

From: [DII - O365 Project](#)
To: [SOV - Business Leaders](#)
Cc: [SOV - IT Leaders](#)
Subject: Email address change Success ! – Please forward to your users
Date: Thursday, August 06, 2015 9:33:25 AM
Attachments: [image003.png](#)



As you are aware, the State of Vermont email addresses changed from @state.vt.us to @vermont.gov on Monday, July 27th. This change was a great success – it went very well. Thank you to everyone for working with us on this important change. We did receive some more questions from users and have been posting questions and answers on this webpage: <http://dii.vermont.gov/application/user-accounts/email/change>

Old email addresses will continue to work until August of 2016 however, users should start thinking about all of the places where their email address will need to be updated.

Here are a few examples of areas we have identified as needing to be updated:

We recommend users change their outgoing signatures. An example would be:

EXAMPLE: My email address has changed. Please update your address book to reflect my new email address:

- *Old address:* john.smith@state.vt.us
- *New address:* john.smith@vermont.gov

Places that will Require Updating (by August 2016)

- Email addresses listed as contacts on all State of Vermont Websites
- Brochures, Publications, Business Cards
- Applications that will need to be updated with your new email address. Some examples are:
 - Citrix GoToMeeting or Citrix OpenVoice
 - Maintenance Connection (BGS Facilities maintenance system) (BGS may be working on a solution to this, but you can go in and update your profile)
 - VTHR/VISION – We have been informed by VTHR/VISION that they will work on updating all email addresses in the system before the year is up. However, you can update your profile at any time
 - Printers that scan to email – will need email addresses updated

DII has identified these applications that require an email address change and will facilitate the changes for our users:

- o E-Silanus ESignature – All logins to the E-Silanus E-signature portal have been updated to the new email address naming convention of firstname.lastname@vermont.gov. This has been communicated to all users of that application.
- o Online Phone Directory (DII will be working with the vendor to facilitate updating the email addresses that exist from @state.vt.us to @vermont.gov -- more info to be provided when it is complete.)

If you have any questions, please email our DII – O365 Project Team at the email address below.

DII O365 Project Team

Project Website: http://dii.vermont.gov/news_issues/projects/office365

Email: DII.O365Project@vermont.gov