



Commonwealth of Kentucky
Finance and Administration Cabinet

COMMONWEALTH OFFICE OF TECHNOLOGY

101 Cold Harbor Drive

Frankfort, KY 40601

(502) 564-1201

Fax (502) 564-5769

<http://technology.ky.gov/>

Matthew G. Bevin
Governor

William M. Landrum III
Secretary

Finance & Administration Cabinet

Jim Barnhart
Acting – Chief Information Officer

AGENCY CONTACT MEMORANDUM #2016-1001

To: Agency IT Leadership, Technical Contacts

From: Jim Barnhart *JB*
Acting Chief Information Officer

Date: October 11, 2016

Subject: Microsoft Office 2016 Upgrade

Please be advised that the Microsoft Office product suite in use across all executive branch agencies will be upgraded to Office 2016 over the next several months. This upgrade to Outlook, Excel, Word, Access, OneNote and Lync is required to simplify the state's migration to Office 365 email online, which will take place early in 2017.

Prior to the upgrade process, agency employees will receive email notifications on deployment dates and any action items. These are not phishing emails. The email will be from Office365Support@ky.gov. Typically, the only action required is that employees leave their machines on but logged out of their accounts.

Should you have any questions, please contact your agency [Business Relationship Manager](#).