



# Microsoft 365

## Moving to Microsoft 365 - your questions answered

As we make the move from Google to Microsoft 365 we will keep you updated every step of the way. This first set of FAQs are designed to answer some of your initial questions and we will keep them updated as we move forward with the project.

### Why?

We currently work across a number of different applications so we want to move to a single productivity suite. Microsoft 365 offers improved security, better information governance, offline capability, an integrated telephony solution and team based collaboration on top of all of the applications you would expect to use on a daily basis.

### What do I need to do now?

To prepare for the move to Microsoft 365 it's really important that you undertake some digital housekeeping. Review your documents in Google drive - delete anything you no longer need and do the same with your email. More information on good housekeeping including information on what you need to keep can be found [here](#). It's also really important that your People Finder and YourHR records are up to date, so please check and update if required.

### Will all of my emails, email folder structures and my calendar invites be transferred over?

Yes - Microsoft's fast track team will be working with our ICT teams to migrate all the mail and calendars.

### What happens to my documents in Google Drive? Will any folders I have set up transfer?

Yes - we will be migrating your google drive as it is currently, maintaining the file/folder structure into Microsoft OneDrive.

### Can we still make video conferencing calls? Will equipment we have purchased work with the new system?

Yes you will still be able to make video conference calls. For any teams that have chromeboxes these will no longer be required as this functionality is contained within Microsoft 365.



## **Will there be support in my service area for the move to Microsoft 365?**

Yes - a network of change agents will be on hand to assist with the transition together with online user guides and resources.

## **Will training be available?**

Training and support will be available - more information on what's available and how you can access it will be circulated over coming weeks.

## **What are the timescales?**

More detail on timescales will follow, But we anticipate we will start moving groups of staff over during the summer and into the autumn.

## **How can I get an idea of what Microsoft 365 will look like?**

We are arranging a range of roadshows and drop in sessions around the county to demo Microsoft 365, explain features and allow you to ask questions.

## **Can I still instant message?**

Yes - we will be using something called Microsoft Teams for this functionality, we will provide more information on this works in practice as we make the transition to the new system.

## **I use google hangouts for meetings - will there be something similar?**

Yes - as with instant messaging we will use Microsoft Teams.

## **Will I still be able to access everything remotely?**

Absolutely - all of the Microsoft 365 products are cloud based so you can access them in the same way you can with Google.



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