



City of  
**Rockville**  
Get Into It

# Welcome to Office 365 Information Session

# Today's Agenda



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Why Migrate off Lotus Notes?

Introduce Office 365

Showcase Office 365 interface

Mail Migration Process

Frequently Asked Questions

Provide resources to get started

# Why Migrate off Lotus Notes?

- Ease of use (Outlook mail client similar to other Office applications such as Word).
- Folder based mailbox archiving with no quota.
- Expands and improves communication across multiple devices.
- Better privacy and security through Microsoft.
- Exchange/Outlook mail less expensive.
- Easier administrative management and control.

# What is Office 365?



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Experience  
Office  
virtually  
anywhere.

- Office 365 is a subscription service that keeps you up-to-date with the latest versions of Office applications and other cloud services.
- Office Suite 2013 Web App Versions – for Word, Excel, and PowerPoint – let you work across multiple devices, right from your browser. Users can work on the same file together, simplifying version management.
- Your recent documents, settings, and custom dictionaries follow your Office 365 account, so you can quickly pick up where you left off from any device.
- The Office applications are optimized for your devices, so you can work your best wherever you happen to be.

# What is the Cloud?



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Cloud services means software applications made available to users on demand via the Internet from another organization's servers, as opposed to being provided from the City of Rockville's. They are on-premises servers. Similar to Google, Facebook or YouTube.





# Office 365 Benefits

## Store and share documents.

Share your own documents with others through Office 365. Or, upload documents to a team site to build a document library and a project history.

## Get email, calendar and contacts.

Use Outlook and Outlook Web App to access your email, calendar and contacts.

## Work collaboratively with teams.

Create a customized Office 365 site to collaborate with others. Create document libraries, add apps and use community features to enhance sharing.

## Have interactive online meetings.

Use Skype for Business for instant messaging and online meetings that have full Web conferencing features, including desktop sharing, and presentations.

# How is Office 365 different from Microsoft Office 2010 Suite?



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- Microsoft Office is a software suite which includes applications such as Word, Excel, PowerPoint, Outlook, etc. The software products in this suite can be installed on only one PC and do not come with any cloud-based services.
- Office 365 combines the familiar Microsoft Exchange On-line e-mail (Outlook client) and Office software suite with the collaboration (SharePoint Online and Skype for Business) software and makes them all accessible over the Internet. Desktop versions of Outlook and Office applications work seamlessly with this cloud service.

# Office 365 Interface Showcase



Get Into It

Outlook Calendar People Yammer OneDrive Sites ...



## Manage your email.

- Send and receive email messages.
- Create folders and organize mail.
- Add contacts, check availability and start conversations or meetings.

### Quick actions on the ribbon

Use the ribbon to quickly act on your messages and folders or set options.

### Use folders

Create new folders to keep track of your messages by project, person, or task.

### Switch view

Go to your calendar, tasks, or contacts in one click.

The screenshot displays the Outlook interface for the user 'KatieJ@Contoso.com'. The top ribbon includes tabs for FILE, HOME, SEND / RECEIVE, FOLDER, and VIEW. The HOME tab is active, showing options like 'New Email', 'Clean Up', 'Delete', 'Reply', 'Forward', and 'More'. The left sidebar shows a 'Favorites' section with 'Inbox 3', 'Sent Items', and 'Deleted Items 6', and a 'KatieJ@Contoso.com' section with 'Inbox 3', 'Drafts', 'Sent Items', 'Deleted Items 6', 'Junk Email', 'Outbox', 'RSS Feeds', and 'Search Folders'. The main pane shows a list of emails, with the selected email from 'Robin Counts' titled 'Project update?' dated 'Tue 11/27/2012 12:01 AM'. The right pane shows the email content, including a header with 'To: Katie Jordan' and a body with 'We need to have a review about the North... Let's schedule a meeting Friday at 9am at St Redmond, WA 98052. Thanks.' At the bottom, there are navigation buttons for 'Mail', 'Calendar', 'People', and 'Tasks'.



# Office 365 Interface Showcase



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Outlook Calendar People Yammer OneDrive Sites ...



## Manage your calendar.

- Check your appointments, switch views and create other calendars.
- Create, delete and change appointments.
- Schedule online Skype for Business meetings.

### Schedule a Lync Meeting

Meet face-to-face or save yourself a trip by meeting online with Lync 2013.

