



State of Vermont

**Migration to Office 365
Meeting Log**

Prepared By: Serena Kemp
Date of Publication: 01/19/2016

Migration to Office 365

Meeting Log

| | | | |
|---------------------------|---|--------------------|-------------|
| Project Manager | Serena Kemp | Facilitator | Serena Kemp |
| Purpose of Meeting | Provide a status regarding the project and discuss questions. | | |
| Date of Meeting | 01/19/2016 | | |

| Agenda Item/Topic | Notes |
|---|---|
| FAQ Document | The FAQ document can be found on the website and/or here: http://dii.vermont.gov/application/desktop/ms365/faq |
| Questions waiting on a response: | <ol style="list-style-type: none"> 1. <i>Within the new version of Outlook, there is a “Store” option, when trying to access a tutorial a message pop’s up telling you that you do not have access. Should I be able to see this “Store” option?</i> <ul style="list-style-type: none"> - The “Store” is shut off on the local machine but we cannot shut it off in the portal. These are there to enhance the users experience. 2. <i>What is the intent of use?</i> <ul style="list-style-type: none"> - Disabling via Group Policy will not disable the functionality within the portal, and as far as DII has seen, there is no capacity to disable it within the tenant. This question will be directed toward the Governance Committee. 3. <i>What are our Microsoft login’s? (My “@vermont.gov” account did not work.)</i> <ul style="list-style-type: none"> - This is the only account. Some Microsoft applications do not support Office 365 Account authentication. OneNote is the most noticeable example. 4. <i>Default saving of documents is OneDrive, but I’m unsure how to access that document once it’s saved?</i> <ul style="list-style-type: none"> - The group policies changing the default location likely need to be updated to use the Office 2013/2016 templates before the default locations would change. 5. <i>Why is OneDrive showing up twice for me?</i> <ul style="list-style-type: none"> - The first is OneDrive for Business IE; a user’s specific “@vermont.gov” account and the second listing is simply OneDrive with Learn More, Sign Up options (If you have not already connected |

Migration to Office 365

Meeting Log

| | |
|--|--|
| | <p>your personal account). Microsoft does not allow you to remove OneDrive from the Office 365 installation, it is not listed as an application ID that can be excluded within their documentation.</p> <p>6. <i>Why is OneDrive showing up as my default location to save a document if it has not been deployed for all to use?</i></p> <ul style="list-style-type: none"> - The Office installation defaults to OneDrive as the save location. |
| <p>Notes / Questions that came up during the meeting:</p> | <p>1. Total Number of Mailboxes Migrated - John Quinn</p> <ul style="list-style-type: none"> a. With ANR & AGO migrated; with about 4500 total accounts migrated. b. ANR's migration wasn't smooth, all users migrated by Monday. (1/18) The issues have been reported to DII and are being worked on to date. The largest issue is in regards to shared mailboxes. The need to rebuild users Outlook profile has been a large resource consumer. Per Microsoft this is expected. <p>2. Agency/Department's left for Mailbox Migrations - John Quinn</p> <ul style="list-style-type: none"> a. Still on schedule, please see the link to schedule below. The migrations start on Tuesday nights; users will not see anything new until Wednesday morning. <p>3. Unvaulting Status - John Quinn</p> <ul style="list-style-type: none"> a. Currently unvaulting AHS CO (75% complete) & DMH (30% complete). DAIL & DCF next to be unvaulted. <p>4. Schedule Updates - John Quinn</p> <ul style="list-style-type: none"> a. The exchange portion of the project is on schedule. The schedule is posted here: http://dii.vermont.gov/sites/dii/files/PDF/News/O365DeptEmailMigrationTimeLine.pdf <p>Do shared mailboxes need to be identified?</p> <ul style="list-style-type: none"> - No. <p>5. SharePoint Migration Status – Rick Shover</p> <p>Continuing to work through issues list, batch 6 is working through first UAT and second will start soon. Workflows are presenting an issue; this is the largest issue being looked at. Alerts for second testing round will be active and users will be receiving updates.</p> <p>What's the difference between 1st and 2nd rounds of testing?</p> <ul style="list-style-type: none"> - First pass is to identify and report missing content, second it to identify and report missing functionality. |

Migration to Office 365

Meeting Log

6. Authentication Pop-up – Shawn Potter

Technical support groups can deploy a “host file” fix and checking the “remember my credentials” on the pop-up message should resolve this authentication request.

Note from ANR: DO NOT PUSH the host file fix early.

Questions regarding SharePoint:

Should entities create new sites in the new SharePoint environment?

- It's not recommended, the environment is not considered “live”. Wait for your entities migration before we use it for new sites. There needs to be sign off on the sites.

What happens if someone does create a new site?

- The testing sites have the potential to be removed and start over with the 2007 environment. SharePoint Online is not a live environment.

Is the SharePoint schedule slipping?

- Yes, but there's still analysis being done on how much.

External SharePoint users, in the past, did not need to change their password, with the migration they will now need to. What is the process for changing the passwords? (G1 users)

This is the process now (Sent Mullins, Kipp Muler) Send a message identify the new process for .

Is there a new requirement for enhanced passwords?

- The AD policy has not changed.

Immunization users are not SP users, AD only users, how will they reset their passwords?

- The Department of Health is moving to a self-service password application within LANDesk. Password resets will be completed through the Password Central add-on.

Open Discussion and/or Questions:

NOTE: G3 users will be able to reset their passwords via the portal (www.portal.office.com) (G1 users who use a State issued device and/or are connected to the Network can reset their password locally.)

Is there a link to being able to rebuild a user's profile?

- See DII's website:
<http://dii.vermont.gov/sites/dii/files/PDF/Support/Outlook-2010->

Migration to Office 365

Meeting Log

| | |
|--|---|
| | <p>Setup.pdf</p> <p><i>Can G1 users use Skype for Business within the portal?</i></p> <ul style="list-style-type: none">- Yes, please use all functionality you have access to. <p><i>Can you set a restriction to not allow someone to download an application?</i></p> <ul style="list-style-type: none">- There are no existing policy restricting users from downloading any of the applications. |
|--|---|