



Date: January 27
From: O365 Comms
Replies to: O365 Comms
Subject: Enhanced Portal Coming This Week

To: **Edison International, Southern California Edison Employees, and Contingent Workers**

An enhanced enterprise Portal, powered by Office 365, is set to debut in the coming days. Beginning Thursday, January 29, you'll notice refinements to Portal's look and functionality.

These enhancements are designed to support productivity, mobility, and a unified Office 365 experience. Some of the new features include:

Improved search. You'll be able to preview documents without opening them, refine searches based on new criteria, such as document type, modify date, and author, and more.

Enhanced mobile experience. If you access Portal on your mobile device, it will automatically adjust to the size and shape of your device's screen.

New suite bar. An Office 365 menu bar, known as a suite bar, will appear at the top of Portal. A suite bar is a convenient way to access current Office 365 capabilities, such as your Outlook email and calendar. You'll also be able to follow specific sites, documents, or people. As additional Office 365 features become available, they will automatically appear on your suite bar.

You may notice some Portal sites have been re-designed to accommodate the disappearance of left-side navigation. With more area on each page, you'll have more information front and center. These enhancements are just the beginning. Look for additional features coming soon.

For details about the enhanced Portal, including the new way to access employee paging, [click here](#). *(If this link is not accessible, navigate to Portal > Services > Technology Help Center > Office 365 > Happening Now > Enhanced Enterprise Portal.)*

To learn more about any of the Office 365 tools, visit Portal > Services > Technology Help Center > Office 365.

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