



State of Vermont

**Migration to Office 365
Meeting Log**

Prepared By: Serena Kemp
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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 that have been provided.		
Date of Meeting	09/15/2015		

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
Answered questions	<p>Finalized wireframes for the SharePoint site can be found here: SOV Annotated Wireframes (FINAL)</p> <p>Who was involved in the wireframe approval? - DII management along with the CMO with the Marketing Office reviewed the content the last week of July.</p> <p>When will the legislative and executive email systems be able to share address books? - This will be available when the migration for all State users has been completed.</p> <p>When will webmail change to “webmail@vermont.gov”? - As users are migrated to the cloud they will see “webmail@vermont.gov”, users who are still connected to the servers on premise will continue to see “webmail@state.vt.us” until they are migrated.</p> <p>Why can't I encrypt mail to my peers? - Mail is automatically encrypted when sent from “@vermont.gov” to another “@vermont.gov” user, there is no additional action needed. There are two types of encryption; one that is activated via rules engaged or a setting applied, the other is seamless and not as visible to users.</p>

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	<p>How can I release my Spam Quarantined messages? -Instruction are located on the DII website here: http://dii.vermont.gov/sites/dii/files/PDF/Support/MSO365-ReportSpamHowTo.pdf</p> <p>Is the Office 365 project going to go through the IR process? - The legal counsel with the AGO's office determined this project did not warrant the need for an IR.</p> <p>Do I need to do something special to ensure my mobile device will work properly? - You device needs to be operating on the latest OS version.</p>
<p>Questions waiting on a response:</p>	<p>Can NTFS permissions to OneDrive automatically be mapped to SharePoint groups?</p> <ul style="list-style-type: none"> ■ There was no response regarding who asked this question or available for clarification.
<p>Questions that came up during the meeting:</p>	<p>Is there a way to turn off encryption settings? - No, you should submit a LANDesk ticket if you are experiencing issues.</p> <p>Was encryption always part of scope for this project? - Yes, however we needed to push this functionality upfront due to Symantec licenses expiring.</p> <p>Internal emails containing SSN's & credit card numbers are encrypted? - Yes, it is not the same user experience.</p> <p>Why are spam quarantine messages going to junk? - Users have the ability to adjust their settings on an individual level.</p> <p>Can a citizen initiate a secure email? - No, per Microsoft. Please visit the FAQ's for more detail. The chain of emails will remain encrypted.</p> <p>How long will Catapult stay engaged to assist with the migration? - The contract expires June 2016 and has a cap for amount to be spent. They will be engaged until those two items are exceeded, at that point we'll evaluate the need for additional support.</p>

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