

310

State CIO Adopted: May 31, 2021

TSB Approved: June 8, 2021

Sunset Review: May 13, 2024

Replaces:
N/A

WaTech

Washington Technology Solutions

STATEWIDE MIGRATION TO ENTERPRISE

CLOUD EMAIL SERVICES

See Also:

RCW [43.105.054](#) OCIO Governance

RCW [43.105.205](#) (3) Higher Ed

RCW [43.105.020](#) (22) "State agency"

RCW [43.105.265](#) (1) Enterprise Strategy

Purpose

This policy establishes the expectation for state agencies to use the state's centrally managed, enterprise cloud email services, and to migrate off on-premises email by 6/30/2022. This is in support of the state's strategies for licensing and operational cost reduction, infrastructure modernization, improved security and resilience, and the advancement of efficient and accountable government.

Policy Statement

1. Agencies must use the state's cloud-based, centrally managed shared email service provisioned within the state's designated Microsoft 365 (M365) Enterprise Shared Tenant.
2. Agencies must register their email domain names and synchronize enterprise active directory (EAD) user accounts with Azure Active Directory (AAD) in the Enterprise Shared Tenant by 07/31/2021. (see [183.20.10 Identity Management User Authentication Standard](#), and [185.10 Enterprise Service: Enterprise Business Processes for Internal Identity Management](#))
3. Agencies must use the Microsoft 365 licenses assigned to them in the Enterprise Shared Tenant but are only required to use email and associated enabling directory services.
4. Agencies must complete migrating email and email archive data off on-premises systems to the M365 shared email service by 06/30/2022.
 - 4.1. An agency may use an alternative email archive product if the solution is compliant with all state policies and standards, works fully in an M365 shared tenant environment, and all data is migrated off the Washington State Electronic Records Vault Service (WaSERV) by 06/30/2022.
5. Agencies are not authorized to establish or operate a separate agency-owned Microsoft 365 tenant without an approved waiver.

- 5.1. Any agency with an established agency-owned Microsoft 365 tenant must submit a waiver request by 7/31/2021, following the instructions in [POL-01-02-S Technology Policy & Standard Waiver Request](#).

This policy does not apply to institutions of higher education.

REFERENCES:

1. [183.20.10 Identity Management User Authentication Standard](#),
2. [185.10 Enterprise Service: Enterprise Business Processes for Internal Identity Management](#)
3. [POL-01-02-S Technology Policy & Standard Waiver Request](#)

CONTACT:

For questions or to request a waiver, please contact the [OCIO Policy and Waiver Mailbox](#).