

From: [DII - O365 Project](#)
To: [SOV - Business and IT Leaders](#)
Subject: Microsoft Office 365 Information - forward to your users
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Attachments: [image003.png](#)



More information from our Frequently Asked Questions page. Please forward to your users.

The project webpage is located here: http://dii.vermont.gov/news_issues/projects/office365

Here are a couple questions many users have asked:

Will all my current email be migrated to the new mailbox in Office 365?

Yes. All email will be migrated from the State's current email environment to the new Microsoft Office 365 environment. (This also includes a user's email stored in Enterprise Vault).

Will this include my calendar entries, contacts, and tasks?

Yes. However there is a known issue regarding migration of recurring meetings -- a recurring meeting over a long period of time may not migrate as expected. The duration of time appears to be around a 24-month period. Once your mailbox is migrated, the calendar item will need to be reset.

Will I still have access to the same distribution lists?

Yes, all distribution lists will be migrated.

What about shared resources, such as conference rooms and meeting spaces?

Yes, all shared resources will be migrated.

My name on my email address is wrong now. How can I get it changed?

Any name changes to email addresses should follow the DII standard ticketing process. The designated representative within your office will need to submit a User Account Request in the LANDesk ticketing system. If you need assistance, please call the Service Desk at 828-6620, option 1, and someone will direct you to a requestor in your department.

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