



**State of Vermont**

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**Migration to Office 365  
Meeting Log**

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# Migration to Office 365

## Meeting Log

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<b>Project Manager</b>	Serena Kemp	<b>Facilitator</b>	Serena Kemp
<b>Purpose of Meeting</b>	Provide a status regarding the project and discuss questions that have been provided.		
<b>Date of Meeting</b>	08/18/2015		

<b>Agenda Item/Topic</b>	<b>Notes</b>
<b>Status of O365</b>	Status report can be found on the website: <a href="http://dii.vermont.gov/news_issues/projects/office365">http://dii.vermont.gov/news_issues/projects/office365</a>
<b>FAQ Document</b>	The FAQ document can be found on the website and/or here: <a href="http://dii.vermont.gov/application/desktop/ms365/faq">http://dii.vermont.gov/application/desktop/ms365/faq</a>
<b>Answered questions</b>	<p>Have you received a migration plan from Catapult for SharePoint? - Yes, today.</p> <p>Is there a finalized solution for public SharePoint sites? - No, the alternatives are being evaluated.</p> <p>Has Catapult finalized the Information Architecture document? - No.</p> <p>Do we need to change our address book contacts? - Yes, you'll need to update your contacts listed within your Outlook client.</p> <p>It's taking a long time to set up a new account (user) with "@vermont.gov", do you expect that to speed up? - DII is not experiencing the same slowness. Please reach out for assistance via LANDesk.</p> <p>How will permissions be transferred when migrating to OneDrive? / Will DII be maintaining these permissions? - Permissions will replicate as they are set now.</p>

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<p><b>Questions waiting on a response:</b></p>	<p>When will the legislative and executive email systems be able to share address books?</p> <p>When will webmail change to “webmail@vermont.gov”?</p> <p>Can NTFS permissions to OneDrive automatically be mapped to SharePoint groups?</p>
<p><b>Questions that came up during the meeting:</b></p>	<p>Pilot team and use cases format?</p> <ul style="list-style-type: none"> <li>- There is a webpage under construction that will provide that format. The page will be off the O365 website.</li> </ul> <p>EDiscovery –Is there an expert and how will this impact litigation and amount of time we can review old email? (In regard to recycle bin.)</p> <ul style="list-style-type: none"> <li>- No retention period will be set out of the gate, this will be looked at and evaluated to departmental needs.</li> </ul> <p>Can OneDrive data be shared?</p> <ul style="list-style-type: none"> <li>- Yes. Policy has not been established to set the parameters but there is the capability.</li> </ul> <p>What is the plan for vaulted encrypted emails? (Impacts pilot users)</p> <ul style="list-style-type: none"> <li>- Vaulted server will remain up for an undetermined amount of time; users are expected to still have access to those emails. Users need to consider moving the vaulted items to a more permanent location for future access.</li> </ul> <p>What is the plan for vaulted mail?</p> <ul style="list-style-type: none"> <li>- An email went out in May and mail is being still being un-vaulted. The mail will be added back to the user’s mailbox.</li> </ul> <p>What is the decision regarding PST files?</p> <ul style="list-style-type: none"> <li>- Users will need to migrate their PST files into their mailboxes. DII will provide instructions on how to do so. The instructions will be provided closer to the agency/departments migration date, unless</li> </ul>

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	<p>otherwise requested sooner.</p> <p>When will the PST files need to be moved to the user's mailbox?</p> <ul style="list-style-type: none"><li>- This can be completed after a user is migrated to the State's cloud environment. (Tentative migrations dates are posted to the project site.)</li></ul> <p>What happens to past employees mail that has been vaulted?</p> <ul style="list-style-type: none"><li>- Vaulted mail will be migrated to the State's cloud environment.</li></ul>
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