

## Stockman, Tina

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**From:** Soil & Water Conservation Program  
**Sent:** Thursday, October 5, 2023 11:14 AM  
**To:** DNR.Soil and Water Conservation Districts staff; Soil & Water Conservation Program  
**Cc:** DNR.MGS SWC Staff  
**Subject:** FW: Digital Government Transformation - Preparing for Microsoft 365

Good morning,

Please see the information below from ITSD regarding the transitioning to Microsoft 365. District staff will be F3 (online license) users, therefore will need to follow the links below for any information for the online licenses.

If you have any questions, please let your district coordinator know and we will work them through our IT coordinator.

Thank you,

Soil & Water Conservation Program  
Phone 573-751-4932

*We'd like your feedback on the service you received from the Missouri Department of Natural Resources. Please consider taking a few minutes to complete the department's Customer Satisfaction Survey at <https://www.surveymonkey.com/r/MoDNRsurvey>. Thank you.*



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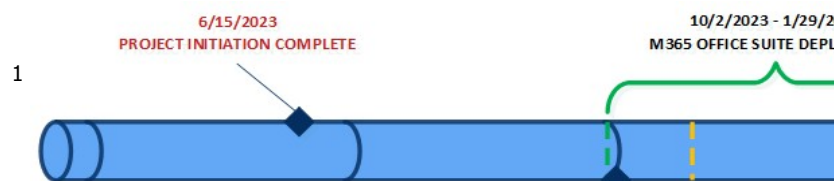
## Preparing for Microsoft 365

The ITSD is in the process of migrating the current Microsoft experience to Microsoft 365 (M365) as part of our Digital Government Transformation (DGT) Initiative portfolio of projects.

After months of preparation and testing, the team is excited to announce that the Microsoft Applications (Apps) deployment and Microsoft Exchange migrations will begin in October 2023.

### When will I see changes?

Due to the scope of this upgrade the state is conducting a phased implementation (timeline graphic provided below). Deployment and migration across the state agencies will begin in October 2023 and continue through July 2024. Currently DNR is slated for a deployment in late December 2023.



### **What does this mean for me?**

Microsoft Applications (e.g. Outlook, Excel, Word, PowerPoint, etc.) will upgrade, offering greater functionality. After the migration, you will access Microsoft applications differently and more seamlessly.

### **What happens next?**

You will be receiving continued communication through email, much of which you will be receiving one month before any changes will occur at DNR. Please ensure you watch for email announcements and next steps to prepare you for implementation. These communications will contain key details such as pre-migration tasks, how to log in after migration, and where to get help if needed.

### **How do I learn more?**

ITSD has developed a hub site to provide information about new tools and the transition to M365 - [Microsoft 365 Hub - Home \(state.mo.us\)](#). Though there is a ton of information made available, those we think will provide the our team members with the most insight to start are the following:

The [M365 Desktop Training](#) library holds links to LinkedIn Learning courses which will be helpful for G3 (desktop license) folks.

The [M365 Browser Training](#) library holds links to LinkedIn Learning courses which will be helpful for F3 (online license) folks.

Thank you for supporting the changes underway. The DGT Initiative will strengthen the services we provide to each other, citizens, and businesses.