

State of Vermont

Department of Information & Innovation
133 State Street, 5th Floor
Montpelier, VT 05633-0210

Agency of Administration

[phone] 802-828-4141

TO: State of Vermont, State Staff
FROM: Office 365 Project Team
DATE: October 29, 2015
SUBJECT: Microsoft Office 365 Migration Project

We are pleased to announce that you will soon have access to Microsoft® Office 365. Office 365 is referred to as a cloud-based service, and provides access to many tools such as Email, Office and SharePoint over the internet.

The move to Office 365 is part of the State of Vermont's strategy to reduce the cost of administering and hosting Microsoft systems, such as Email and SharePoint by moving them to the Cloud. Office 365 will also provide enhanced features that are not currently available to us, and free up needed technical staff to focus on other initiatives.

Some of the immediate benefits to be realized from Office 365, including being able to login from anywhere, are:

1. Larger mailboxes with increased storage capacity
2. Ability to identify, monitor and protect sensitive emails.
3. Tools to facilitate compliance with legal, business, and records management requirements.
4. Capacity to plan and manage eDiscovery cases and execute legal and retention holds.

Over the next few weeks, you will be learning more about the many capabilities Office 365 has to offer. In addition, you will receive details about our launch timeline and the many resources available to you so you can begin using Office 365 right away.

If you have questions concerning this service or preparation for the launch, please visit our Office 365 website at: http://dii.vermont.gov/news_issues/projects/office365. The website includes many details about Office 365, and is one of the resources we are utilizing to inform all users as the project progresses.

Is there anything you should do in preparation for our migration? Yes. You can clean your mailbox and delete items that are no longer needed. ****Please ensure you are following your agency or department policy regarding public records retention.**** For mailbox cleanup instructions, please visit our website at: <http://dii.vermont.gov/sites/dii/files/PDF/Support/Mailbox-Cleanup.pdf>

We will continue to keep you updated as we progress and new information becomes available. Please expect to receive multiple communications from DII and the Office 365 Project Team designed to help you adapt to this change. Some of these emails will include instructions and require action on your part. Please remember to follow the instructions and take the actions requested.

Thank you in advance for your support throughout this endeavor.

