

## Message for Office 2007, 2010 and 2013 users

The County migration to Office 365 consists of two major groups

- Those currently using Office 2003 software
- Those currently using Office 2007, 2010 or 2013 software

The transition from Office 2003 to Office 365 is a major one as those staff will have a very different interface OWA 2013 to use. However for those using Office 2007, 2010 or 2013 software the transition will be minimal.

For all who are migrated there are four considerations during migration.

1. The Mail box move
  - a. Including messages, calendar items, contacts and tasks
2. PST file handling
3. Public Folders reimplementatation
4. Mobile devices

### Mail box move

As you are using the newer Microsoft products the migration to Office 365 is seamless. For example, when you have been migrated, you sign back into your desktop agent and you will be connected to the Office 365 mail store (now in the cloud). Everything else will be the same. Your PSTs will be still attached and you will have access to all of the basic elements you had before.

There are a couple of small differences to note;

- a) When you launch you Outlook desktop application there may be a small delay as it needs to synchronize the email messages to the desktop.
- b) You will not be able to work with public folders
- c) If you had shared mailboxes before the migration those shares will be broken unless all the mailboxes that are shared are migrated to office 365

### PST handling

PSTs initially are still in the old infrastructure either on servers somewhere in the County, or on computer desktops. Either way they need to be migrated to the Office 365 environment. This is important for two reasons.

- 1) One they can be shared more effectively where wherever you are by whichever version of Outlook (desktop, OWA) you are using

- 2) Depending on the type (2003 vs 2007), un-migrated PST's may be deleted when the old infrastructure is decommissioned

### **Moving PSTs**

To move your PSTs they first need to be attached to your desktop using the data management capabilities of Outlook. Once the PST is connected, you would create a folder in your Office 365 mailbox. You would then drag and drop the files in the same way you do today. As the PST files and sub-files move you will see the information update. Once completed that PST is no longer needed as all of its data is now in Office 365.

**Note:** Due to the size of the PST this may take time during which other Outlook functions are not available. You may want to do the moves early or late in the day or during times when you do not need Outlook such as while you attend meetings.

### Mobile devices

To reattach your mobile devices (either provided by the County or your personal) once you would go to the Office 365 Web site and take the link to the mobile device self-help capability. At this location you will see directs for each type of device and its associated reset process.

### Public Folder Re-implementation

Office 365 does not recognize Public Folders. The data stored and their uses vary but in the Office 365 environment they need to be re-implemented using that technology. Please work with your local Department IT regarding this.

### OWA 2013

OWA 2013 is a new improved version of OWA within the Office 365. For the migrated 2003 users it is their new Outlook but for you it is another method to get access to your data from anywhere.

To use it you go to the Office 365 transition web site and copy the link. Once you go to the link login is covered in any OWA tutorial. Once signed in you have access to all data in Office 365, including PST data that has been moved.