**Area Training & Migration Checklist**

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

**FROM:** Bill Sitzabee, Associate Vice President and Chief Facilities Officer

**SUBJECT:**Office 365 Training Opportunities & User Migration Checklist

Greetings,

Our area will be migrated to Office 365 the week of Aug. 20, 2018. 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

To help prepare you for the applications Office 365 offers, Penn State Information Technology (IT) has compiled training resources for you. Through self-study and instructor-led training opportunities, you will be able to discover the collaborative and innovative tools in the suite of applications.

IT has created online Learning Paths that provide an overview of Office 365 and highlight some popular applications. Throughout the migration process more Learning Paths will be added and additional live training will become available. Online training from Microsoft is always available. Training resources including, Learning Paths, can be accessed [at the Penn State Office 365 Training webpage.](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.office365.psu.edu%2Ftraining%2F&data=02%7C01%7Ccll161%40psu.edu%7C02e84b81e0154599318508d58431ea15%7C7cf48d453ddb4389a9c1c115526eb52e%7C0%7C0%7C636560272277952996&sdata=vE%2Bw5pdqfOwCON%2Fn%2F7SC9rjT5r8NUhBbG4Eb9G2dN2w%3D&reserved=0) In addition, an OPP webpage will be created to assist you in the training process. Stay tuned for its launch.

These resources are available to everyone in our group and will continue to be updated and expanded. Penn State and Microsoft training courses are applicable to those just starting to learn about Office 365 and experts on the software.

To create a smooth transition and prepare for migration, please see the [Office 365 Checklist](http://office365.psu.edu/migration-checklist/)

The checklist is divided into three parts: what you as an end user should do prior, during, and after migration.

I encourage you to take some time to review the courses and familiarize yourself with how Office 365 can improve your productivity and digital fluency.

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