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Migration to Office 365
Meeting Log
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Prepared By: Serena Kemp
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Meeting Log

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Project Manager	Serena Kemp	Facilitator	Serena Kemp
Purpose of Meeting	Provide a status regarding the project and discuss questions that have been provided.		
Date of Meeting	09/29/2015		

Agenda Item/Topic	Notes
Status of O365	Status report can be found on the website: http://dii.vermont.gov/news_issues/projects/office365
FAQ Document	The FAQ document can be found on the website and/or here: http://dii.vermont.gov/application/desktop/ms365/faq
Answered questions	How do I let DII know I'm having encryption issues? - Please submit a LANDesk ticket. Will 'partner' email accounts be moved when their associated/contracting agency migrates? - Yes, they will be migrated with the entity they are associated with. They will be migrated with those who requested that account. How do I report items are not SPAM? - In the instruction it's called out as using the "Report as Not Junk" link. Here's a link to the instructions: http://dii.vermont.gov/sites/dii/files/PDF/Support/MSO365-ReportSpamHowTo.pdf I work with a pilot user but I can't view their detailed calendar items any longer, why? - The pilot users "back-end" is in the cloud, yours is still within the DII environment, because of the location difference you can now only see "Free/Busy". Details will be available when everyone is migrated.
Questions waiting on a response:	None.

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Notes / Questions that came up during the meeting:	What happens when something is reported as "Not Junk"? - It's reported to the vendor as not junk and over time, with reporting as "Not Junk" regularly, the message will be tagged as spam. Are others within the pilot noticing performance issues today? Slowness when using the browser around email? - It does not appear there is a wide spread issue, it's singled out to individuals. **IF you are experiencing issues, please submit a LANDesk ticket.** http://dii.vermont.gov/content/support-and-training When will SharePoint data being migrated, before or after Exchange? - Exchange is scheduled to be prior to SharePoint, however at a point in time the migration efforts needed for both could be running at the same time.