MESSAGE FROM THE CIO

After three years of planning, including a pilot program in 2014, TTU will be transitioning students to email in the cloud, and the campus to Office 365 (O365), a cloud-based application, storage, and collaboration environment. In addition to our previous announcements, we created an O365 website as an additional resource. This bulletin highlights the benefits and features of O365, including OneDrive for Business. O365 provides our campus with convenient and rich tools in support of our institutional goals and objectives. We appreciate your partnership as we work to continuously improve our TTU information resources.

Go Tech!
—Sam Segran
Associate Vice President for IT and Chief Information Officer

NEW MICROSOFT SERVICES AGREEMENT AND TRANSITION OF STUDENT EMAIL TO OFFICE 365

Based on new capabilities and features now available, and after a successful pilot involving over 1,000 students, faculty, and staff over the last two years, we will be migrating TTU student email to Microsoft Office 365 for Education (O365). This is a cloud-based service. TTU will implement the O365 in a “hybrid” environment—students will be fully transitioned to O365, while faculty and staff email will remain in the current TechMail environment.

O365 will provide the following benefits to the TTU community:

<table>
<thead>
<tr>
<th>Students</th>
<th>Faculty/Staff</th>
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<tbody>
<tr>
<td>Retention of existing TTU Email/eRaider Login</td>
<td>Enhanced on-premises TechMail service</td>
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<tr>
<td>50 gigabyte mailbox quotas</td>
<td>Email quotas will be increased after review. Email archiving added to TechMail (future)</td>
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<tr>
<td>1 terabyte of secure online storage - OneDrive[1]</td>
<td>Unlimited secure online storage – OneDrive[1]</td>
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<tr>
<td>SharePoint Online for collaboration and sharing</td>
<td>Online video storage and sharing</td>
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[1]Replaces the need for Dropbox™ and similar fee-based cloud storage services.

Information regarding this upgrade has been periodically communicated to campus departmental IT contacts over the last two years as we planned this transition. We expect to complete the transition during the Fall 2015 semester. TTU faculty and staff will also be receiving communications and instructions on their secure OneDrive storage during this period. The new hybrid environment will further enhance the robustness of our mail and communications infrastructure and IT services to the campus.

O365 IT HELP CENTRAL LANDING PAGE

IT Help Central has created an Office 365 help website for the TTU Community. As the campus transitions to Microsoft O365, we will continue to add resources; therefore, we encourage you to check the website periodically. We also welcome your suggestions and invite you to provide comments (ithelpcentral@ttu.edu). Major features of this website include:

- Overview of O365 services available, accompanied by introductory and training videos;
- Links to information and specific technical instructions in askIT; and
- Links to additional support resources from Microsoft.

To access our anywhere, anytime help resource for O365 services at TTU, please visit http://o365.ttu.edu.
The release of O365 introduces many new benefits and features to the Microsoft online Office Suite. In fact, O365 is a major overhaul that could transform the way you interact with Office products, and adds new options for collaboration. O365 has many unique features that students, faculty, and staff will find useful and beneficial.

Here are just a few of the new features you can enjoy with your O365:

- The entire Office Suite may be installed on 5 devices, including computers, smart phones, or tablets. Our Enterprise agreement also includes support for Apple, Windows PC, Android, as well as other devices;
- The online version of the software is accessible from unlimited additional devices;
- 1 TB of storage per user on OneDrive; and
- All your data is available from all your devices with a single sign-on.

These are just a few of the benefits of O365 that you will notice right away. There are plenty of practical features that you may find useful as well; for example:

- Co-authoring and document sharing (multiple people can edit the same document at the same time!);
- Skype with other authors while collaborating on the same document;
- Linking to files on your cloud rather than attach the document itself (and you can even change the permission of those you are allowing to edit or simply view the document);
- Accessing all your documents through the cloud from your phone or mobile device; and
- Turning your notes into calendar items.

TTU is a Microsoft Unified Communications campus, able to fully leverage the innovative features in O365.

As part of the TTU deployment of O365, you will have access to the OneDrive for Business Microsoft service. This service allows faculty and staff to create, store, and synchronize work documents. Integrated with SharePoint 2013, OneDrive for Business allows you to collaborate on documents stored in the cloud. Those who travel, work from home, or work at multiple campus locations may find this tool particularly useful. The powerful ability to simultaneously collaborate on documents makes OneDrive for Business a convenient tool for our hectic academic environment. Note that the Microsoft cloud storage service is fully FERPA compliant, so TTU institutional data is protected.

One of the advantages of OneDrive for Business is the ability to easily accommodate all of your devices. From each device you may access Word, Excel, PowerPoint, and OneNote files in a common location, and be able to seamlessly modify in the appropriate software program. OneDrive for Business also allows you to back-up your documents, so that your files are not vulnerable to hard drive or other device failures, and can be restored easily. In addition, OneDrive for Business allows you to easily track document versions, so that you can track progress as the document changes.

TTU IT Help Central has prepared a host of resources for you to review at www.askit.ttu.edu; topics include:

- Sign into Office.com or OneDrive for Business using your @ttu.edu account;
- Download and install Microsoft OneDrive for Business in Windows;
- Sync your Microsoft OneDrive for Business to your computer in Windows; and
- Download and set up OneDrive for Business on iOS 7 or 8 for iPhone, iPad, or iPod Touch.

OneDrive for Business is different from OneDrive, a simple cloud storage service that Microsoft offers for personal use. OneDrive does not include the integration with SharePoint, and the associated collaborative features. For additional information, please contact IT Help Central at ithelpcentral@ttu.edu or 806.742.4357 (HELP).