



## Hello Team,

In the coming weeks The Province of St. Joseph will be switching to Office 365 – our new cloud productivity platform to help you collaborate better and get more done – any time and from anywhere. This is an exciting change to the way we will be working.

We will be implementing Office 365 in 2 phases. The first phase will be our email. This means moving off of Rackspace or the on premise email server to the Office 365 servers. The second phase will be the remainder of the collaboration tools in Office 365 – OneDrive, Skype for Business, SharePoint, and “access from anywhere” web based versions of the Microsoft Office suite. This communication is regarding Phase 1.

Don't worry if you don't feel like you're a tech expert - we will make it easy for people of all levels to participate, from novice to more advanced technology users. We'll support you all the way through the program, so there's no need to feel nervous. You will hardly notice a difference in your email, as you will still use Outlook. If you use the web to check your email, then you will be provided instructions on how to use the new Office 365 website instead of Rackspace.

## When is this happening?

Schedules can always change due to delays, but these are the planned dates when you will start using the new email system –

- If your email address ends in @capretreat.org – 5/10/18
- If your email address ends in @thecapuchins.org – 5/15/18
- If your email address ends in @cskdetroit.org – 5/21/18



If you're interested in learning more about Office 365, there is a site dedicated to that. The Microsoft [Office Training Center](#) is aimed at letting you discover what's possible with Office 365 and how to take advantage of its capabilities based on tasks you need to complete in your job. There are some great short videos and presentations to help get you started. We highly encourage everyone to take advantage of the training tools available to you there.

## What we need from you

- Prompt response to any emails requesting information. *You* will be key to maintaining our schedule!
- Don't hesitate to ask questions. Email [Office365@thecapuchins.org](mailto:Office365@thecapuchins.org) - Give us your feedback throughout the process, and report any problems you encounter.
- Review the material at the Microsoft Office Training Center, and the email templates referenced in the "What next" section.

## What next?

The IT Department has partnered with [PC LAN Services](#) of Milwaukee to assist us with this project. You will be receiving email communications directly from PC Lan Services requesting information. Please be aware that these are legitimate emails and not phishing attempts.



To help you understand what to expect, we have placed samples of them on [sjpcommunications.org](http://sjpcommunications.org). Please click on this link now – [Sample Office 365 Project Email Communications](#) - to review them and familiarize yourself with what they will look like. Of course, if you have any doubts about the email after you receive it, forward it to [Office365@thecapuchins.org](mailto:Office365@thecapuchins.org) and IT will confirm it for you. You may find it helpful to print the sample and have it nearby.

The initial email you receive will direct you to a web site that will ask for your email password, that is why it is important that you review the sample so you know what it looks like. Also, please note that they need your *email password*, not the password you use to log on to your computer.

If you have any questions about the program please let us know, and have a look at <https://support.office.com/en-us/office-training-center/outlook-tips> for help and training resources to learn more about Outlook with Office 365.

Our expectation is that this should be an almost seamless transition for you, with little inconvenience to your workday. Sometimes things happen, but don't worry - we'll provide support throughout the project and make sure you have all the training and resources you need to have a good Office 365 experience.



Let us know your questions or concerns about Office 365.  
[Office365@thecapuchins.org](mailto:Office365@thecapuchins.org) – Subject: Office 365



## OFFICE OF INFORMATION TECHNOLOGY

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