

**From:** DII - O365 Project

**Sent:** Friday, October 23, 2015 1:52 PM

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**Subject:** O365 Pilot user agency level testing

Good afternoon pilot users,

We wanted to send out a reminder of what the expectations are for the pilot users.

In addition to completing the survey, please do agency level testing: test your agency's specific requirements to ensure your agency's applications work with O365. Attach a spreadsheet with your testing results using "Submit Feedback" button on the O365 Pilot webpage.

The survey contains a list of test cases for all pilot users to try and report the results in. These are generic /base test cases that most of the pilot users can execute. We want to make everyone aware that **if you have other agency applications that interact with office, then you need to test that as well. The pilot leads are not aware of all the agency's applications**, so we are unable to create agency specific test cases for you. **The agency specific test cases are to come from the pilot user.**

If you are unsure of what to test, please reach out to your co-workers.

Examples of Agency level testing:

- ✚ An application in your agency that creates letter's and it uses word to generate the letter.  
The test would be,
  - Can I generate a letter in this application?
  - Can I view a previously generated letter from this application?
  
- ✚ A spreadsheet is used in your agency that automatically updates a database.  
The test would be,
  - Make an update, does it work.

Thank you for your participation, we look forward to continue to work with you on this pilot☺