OFFICE 2016 FAQ'S

1. **When we changed to the new email, it was called Office 365, what is the difference between Office 365 and Office 2016?**

   Office 2016 is the most recent version of the Office programs you are already familiar with: Word, Power Point, Excel, etc. Office 365 is a cloud-based subscription service that includes this version of the Office programs as well as some additional features. One benefit of a subscription service as opposed to purchasing stand-alone Office products (as KDOT has done in the past) is that updates and new releases are kept current and do not need a new purchase or re-install.

   For the sake of this project, you may consider "Office 365" and "Office 2016" interchangeable, although we will try to use "Office 2016" when referring to the update in the Office applications.

2. **I've just gotten used to the new logon and email address. Will I have to change it AGAIN?**

   No. Office 2016 should function pretty much the same as Office 2010 does now, so you will not need to change your logon or email address. With respect to Office 2016, passwords are also unaffected, but you should continue to change your password every 30 days for security reasons.

3. **Why are we making this change?**

   Many of the features available through Office 365 are not available or compatible with Office 2010, which is our current version of the Office programs. In addition, Microsoft will start phasing out support and updates for Office 2010 over the next few years.

4. **Why now?**

   With our transition to the statewide email, we now have a presence in both the cloud and the on premise scenarios, so we are transitioning to capitalize on the benefits of the cloud based system and to be proactive regarding Office 2010 end of life.

5. **What is different?**

   So far, our testers have found minimal differences between Office 2010 and Office 2016. If we discover significant differences in the two systems, we will certainly keep you informed.

6. **What if I use an Access database on the terminal server for the Districts?**

   An effort is underway to bring up a new terminal server that has Office 2016 installed. The Access databases that reside on this server are currently being tested by IT Services and specific District staff. We have found a few minor issues with several of the databases that we are working on resolving. Once we have completed the testing and resolution process, we plan to have a coordinated effort with the Users, District Techs and Tech Support staff to transition over to new server and begin using Office 2016 in the February/March time frame. Having your computer upgraded can be done before or after the terminal server transition, as they do not have to have the same version.

7. ***How do I learn more?***

   Quick Reference cards for each application will be posted on the Office 2016 page of the KDOT intranet. In addition, the KCTC will be offering a New Features class and application specific classes (Word, Excel, Access, and Power Point) for Office 2016 beginning in April. Check the learning center or contact Ingrid Vandervort (Ingrid.Vandervort@ks.gov) for more information.