



Microsoft OFFICE 365

MCG - FY15

Office 365: Outlook is Upgrading Soon


GET READY!

The following info will help prepare you for the upgrade to Microsoft **Office 365**. We'll start with Outlook! What does that mean? Read through the points below to get started.

Find Your Version

If you currently use Office 2003, the look and feel of Office 365 Outlook will be dramatically different from what you use today. However, the upgrade for those who are using Office 2007-2013 comes with fewer changes.


The training content, videos, and instructions will all differ based on this ONE detail.

Don't waste your time, [FIND YOUR VERSION FIRST!](#) 

Get Your Info


Once you know your current version of Office, check out the upgrade details that pertain to you.

The Office 365 Information Website is the best place to start and has tons of resources! They're categorized by version to help you select the right info.

To learn more about the project and its impacts [GET YOUR INFO HERE!](#) 

Know Your Office

We don't mean the office you work at, we mean Office 365 Outlook. Check out the videos, UPKs, Guides and more to become a pro...or at least a novice!

Before the upgrade, get trained up and [KNOW YOUR OFFICE!](#) 

ANY QUESTIONS?

Watch the Welcome Video!

Connect with your [Onsite Team](#) when you need a little support.

The [Office 365 FAQ](#) helps too!

Still stuck? Give the help desk a call: **7-2828**

