

From: [DII - O365 Project](#)
To: [SOV - Business and IT Leaders](#)
Subject: Office 365 - State email addresses will be changing in 2015. Please take note -- and forward to users!
Date: Monday, April 27, 2015 1:11:52 PM

As part of the Office 365 migration project, the State will be changing all state email address currently ending in @state.vt.us to @vermont.gov. This affects both state and partner accounts. Partner accounts will be changed to firstname.lastname@partner.vermont.gov.

Example **old** State email address: john.smith@state.vt.us

Example **new** State email address: **john.smith@vermont.gov**

Who should take note? All state email users.

When should I notice a difference? We expect all email accounts to be migrated to Office 365 by the end of August, 2015. Your email address will be changed when your mailbox is migrated. (*Migration schedule forthcoming*).

Will I notice any change? Yes. When replying to an email, after your account has been migrated, the email address being sent from will be the new naming convention.

Will I still receive mail to my current email address? Yes. Your current email address will still work until August 2016.

What do I need to do? No action is needed from you at this time.

However, to prepare for the change once you've been migrated, you'll want to make a plan to update any systems set to send an email to your current email address, brochures with a person or entities email contact listed, frequent contacts, business cards, email signatures, etc. to the new email format.

If you have any questions regarding this, or future changes resulting from this project, please contact the project team at the email listed below. You can also reach out to the Project Manager, Serena Kemp; serena.kemp@state.vt.us or the Enterprise Services Manager, John Quinn; john.quinn@state.vt.us.

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