



**HOWARD  
UNIVERSITY**



# MICROSOFT 365



All current, active Howard students, regardless of level, are in scope. This excludes current seniors, new incoming students, and alumni.

## WHAT

Transition from Google Suite to Microsoft 365 during the Summer of 2024

Includes all emails within Gmail and files within Google Drive

## WHEN

Migration will begin on Saturday, June 1st by the ETS team

Accounts will be migrated alphabetically in batches, letter by letter based on last name

All migrations will be completed by Friday, August 30th

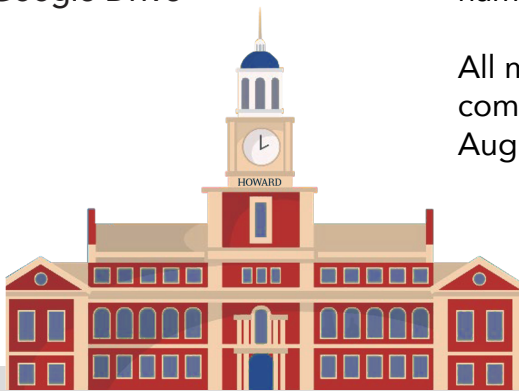
## WHY

Substantial mailbox storage capacity

Advanced security measures to protect students' accounts and safeguard sensitive information

A comprehensive suite of productivity tools including MS Teams, OneDrive and more to enhance collaboration

Seamless integration with other Microsoft applications, ensuring a smooth and efficient user experience



## TIMELINE



## ETS WEBSITE



## ACCESS HU



New student's enrollment already in M365: Feb 05<sup>th</sup>



Testing Pilot: February - March



Remove Faculty's access to Google meet: May 06<sup>th</sup>



Go-Live: Summer classes I and II May 1<sup>st</sup>



Go-Live: From June 1<sup>st</sup> until August 30<sup>th</sup>



Stabilization & hyper care: September

## WANT MORE INFORMATION?

Scan the QR code below for FAQs!

