

82d Communications Squadron / Comm Focal Point
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CFP 676-4357

Sheppard AFB Migration Update ***(M-15 days)***

The Cloud Hosted Enterprise Services (CHES) migration team will begin moving your e-mail to the Office 365 Cloud on **31 Jul 18**. Please refer to the [CHES Migration SharePoint Site](#) for the most current updates, information, and migration-related eAdvisories.

WHEN WILL I BE MIGRATED?

- Migrations will begin at **~19:00L** the day prior to the advertised migration date and Mailboxes will switch one at a time.
- Depending on the overall size of the unit, individual user accounts are migrated in two or three large blocks.
- Starting 2 weeks prior to Mailbox migration individual users' "Deleted Items" folders will be automatically emptied daily to minimize the amount of data to transfer. End-users are advised to moved items/e-mails to a .pst file by COB daily starting on **19 Jul 18** for items they wish to retain.
- Users will be notified of specific dates with a **YELLOW** eAdvisory 72 hours prior to migration, and a **RED** eAdvisory 24 hours prior to migration

WHAT CAN I DO TO PREPARE?

- Read and keep all migration related information
- Look for **CFP** generated e-mails outlining schedule changes and/or specific user instructions/actions
- Become familiar with mobile self-provisioning and soft certificate download steps located - [here](#).
- Become familiar with the End-User Migration Guide located [here](#).

WHO DO I CALL FOR HELP?

- For any computer/network related problems or questions, users should call the Sheppard Comm Focal Point at the numbers listed above.