June 19, 2018

**Key Notes**

**Website Redesign**
The website launched on May 14, 2018. The main pages are complete, however we need your help in updating and keeping your departmental pages current. If you or your staff need CASCADE training, please register using the following link: [http://blogs.millersville.edu/newsite/2018/05/17/cascade-cms-training-registration/](http://blogs.millersville.edu/newsite/2018/05/17/cascade-cms-training-registration/)

**New Phones**
We have selected our new vendor, and IT is working with Purchasing to get the necessary paperwork completed so we can get started providing you with the latest in VoIP technology. Always wanted your voicemail accessible in your email? You’ll have it with this CISCO system. Plus with this system hosted in our datacenter, we can shorten your wait for adds, moves, and changes. As soon as the contract is signed and approved, we’ll provide everyone with our planned transition schedule.

- **Completed:** McComsey, Caputo, Osburn, Roddy, Hash/Bassler, Luek, Wickersham, and Breidenstine
- **Installation in Progress:** Brossman, Gerhart, Ware, Pucillo, and Winter
- **On Hold:** Stayer (to be addressed after the HVAC renovation)

Get Help online and submit/track Help Desk Tickets through our easy to use self-service portal. [mville.us/help](http://mville.us/help)

**Office 365**
Office 365 is available for use from the logins page! [http://www.millersville.edu/logins/](http://www.millersville.edu/logins/)

You have access to full copies of MS Office for up to 5 personal devices. Additionally you have access to the suite of online tools in Office 365 including OneDrive (1TB of storage with easy file sharing), Word/Excel/PowerPoint online (collaborative edit documents, track changes and versioning support) as well as other applications that Microsoft is releasing (Teams, OneNote, Forms and more).

Office 365 Email is coming soon. Student mailboxes will be migrated this summer. Faculty/Staff mailboxes will be migrated over the Fall and Winter sessions. This will provide web access to the newest version of Outlook online and increase mailbox sizes from 2GB to 1TB.

For more information and help guides visit: [https://support.office.com](https://support.office.com) and click on the application you’d like more info on.

**Summer Classroom/Lab Upgrades**
Classrooms: Ware Center, Stayer
Labs: Osburn 303 & McComsey 119

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