



MINNESOTA STATE



Microsoft



Office 365

Quick Facts

WHAT: DCTC and IHCC migrating to Office 365

WHEN: Dec. 6-8, 2019

WHY: Create a consistent experience across Minnesota State institutions for students, faculty and staff

PLEASE NOTE: There will be tasks you will need to complete. Please look for these email updates so we can have the smoothest transition possible.

Dear Colleagues,

Dakota County Technical College and Inver Hills Community College will be migrating to the **Minnesota State Office 365** (Office 365) single tenant system Dec. 6-8, 2019.

The DCTC and IHCC Offices of Information Technology (OIT) will share additional details regarding the migration in future emails as we work toward our college migration date. We will also create internal website landing pages where you will find FAQs, pre-migration checklists and other resources.

Once the migration is complete, you will use one account to access Office 365 applications and resources.

Notables:

- Your campus email address will continue to work and will be used to send campus-related e-mail
- You will receive a new sign-on address which can be used to link to shared MinnState O365 resources (Teams, SharePoint, OneDrive, Sway, etc.)
- Ability to log into Office 365 applications (Word, Excel, Outlook, etc.) across any Minnesota State college or university
- Personal file storage and sharing with 1 TB storage per user (One Drive for Business)
- Business-class email, calendar, and contacts with a 50 GB inbox

Look for an upcoming email on pre-migration tasks. Please let me know if you have any immediate questions.

Thank you,

TODD JAGERSON, Chief Information Officer

Email sent 10/2/19