

From: DII - O365 Project
Sent: Friday, September 18, 2015 11:39 AM
To: DII - O365 Pilot Team <DII.O365PilotTeam@vermont.gov>
Cc: DII - O365 Project <DII.O365Project@vermont.gov>; DII - O365 Desktop Technicians <DII.O365DesktopTechnicians@vermont.gov>
Subject: Pilot User Kickoff -- Mailbox being migrated to O365

Who: SOV O365 Pilot Users

When: Effective 9/20/15 at 6:00 PM. (Begins at 6:00 PM, may not impact you for a while)

What: Your mailbox will be migrated to the O365 Cloud. We have dedicated an Office 365 Pilot Webpage for you at: http://dii.vermont.gov/news_issues/projects/office365/pilot

What do I need to do: Please log off before you leave Friday evening. When you come in Monday morning, when you open Outlook you will receive notification that an administrator has made changes to your mailbox. It does require that you close out of outlook and go back in. To login, just follow the notifications (shown below), and enter your password when prompted.

What is My Login: Your email address (ie: karen.canas@vermont.gov)



Please check the box (Remember my credentials).

Login to office Online:

<https://portal.office.com>

(See screenshot below)

Changes to Mobile Devices:

If you have a mobile device, you can either remove the account and add it again, or you can make the configuration changes to your existing account.

To remove and re-add the account

If you have a mobile device, you will need to remove your email account from the device, then add the email account back.

To remove your account - On your iPhone, go to "Settings->Mail, Contacts, Calendar". Select your exchange account, then scroll to the bottom of the page and select "Delete Account".

To add your account back - On your iPhone, go to "Settings->Mail, Contacts, Calendar". Select "Add an Account", then select "Exchange". Enter your email account and password. Then select "Next". Your

email will connect. Instructions on our DII How To page for iPhones: <http://dii.vermont.gov/sites/dii/files/PDF/Support/iPhone-vsms-Exchange-Setup.pdf>
This change will need to be made AFTER your mailbox has been migrated successfully to Office 365.

To change the configuration of the existing account

Open your account settings on the phone, and make the following changes.

- 1) Change the Server setting to outlook.office365.com
- 2) Change the Domain to blank.
- 3) Change the username to your email address.

Office Online Portal:



Sign in with your work or school account

Keep me signed in

Sign in

Cancel

Desktop Changes to occur Tuesday night, after hours to all DII Managed Pilot Desktops.
If you cannot update Internet Explorer, or Office on your machine for any reason. Please reply to this email and let us know that you are not able to upgrade at this time. If you are unaware of any dependencies, you can be downgraded at a later time as needed.

If you are a domain outside of the ones managed by DII, the IT Staff for your department will be coordinating the Office Rollout. We have scheduled a meeting with them to review our process and assist them if needed.

- Enterprise Vault & Voltage should be un-installed (excluding some users that have been previously notified)

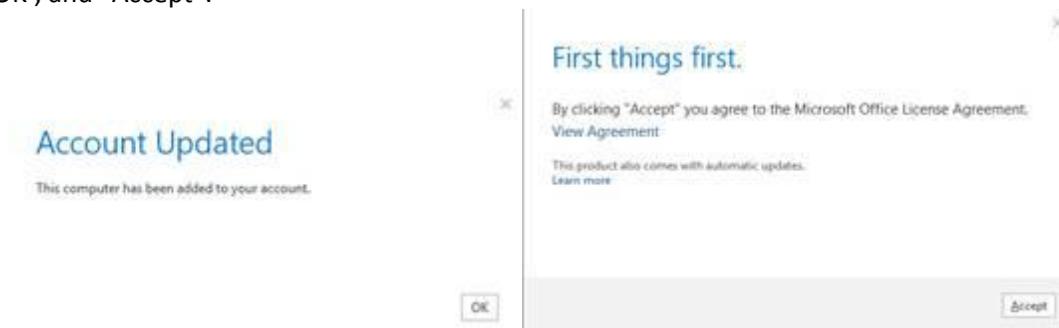
- Your current MS Office will be uninstalled. Office 365 will be installed on your desktop if you are a G3 user.(Office 2016 Professional Plus).

After the changes have been made to your desktops, you will be required to sign into Office the first time you launch an office application.



Authenticate with your email address and login password.

Click "OK", and "Accept".



Please remember to visit your Office 365 Pilot Webpage frequently at: http://dii.vermont.gov/news_issues/projects/office365/pilot for updates and to submit comments and feedback related to your pilot testing.

For a list of other pilot users, please click on this link: http://dii.vermont.gov/sites/dii/files/Word_Files/O365_Pilot/O365-PilotUsers.pdf

DII Office 365 Project Team
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