Date of Meeting	01/05/2016		

Agenda Item/Topic	Notes
Status of O365	Status report can be found on the website: http://dii.vermont.gov/news_issues/projects/office365
FAQ Document	The FAQ document can be found on the website and/or here: http://dii.vermont.gov/application/desktop/ms365/faq
Questions waiting on a response:	Is there a restriction on the number of users I can send an email to? <ul style="list-style-type: none"> - Yes. Anyone who has migrated to Office 365 can only send to 500 recipients. However, a single recipient can be a distribution list containing multiple addresses.ⁱ
Notes / Questions that came up during the meeting:	<ol style="list-style-type: none"> 1. Total Number of Mailboxes Migrated - John Quinn <ol style="list-style-type: none"> a. Even with a 2 week break the total number of mailboxes migrated is approximately 3,700. 2. Agency/Department's left for Mailbox Migrations - John Quinn <ol style="list-style-type: none"> a. After ANR & AGO the week of 1/11, AHS will be broken into two different group. The first will migrate the week of 2/8 and second will be the week of 2/29. The three remaining organizations are Judiciary, Department of Labor and Department of Public Safety. A schedule is posted on the Office 365 project website. (Link to schedule below.) 3. Unvaulting Status - John Quinn <ol style="list-style-type: none"> a. Currently working on unvaulting mail within the Agency of Natural Resources. This group is scheduled for 1/12 with the Attorney General's Office. AGO has already completed unvaulting and ANR is expected to complete in time to maintain the migration schedule. 4. Schedule Updates - John Quinn <ol style="list-style-type: none"> a. The exchange portion of the project is on schedule. The schedule is posted here:

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<http://dii.vermont.gov/sites/dii/files/PDF/News/O365DeptEmailMigrationTimeLine.pdf>

5. SharePoint Migration Status – Rick Steventon

- a. Currently in user acceptance testing status. Testing for site collections is spread out through 6 batches. 5 of the 6 batches are underway, with the 6th starting Monday, January 11th. The team is working on resolving identified issues. All issues are listed within the SharePoint UAT site. Migrations are scheduled to be complete by end of March 2016.

Questions regarding SharePoint:

Who can see the SharePoint site that's being migrated?

- You need to work through the site administrators. That list is on the SharePoint

What is the status for Education "hot fix"?

- There isn't a hot fix for this through DocAve (migration tool and vendor support), the issue will be reviewed by Catapult (migration vendor). Site construction will be looked at as changeable.

When is the go-live date for SharePoint migrations?

- These are phased based on the UAT schedule. The schedule is posted on the SharePoint Migration site.

Is the document and content of the SharePoint site information being synchronized or is there a manual process to complete the migration?

- Your site content will be updated with the migration with all documentation being accessible within a day of the migration.

6. Piloting OneDrive for Business – Tanya

- Currently a small team is meeting to develop use cases, once finalized this small team will reach out to the pilot team for testing. This testing is also waiting on ADFS to be stood up

Open Discussion for Questions:

Is the policy for OneDrive for Business going to be applicable to all of the State?

- This has not been determined at this moment, the policy is under development within the Secretary of State, VSARA group.

Within the new version of Outlook, there is a "Store" option, when trying to access a tutorial a message pop's up telling you that you do not have access. Should I be able to see this "Store" option? What is the intent of use?

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	<p><i>What are our Microsoft login's? (My "@vermont.gov" account did not work.)</i></p> <p><i>Default saving of documents is OneDrive, but I'm unsure how to access that document once it's saved?</i></p> <p><i>Why is OneDrive showing up twice for me?</i></p> <p><i>Why is OneDrive showing up as my default location to save a document if it has not been deployed for all to use?</i></p>
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ⁱ <https://technet.microsoft.com/en-us/library/exchange-online-limits.aspx#RecipientLimits>