

Memorandum

Date Monday, June 15, 2026

To All Staff **From** Information Technology

Subject Upcoming Change: Update to M365 Personal Profiles - RESCHEDULING

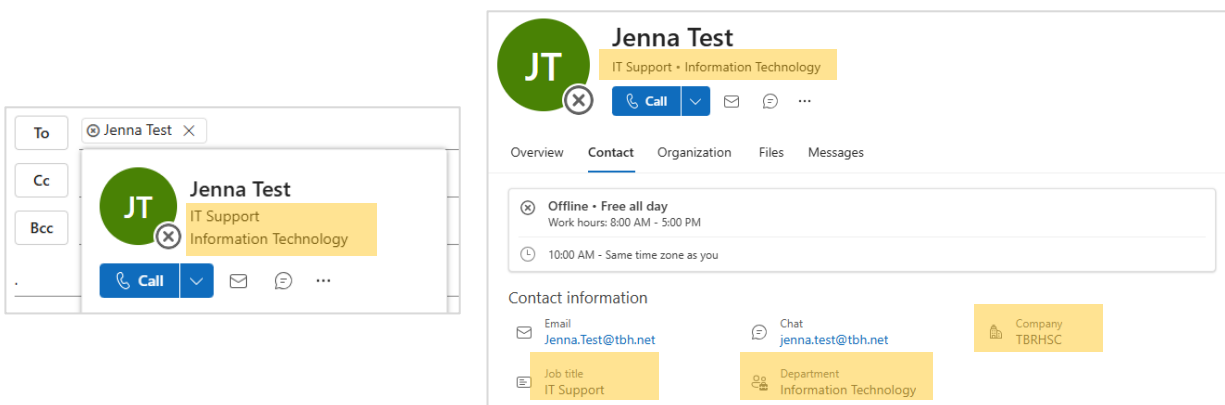
We are making a change to your M365 personal profile to improve collaboration, search, and communication across our organizations. Your **Company**, **Job Title**, and **Department** information will now be taken directly from our HR systems and displayed in M365 (for example, in Outlook and Teams).

These fields already exist today for many staff in our directory but going forward they will be updated automatically from our HR systems so that this information stays as accurate and up to date as possible.

This change will no longer occur on Monday, June 22, 2026. Once a new date is scheduled, we will communicate it promptly.

WHAT TO EXPECT:

- Your M365 profile will now show your primary Company (Organization), Job Title, and Department.
- When you hover over someone's profile, or open their contact card, you can find out their Company, Job Title, and Department.



BENEFITS:

- **Professionalism:** Provides a consistent format across the organization.
- **Visibility:** Easier for other staff to identify the right person when there are similar names.
- **Accuracy:** Ensures your details are always up-to-date and reflect your current position.

This information is pulled directly from our HR systems. If you have any questions with your information, please reach out to your Human Resources department.

- TBRHSC HR, TBRHSC.HumanResources@tbh.net.
- SJCG HR, SJCG.HR@tbh.net.

This information will be visible to other staff within TBRHSC and SJCG. It is not shared publicly outside through this change.

NOTE: Only your primary job details will be displayed. If you have alternate roles, those details will not be listed.