MIGRATION TO OFFICE 365
12:30 p.m. – 1:30 p.m.
Centennial Hall, Room 115

Sponsored by Information Technology Systems
ITS is in the process of migrating faculty, staff and supplemental accounts to Office 365. Microsoft Office 365 is a suite of Cloud-hosted tools, allowing users access to Office products from any device that has an internet connection. Office 365 will provide increased functionality, improved security and cost savings to SCSU. Some of the key features that are included with Office 365 include

- **Increase to Email quota** - Faculty and staff typically had about 1 GB (Gigabytes) of storage when their email was stored on a local server. With Office 365, faculty and staff will get 50 GB (gigabytes) of storage for email message.
- **Microsoft Office Online** - Lite versions of Word, Excel, and PowerPoint will be accessible anywhere with an internet connection. Mobile apps will also be provided to allow users to access the software from their mobile devices, such as phones or tablets.
- **OneDrive for Business** - Online storage service for pictures, videos, Word documents, Excel spreadsheets, etc. OneDrive for Business provides all faculty and staff with 1TB of storage in the Cloud. Functionality and support of the service will continue to grow as time goes on. OneDrive for Business does not replace Filespace or any other current service provided by ITS. Cloud-based storage allows each individual the ability to share or collaborate on files with anyone else within our organization.

Please join us in a demonstration about how you can leverage the tools provided in Office 365!

PRESENTERS: **Carol Rose**, Campus Technician/Relationship Manager and **Jim Pesta**, SOE & SHHS Technology Coordinator