### Switch views

Use the calendar view that best fits your workflow. Switch as often as you like.

### Current time marker

The line across the middle indicates the current time so you can see what's up next.

### Create other calendars

Quickly see the best time to schedule a business meeting or a family vacation.

The screenshot displays the Outlook calendar interface for 'Calendar SaraD@contoso.com - Outlook'. The ribbon includes 'FILE', 'HOME', 'SEND / RECEIVE', 'FOLDER', 'VIEW', and 'GROUPS'. The 'VIEW' tab is active, showing options for 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', 'Open Calendar', 'Calendar Groups', 'E-mail', 'Share', 'Publish', 'Calendar Online', and 'Permissions'. The main area shows a calendar view for June 18-22, 2012, with a 'Family Calendar' selected. A horizontal line indicates the current time. Various appointments are visible, such as 'Sales Team Meeting', 'Weekly call with Subsidiary Leads', and 'Company Meeting'. A 'New Appointment' dialog is open on the left, showing a calendar for June and July 2012. The bottom left shows 'MY CALENDARS' with 'Calendar' and 'Family Calendar' checked, and 'TEAM: JANET SCHORR' with 'Janet Schorr' unchecked.

# Office 365 Interface Showcase



Get Into It

Outlook Calendar People Yammer OneDrive



## Manage your contacts.

- Add, remove and manage your contacts.
- Create a contact group.
- Check contacts' availability, get more information about the contact and start conversations or meetings.

### Add a new contact

Add people you work with often as contacts. You can see the status of your contacts at a glance and start a conversation with one click.

### See if a contact is available

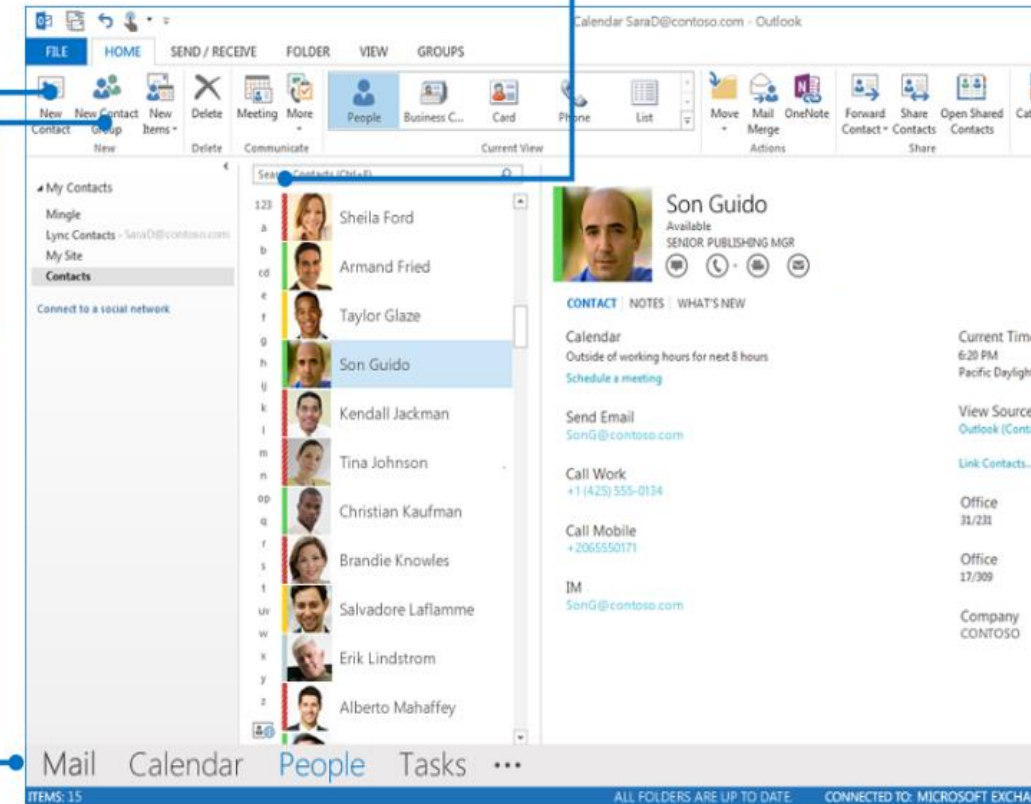
The color next to a contact's picture in your contact list and on a contact card tells you if they are available (green), busy (red), away (yellow), or offline (gray).

