

Dear Colleagues,

The Office of Information Technology (OIT) is pleased to share the following information regarding Office 365 Shared Tenant and the *Bookings* application.

During the Office 365 transition to the system office, please be aware any information stored in *Bookings* will have to be recreated. There are no export/import options for *Bookings*, and no data will migrate. We highly recommend that you take screenshots of your current *Bookings* settings to assist with the recreation of *Bookings* after June 17, 2019.

For more information, check out <https://arcctechnews.com> and visit the [FAQ](#) page.

Thank you.

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***Please note: The Office of Information Technology will NEVER ask for email account validation, personal information (SSN, etc.) or a username and password via email.***

