

O365 Phase I and Phase II Project Status

What's New!

Upcoming MS Webinar Training Sessions

O365 Project Status

When is my agency scheduled for Phase I Implementation? Only three Agencies and two Divisions remain to complete O365 Phase I (below). Meetings are ongoing, and rollout dates will be finalized soon. Phase I is anticipated to be completed in the first quarter of 2021.

Phase II? Phase II services for agencies (below) continue to be enabled. There are now over 12,000 state employees that have the ability to collaborate through Phase II services!

As agencies move forward, view the latest updates on the [Office365 website](https://office365.delaware.gov).

Office 365 Phase I: MFA – Cisco Unity – Office ProPlus – Exchange Online	
Agency/Division remaining	Scheduled Rollout Completion Date
Dept. of Services for Children, Youth and Their Families	01/10/2021
Dept. of State – Division of Professional Regulation	02/14/2021
Judicial Branch	02/21/2021
Delaware State Police	03/21/2021
Dept. of Corrections	TBD

Office 365 Phase II: Collaborative Services MS Teams – OneDrive - Office for the Web		
Completed	Scheduled for January	Not yet Scheduled
Dept of Technology & Information	Delaware Justice Information System	Finance / Accounting/ Lottery
Dept of Labor		Elections
Office of the State Treasurer		Lt. Governor's Office
Dept of Agriculture		Dept Of State
Delaware Emergency Management Agency		Dept. of Services for Children, Youth and Their Families
Office of Defense Services		Judicial Branch
Insurance		Pensions
Dept of Justice		Delaware State Police
Legislative Branch		Dept of Corrections
Dept of Natural Resources & Environmental Control		Governor's Advisory Council for Exceptional Citizens
Dept Health & Social Services		
Fire Services		
Dept Of Transportation		
Criminal Justice Council		
Governor's Office		
Dept of Safety & Homeland Security		
Dept Human Resources		
Office Management & Budget		
Auditors		

What's New?

Microsoft has rolled out a few new tools to our Government Community Cloud (GCC). If you have completed the O365 Phase II rollout, "**Microsoft Lists**" is one of those new tools. The Lists app is accessible through [Office on the Web](#). The Lists app helps track information and organize work. The app, which can be used within Teams, provides customizable views, rules, and alerts to keep you and everyone on the Team in sync. "Lists" training is available on our [Learning Pathways site](#).



"**Microsoft To-Do**" is a personal task management app that empowers users to track and focus on the things they need to get done. To-Do web app is available to all Office365 users and can be accessed at to-do.office.com. On the Learning Pathways website, you will find new training videos on To-Do. (Note: To-Do Windows 10 and mobile apps are not yet available in GCC.)

Lists, To-Do, Tasks, Planner; so many tools, which should I use? In this [you tube video](#) (from JumpTo365, hosted by Matt Wade), Matt compares Planner, Lists, To-Do, and Tasks in Teams. Although the Tasks app in Teams is not yet available in the GCC environment, the comparisons may help you determine which tool is best for your specific need!

(Note: The web offers a wealth of tutorials and information, however, understand that what you find on the web does not always apply or may not yet be available in the GCC environment.)

December and January Microsoft Live Webinar Training Session Line-up

Date - Time - Course Title
12/21 1:00 P.M. - Stay on Track with MS Lists
01/05 10:00 A.M. - Teams Beginner
01/12 10:00 A.M. - Teams Intermediate
01/19 10:00 A.M. - Teams - Working with Files
01/26 10:00 A.M. - Introducing Microsoft Tasks, the New Planner

Visit the [Upcoming Events](#) web page to view scheduled events and add the event to your calendar or visit the page at the time of the session to join.

O365 Resources and Learning Links

[Office365 Website](#)

[O365 Applications](#)

[Message Center](#)

[Learning Pathways](#)

[Training Resources](#)

Want to know more about the Office 365 Project? Need a Office365 Cheat Sheet? Have time for a 5 minute Learning Opportunity? Check out the Links above!