

October 6, 2023

Good morning DSHA,

Welcome back to our Friday communications regarding our IT centralization. This week, we will discuss some familiar and new products that the transition will bring!

- **Microsoft Office365 is Coming!**
Your current Microsoft Office 2019 software will be upgraded to the Microsoft *Office365* tools when moved to the State's standard *Microsoft 365 Government Community Cloud (GCC)* G3 licenses.
- **What is Microsoft 365 GCC?**
Microsoft 365 is an all-in-one bundle that merges Office 365, Windows Operating System, and Enterprise Mobility & Security. Government Community Cloud (GCC) plans are designed for the unique needs of government organizations. It provides a segmented government cloud community that enables organizations to meet U.S. compliance and security standards.
- **What is Office365?**
Office365 has merged with Microsoft 365, the cloud service platform that provides several familiar productivity tools (e.g., Outlook, Word), and new collaboration and communication applications, like Teams and OneDrive.
- **Some of the Benefits:**
 - Access applications *Anytime and Anywhere*.
 - Office365 includes familiar products like Outlook, Word, Excel, and PowerPoint.
 - Access to new collaborative apps, like Teams and OneDrive. See the attached document for more detailed information.
 - Apps are always up-to-date.
 - Tools can be accessed on tablets, smartphones, laptops, and computers.
 - When not in the office, log into Outlook.com or Office.com with your secure state credentials to access email and productivity tools online.

You are already familiar with the main Microsoft Office365 products. Although the ribbon (Menu panel) might appear somewhat different, or a button or feature may have been relocated, it is still essentially the same Microsoft product you have been using. Once you have transitioned to Office365, you will receive access to videos and user guides that will help you learn more about OneDrive and Teams.

If you have any questions or concerns, please submit them to the feedback box:
<https://www.surveymonkey.com/r/DSHAITSurvey>.

Thank you to those who attended our first virtual information session this morning. We appreciate your participation, questions, and feedback. As stated in the meeting invite, the remaining IT Transition and Centralization events are optional. However, we suggest you attend at least one to prepare for the upcoming transition. We are officially one month away!

As always, we look forward to hearing from you, and have a great weekend.