SAMPLE 3 MONTHS PRIOR EMAIL TO LIASONS and MANAGERS – to formally announce date and mention kick-off meeting

**Subject:** Office 365 Email Conversion and Go-Live – <<date>>

**Importance:** High

This is an important update on plans to migrate your department staff to Office 365 Email (from Alpine/Deskmail. Your department(s) are scheduled to start using the Office 365 Email on <<go-live date>> (please mark this on your department calendars). Preparations will begin with a kick-off meeting approximately 2 months prior for the manager and designated project liaisons. Directors of these areas are encouraged to attend as well. Watch for a meeting invite for “Office 365 Email Project Kick-off”. During the kick-off meeting we will cover the following topics:

* Project and Office 365 Email Introduction
* What’s Changing and Preview of Pre- and Post- Migration Items
* Project Liaison Role Expectations
* Shared Calendar Owner Responsibilities
* Training/Communications - Plans and Resources
* Migration Process Overview
* Communications/Preparation Activities Timeline for Project Liaisons
* Next Steps

We met some of you as part of the survey or planning process and appreciate your work in getting us the information we needed to form our migration groups. We have shared information from you with the implementation team and they will work with you moving forward.

Your primary contacts for this project will be:

* Project Manager: <<your project manager>>
* Project Analyst: <<your business analyst>>

We have our Communications and Help Resources site which contains project overviews, FAQ, and help and training guides. You may find it helpful to browse the information there ahead of time. Here is the link: <<your website>>

If you have further questions, please email the project leader team at <<your project email>>.

Thank you,

*Office 365 Email and Calendaring Migration Project Team*