### Create a contact group

If you often start conversations with a group of people, add those people to a contact group, so you can communicate with them easily. Contact groups are listed under My Contacts.

### Switch screen

Switch to email, your calendar, or task list.



# Office 365 Interface Showcase



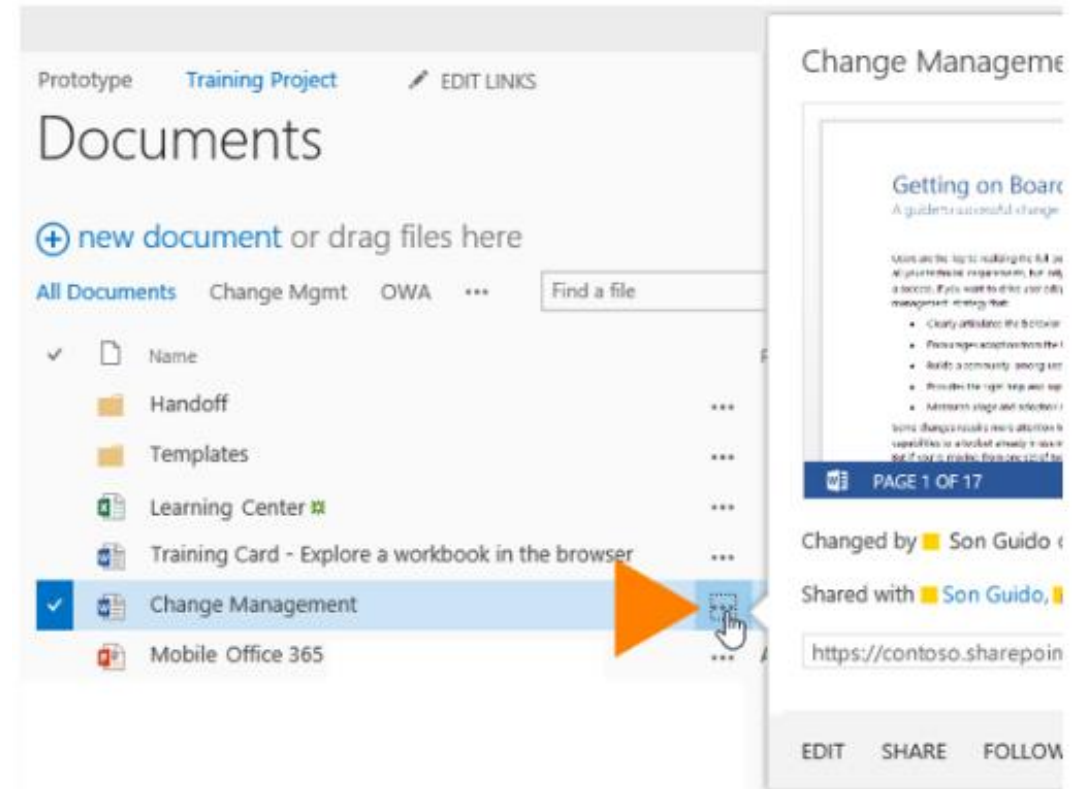
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Outlook Calendar People Yammer OneDrive Sites ...



## Store and share my documents with OneDrive.

- Review and edit documents that are shared with you.
- Sync libraries (folders) to your computer.
- Send email to people you're sharing a document with.



# Office 365 Interface Showcase



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Outlook Calendar People Yammer OneDrive Sites ...

## Store and share team documents with Sites.

- Create a team site, with a custom design and permissions.
- Create, upload, view and edit documents on the team site. Sync libraries to your computer.
- Get notifications when a document changes.

**Get the latest news**  
Post announcements to keep everyone up to date.

**Post to a blog**  
Share new information with your team right away.

**See what the team is doing**  
Find out what's being worked on now.

**Find out what people want**  
Find out what team members think with a team survey.

Office 365  
Northwind Team Site  
Northwind Project News  
July 29 - we're here! ... Yesterday at 3:18 PM  
Northwind Project Calendar  
July, 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20



# Office 365 Interface Showcase

## Meet online with Skype for Business.

- Share your desktop, a program or a PowerPoint presentation.
- Have a conference call.
- Manage permissions, use a lobby for admittance and manage participants during the meeting.





