4 WEEKS PRIOR MEETING AGENDA

This is our important “4 weeks prior to go-live” meeting to touch-base in more detail about training aids, your questions and info we need from you for your move to Office 365 Email

Planned agenda:

1. Introduction of our Project Information Site- <<your website>>
	1. Available Job Aids and Videos
	2. FAQ section
	3. Communications Resources
	4. Migration Group Info
2. Migration Preparation Communications (will send separate email and also discuss steps other departments have taken)
3. Validation of User List – will go over how this is to be done and cover some scenarios you may see with your user lists. Will need your user lists returned within 1 week from the meeting.
4. Records Management Requirements
5. General Questions

Office 365 Email Project Leaders <<your project email>>

Office 365 Email Migration Project Communications and Help Resources Site <<your website>>