Dear Colleagues,

Information Services and Technology (IST) originally planned to migrate all faculty and staff to Office 365 (O365) later this year. However, as part of the university’s efforts to provide additional connectivity and support for faculty and staff planning to work remotely, they are ready to provide Office 365 A1+ licenses to those who may be interested now.

**Highlights of the A1+ license**

* OneDrive - file synchronization across your devices and to the cloud, and personal file sharing. OneDrive has a default 5 TB per individual storage limit for faculty and staff.
* Teams - collaboration software that provides unified chat, messaging, and file sharing. Teams is the place for your team to collaborate and collectively work on files, hold discussions, and meet through video conferences.
* Office Online – provides the opportunity for real-time collaborative editing with the Office web, desktop and mobile clients. The experience is slightly reduced with Office 2016, but still functional. This lets a group simultaneously edit Office documents (Word, Excel, PowerPoint) if the documents are hosted in OneDrive, SharePoint, or Teams.

This early implementation would allow you to use the Office 365 web-based collaboration tools in addition to the core Office suite already installed on your UM computers. It will also allow you to install the Office 365 desktop version on your personal devices at home if needed. We will NOT be upgrading any UM desktop Office versions at this time.

Assigning a license does not change the current desktop experience if you do not choose to access this new resource.

**If you want an Office 365 license, please send an email to** **(faculty or department assigned information collector)** **by (time and date set by faculty or department). They will send the request to IST. IST will issue the licenses following the receipt of the information and you will be sent a “Getting Started with Office365 at UM” guide.**

O365 has been in use by students since 2015 and piloted with 240 employees last fall. Its collaboration features make O365 an ideal solution to make working remotely easier.

**Technical Support**

The IST team is ready to support people in getting up and running and able to work productively as possible. Contact the IST Service Desk for additional support via phone (204-474-8600) or [Cha](http://130.179.22.139/I3Root-Stage/)t for urgent support or by email at ServiceDesk@umanitoba.ca.

Regular hours and other information is available on the IST Service Desk website: <http://umanitoba.ca/computing/ist/help/> . The Service Desk may extend their hours over the coming days depending on call volume.

Dean or Unit Head Name

Faculty or Department Name