

From: SCSU Information Technology
Sent: Tuesday, April 16, 2019 8:19 AM
To: administrative-support@stcloudstate.edu and Administrative Directors
Subject: Office 365 Training Sessions for Administrative Support Professionals

Office 365 Login and Email Changes More Collaboration. Better Experience.



Dear administrative support professionals,

St. Cloud State University's email and Office 365 services are moving to Minnesota State's Shared Tenant as a part of a system-wide effort to combine Microsoft features and services.

The transition will begin on Aug. 9, following the completion of summer session two, and is expected to last approximately three days. ***Email and Office 365 will be unavailable during this time period.***

As you may have seen, we are hosting Open Sessions for all St. Cloud State faculty, staff and students in April and we hope you can attend. In addition, we would like to invite you to additional training sessions developed specifically for administrative support professionals. These training sessions will be a "deeper dive" into the Office 365 transition and will equip you with additional information to help you prepare and assist faculty and students in your area with this transition.

Office 365 training session dates for administrative support professionals

- 9-10 a.m. **Tuesday, May 14** in AMC Theatre ([Add to calendar](#))
- 1-3 p.m. **Wednesday, May 22** in MC 122 ([Add to calendar](#))

Additional topics that will be included in these sessions:

- Supplemental account transitions
- Freeze windows prior to transition
- ...and more!

What You Can Do NOW

See St. Cloud State University's [Office 365](#) page for details on what you can do now to prepare for the transition. Questions? Contact [HuskyTech](#).



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