

**From:** [DII - O365 Project](#)  
**To:** [DII - Sharepoint Site Administrators](#)  
**Cc:** [DII - O365 Project](#)  
**Bcc:** [DII - O365 Project Team](#); [DII - O365 Communication Team](#)  
**Subject:** Office 365 - Migrating SharePoint Sites to SharePoint Online  
**Date:** Wednesday, September 30, 2015 12:48:00 PM

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**Who:** SOV SharePoint 2007 site administrators

**When:** October 5, 2015 – November 30, 2015

**What:** *Migrating SharePoint Sites to SharePoint Online*

**What do I need to do:**

We don't need anything from the site administrators during the initial move of data to SharePoint Online. We anticipate this taking up to 8 weeks.

**Tentative Schedule after initial migration:**

November 30 – January 29, 2016:

Initial user acceptance Testing, (UAT)

Incremental migration of any data that has changed since initial migration

Final UAT testing

We anticipate doing UAT testing and incremental migrations in groups. We will be in touch with another communication outlining what group you are in for UAT with tentative dates for planning purposes.

Please feel free to pass this email communication onto those who you feel should be aware of this.

In the future we will be sending emails to both the Site Administrator and the Site Owners.

**DII Office 365 Project Team**