

From: [Pirie, Kristy](#) on behalf of [Boes, Richard](#)
To: [SOV - Business and IT Leaders](#)
Cc: [Kemp, Serena](#)
Subject: Microsoft Office 365
Date: Tuesday, March 17, 2015 4:00:06 PM

The State of Vermont is collaborating with Microsoft regarding a migration of our Microsoft Enterprise suite of licenses to Microsoft® Office 365. We believe this transition will save money and increase functionality.

What is Office 365?

Office 365 is a set of applications that includes email, document and file creation, and collaboration tools. The good news is you have been using these tools for years. What will be different for many of us is the introduction of new versions of your old favorites. This includes the Outlook application for accessing email; Microsoft Office (Word, Excel, PowerPoint, and Access); OneNote, a note-taking function; and SharePoint, a storage and application platform that permits file storage, application development, and collaboration.

Office 365 is referred to as a cloud-based service, and access to many of the tools is over the internet. For the majority, the Microsoft Office application you utilize regularly will continue to be accessed through your computer; however once you have migrated to Office 365, those applications will also be accessible over the internet and accessible from anywhere.

As mentioned earlier, this project includes an upgrade to the 2013 version of email, SharePoint, and the Office Suite. Our initial timeline is to have Outlook (email) migrated to the cloud for service by August 2015.

Over the next few months, we will all be learning more about this project, and we will document and address risks and issues together. You have received this email, as our initial point of contact for your department/agency. Please forward this communication to your employees to start building awareness of our move to Office 365. We will distribute more information including next steps in the coming weeks, and ask that you designate a primary communication liaison for your agency or department. Please forward liaison names and email as well as your questions to Serena Kemp, serena.kemp@state.vt.us, 249-4086 or John Quinn, john.quinn@state.vt.us, 828-0381.

Thank you,

Richard Boes, CIO & Commissioner

State of Vermont
Dept of Information & Innovation
133 State Street, 5th Floor
Montpelier, VT 05633-0210
802-828-4141 (p)
802-828-3398 (f)
richard.boes@state.vt.us