# Office 365 Video

Click on the words "Office 365 Video" above to link to Microsoft's Office 365 website and view a video on Email basics.

# Lotus Applications Migration Plan



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New Application	Old Lotus Notes Application
Microsoft Outlook 2013	Lotus Notes
Outlook Conference Room & Equipment Reservations	Rockville Resources
Citizen Service Request (SP)	Citizen Service Request (CSR)
SmartForce (SP)	HatBoard
Wellness Registration (SP)	WellNet
Change Management System (SP)	Change Management System (CMS)
Training Registration (SP)	Training Registration
Recreation Family Registration	Recreation Family Registration
Accela Legislative Management Suite*	eGenda
System Center Service Manager (SCSM)*	Projec Trak HelpDesk

\*Applications not integrated with Office 365.

# Office Suite 2013 Migration Plan



- Office 365 includes Office 2013 suite for the desktop which includes Outlook, Word, Excel, Access, PowerPoint, and Publisher, however...  
9%
- Office 2013 suite for the Desktop will NOT be deployed until after the election and key budget processes have been completed. This will eliminate the risk of potentially causing problems to those processes and prevent unnecessary frustration to employees who will be learning the new products.



# Mail Migration Process



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Timeline	Tasks
Mid-September	IT will send an email requesting that interested users sign up for optional 3 hour hands-on training.
Oct 12 – Oct 22	IT will send a checklist of pre-migration preparation tasks. IT representatives will be on-site to setup your Outlook mail account, and assist with pre-migration preparation tasks as requested.
Dates to TBD	Attend optional 3 hour hands-on training.
Oct 19	Attend mandatory 1.5 hour demo training, if not attending hands-on training.
Oct 22 (evening)	Your mail/calendar entries are migrated and mail is directly delivered to your Microsoft Office 365 Outlook account.
Oct 23 (LIVE)	<b>Use only Office 365 Outlook mail.</b> IT technical representatives will be on-site to assist.
Oct 23 – Nov 6	IT technical representatives will be on-site to assist. Complete the Migration Survey.

# Frequently Asked Questions

- Can I continue to use my current email address?  
Yes, your email address will remain the same.
- Will my mail, folders, calendar, tasks and contact data be migrated to Office 365?  
Yes, all these will migrate into your new Office 365 Outlook mail account.
- Will the new calendaring system handle shared resources (conference rooms, etc.)?  
Yes, resources (conference rooms, and equipment) are available and work similarly to Lotus.
- What will happen to my Lotus Notes archive?  
Archives will be migrated and will appear in a special Archive folder.
- What about other Lotus Applications, such as CSR and eGenda?  
Continue to access the Lotus client on your desktop as before. City employees will be notified as each application is moved to the new solution.

# Frequently Asked Questions



- **What should I do to prepare for migration?**

You will be sent a pre-migration checklist, and assigned IT resources will be available to assist with questions during the 2 week period before migration and for 2 weeks after the migration. After that point, questions should be directed to the help desk. Each department also has a Business Migration Partner that can assist with quick questions and department-specific migration issues.

- **What features will I have starting on Oct. 23?**

**Desktop Users:** Outlook 2013 (Mail, Calendaring, Contacts, Conference Room Resources, and Skype for Business).

**All Users:** Office Suite 2013 in the cloud, including Outlook, Skype for Business and One Drive.

**Office Suite 2013 Desktop:** Coming in early 2016.

# Frequently Asked Questions

- **Where can I go to better understand where to store my documents?**  
A detailed comparison of your Home Drive, Department Shared Drive, SharePoint and OneDrive will be provided with training materials.
- **Will my Office 2010 documents work with the 2013 Office 365 in the cloud version?**  
Yes, the versions are compatible. Minor differences between versions are mostly related to the type of device you are using (phone, tablet, etc...). Please refer to the Office365 website for specifics.

# Resources to Get Started

[Rockvillemd.gov/office365](http://Rockvillemd.gov/office365)

1. How to get help
2. Additional training resources
3. Additional FAQs
4. Migration plan and schedule updates
5. Copy of this slide deck



# Questions?

Email: [Office365@rockvillemd.gov](mailto:Office365@rockvillemd.gov)



Thank you for attending!