**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:** Office 365 Migration

Hello,

Next week is Office 365 Migration week. Migrations will take place the evenings of Aug. 20, 21, and 23. Below are a few reminders to help you prepare.

* On the day of your migration before you leave work, please ensure your machine is:
	+ **Left here at the office** and **ON your docking station** **(hard-wired connected),**
	+ Is **turned ON,**
	+ You are **signed OUT.**
	+ It is highly recommended you **NOT access email** between 4 p.m. the day your migration begins and 6 a.m. the following day.
* Please review the attached PowerPoint to help you best prepare for a successful migration or view it at the [OPP Office 365 webpage](https://opp.psu.edu/intranet/opp-office-365).
* Please know when you are personally being migrated.
	+ Monday night, Aug. 20 – Staff
	+ Tuesday night, Aug. 21 – Tech Service Group 1
		- Area 1, Area 2, Area 3, Area 4, Area 5, Area 6
		- Electric
		- General Services
		- Mech Metal
		- Weekend
		- Second Shift
		- Hydronics
		- Roofing
		- Electrical PM
		- Elevator
		- Second Shift PM
		- Grounds & Equipment
	+ Thursday night, Aug. 23 – Tech Service Group 2
		- Environmental
		- HVAC
		- Electrical Integrity
		- Custodial
* There will be ITS Support Staff in all areas of OPP, many will be wearing Orange shirts.
* There will be IT staff in the HelpDesk/Training Trailer, Room 168-D (Tues.), Room 148-F (Wed./Fri.), to help resolve complex issues.

Thank you for your cooperation and assistance in helping making this a smooth transition to Office 365.

Bill

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