



AGENCY CONTACT MEMORANDUM#2019-0702

TO: Agency IT Leadership, Technical Contacts

FROM: Chuck Grindle, Chief Information Officer

DATE: July 25, 2019

SUBJECT: Microsoft O365 Renewal - Moving Email Archive (.pst) Data into Office365

The Commonwealth Office of Technology (COT) recently completed renewal of Microsoft Office365 licensing for the next 3 years. Effective immediately, COT will migrate the last remaining local exchange accounts to Office365. Additionally, to centralize email locations and reduce storage costs, COT will begin a project to assist users with importing Personal Storage Table (PST) files into Office365.

Benefits of PST file migration to Office 365:

- Office365 mailbox size is 100GB and the archive mailbox size is unlimited.
- Unlimited access to all email, from a variety of devices including workstations, phones, tablets and the Office365 portal.
- Enhanced security and data loss protection.
- Email encryption from any device using Office365.

- Improved data integrity compared to PST file corruption and size limitations.
- Central management of all email from one location.

During the PST migration, COT will:

- Provide guidance to users to self-migrate PST data (instructions/videos).
- Provide a dedicated COT team to assist and support users with PST migrations and troubleshooting.

COT will coordinate with Agency IT Executive Directors to review the project schedule and agency timelines for PST migrations. Additional information about the PST migration project will be posted on the COT homepage under Major IT initiatives. For questions or concerns, please contact the Office365 Project Manager, Jeff.Fredricks@ky.gov .
