**Unit Migration Announcement**

**TO:** Office of Physical Plant

**FROM:** Bill Sitzabee, associate vice president and chief facilities officer

**SUBJECT:**Migration to Office 365

Greetings,

I am pleased to announce that within the next several weeks, our group will be on boarded to Microsoft Outlook email and calendaring application. A [user checklist](http://office365.psu.edu/migration-checklist/) of activities is available to help you prepare for the migration.

To create a smooth transition for our area, you will begin receiving communications from the OPP 365 migration team regarding updates, support, and further information on Office 365. Please feel free to provide feedback through this migration process.

Office 365 empowers you to create, collaborate, and innovate through a host of secure applications that can be accessed from anywhere in the world, at any time, on any device. Office 365 includes the same Microsoft Office Suite products you’re used to (Word, Excel, PowerPoint, etc.), as well as [a wide range of powerful productivity tools](http://www.office365.psu.edu/products/) including Teams, OneNote, Planner, and more. With Outlook, you can seamlessly schedule meetings, create and share documents, and collaborate in one secure and consistent platform.

Online Learning Paths and in-person, live training opportunities will be offered throughout the migration period. Our group also has access to self-paced online training from Microsoft. More information on instructor-led sessions will be provided as it becomes available. Training resources including Learning Paths can be accessed [at the Penn State Office 365 Training webpage.](http://www.office365.psu.edu/training/)

Office 365 and its applications are not approved by Penn State for the storage of “High” or “Restricted” information at this time. Penn State’s Policy [AD95](https://policy.psu.edu/policies/AD95) establishes guidelines for information classification and handling of information within the University. For assistance in determining the classification of information use the [Information Classification Tool](https://security.psu.edu/info-classification-decision-tool/).

For more information on Office 365, [visit Penn State’s Office 365 website.](https://office365.psu.edu/)