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**Corporate Controller Migration Announcement**

**DATE:** October 26, 2018

**TO:**  Office of the Corporate Controller

**FROM:** Joseph Doncsecz

**SUBJECT:** Migration to Office 365

Good afternoon,

I am pleased to announce that on November 27, 2018 our group will be on boarded to Microsoft Outlook email and calendaring application. A [user checklist](http://office365.psu.edu/migration-checklist/) of activities is available to help you prepare for the migration.

To create a smooth transition for our area, I have appointed Angelita Johnsonto work with the Office 365 migration team as the primary point of contact for our unit. Angel’s role will be to provide us with migration updates, support, and further information on Office 365. Please feel free to provide feedback throughout this migration process.

Office 365 empowers you to create, collaborate, and innovate through a host of secure applications that can be accessed from anywhere in the world, at any time, on any device. Office 365 includes the same Microsoft Office Suite products you’re used to (Word, Excel, PowerPoint, etc.), as well as [a wide range of powerful productivity tools](http://www.office365.psu.edu/products/) including Teams, OneNote, Planner, and more. With Outlook, you can seamlessly schedule meetings, create and share documents, and collaborate in one secure and consistent platform.

Online Learning Paths and in-person, live training opportunities will be offered throughout the migration period. Our group also has access to self-paced online training from Microsoft. More information on instructor-led sessions will be provided as it becomes available. Training resources including Learning Paths can be accessed [at the Penn State Office 365 Training webpage.](http://www.office365.psu.edu/training/)

Office 365 and its applications are not approved by Penn State for the storage of “High” or “Restricted” information at this time. Penn State’s Policy [AD95](https://policy.psu.edu/policies/AD95) establishes guidelines for information classification and handling of information within the University. For assistance in determining the classification of information use the [Information Classification Tool](https://security.psu.edu/info-classification-decision-tool/).

For more information on Office 365, [visit Penn State’s Office 365 website.](https://office365.psu.edu/)