**Migration Reminder**

**When:** One week prior to migration

**TO:** OPP-A, OPP-B, OPP-C, OPP-S, OPP-T, OPP-W

**FROM:** Bill Sitzabee, associate vice president and chief facilities officer, Office of Physical Plant

**SUBJECT:** Reminder: Office 365 Migration

Greetings,

Next week our area will gain access to the complete suite of Office 365 applications and move to Outlook as our email and calendaring system. I advise you to review the [OPP Office 365 webpage](https://opp.psu.edu/intranet/opp-office-365) regarding the actions you should take both before and after the migration is completed. Please note training resources are available on this webpage.

The attached powerpoint outlines important steps for getting your email and calendar ready to transfer to Outlook, and covers most scenarios you will encounter while preparing to use Office 365; however, should you have any questions, please contact your area’s designated Office 365 Champion. The powerpoint and aforementioned training information can be found on our [OPP Office 365 webpage](https://opp.psu.edu/intranet/opp-office-365).

During and after migration next week, for initial questions please visit [the FAQ section of the Office 365 website](http://office365.psu.edu/faq/). If you still have questions related to receiving/sending email and scheduling meetings, please contact your area’s designated Office 365 Champion or our OPP ITS HelpDesk.

As a reminder, access to Office 365 will include more than 15 powerful and collaborative applications, and will allow you to seamlessly schedule meetings, create and share documents, and collaborate in one secure and consistent platform. The entire University is also in the process of moving to Outlook for a single, all-in-one email and calendaring system.

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