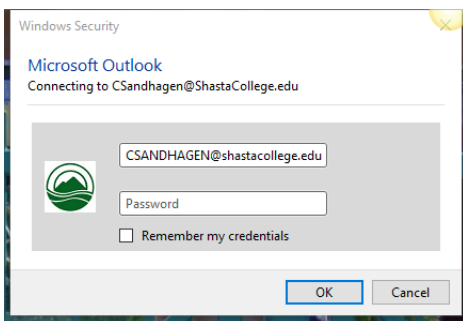


OUTLOOK EMAIL MIGRATION TO OFFICE 365

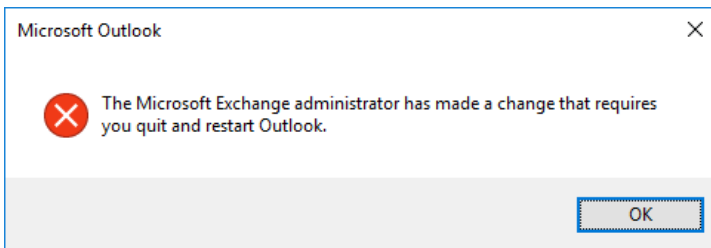
Information Technology will begin the process for migrating your email to Office365 over the holiday break. From our testing, the only item that will require attention after migration is the Rules feature in Outlook. You will need to recreate any rules that you may have currently established/built.

This process will migrate your existing campus Outlook to our campus Office365 instance.
DO NOT install the campus version of Office365 on your work/office computer.
You may install it on your home/personal computer *but not on your campus computers.*

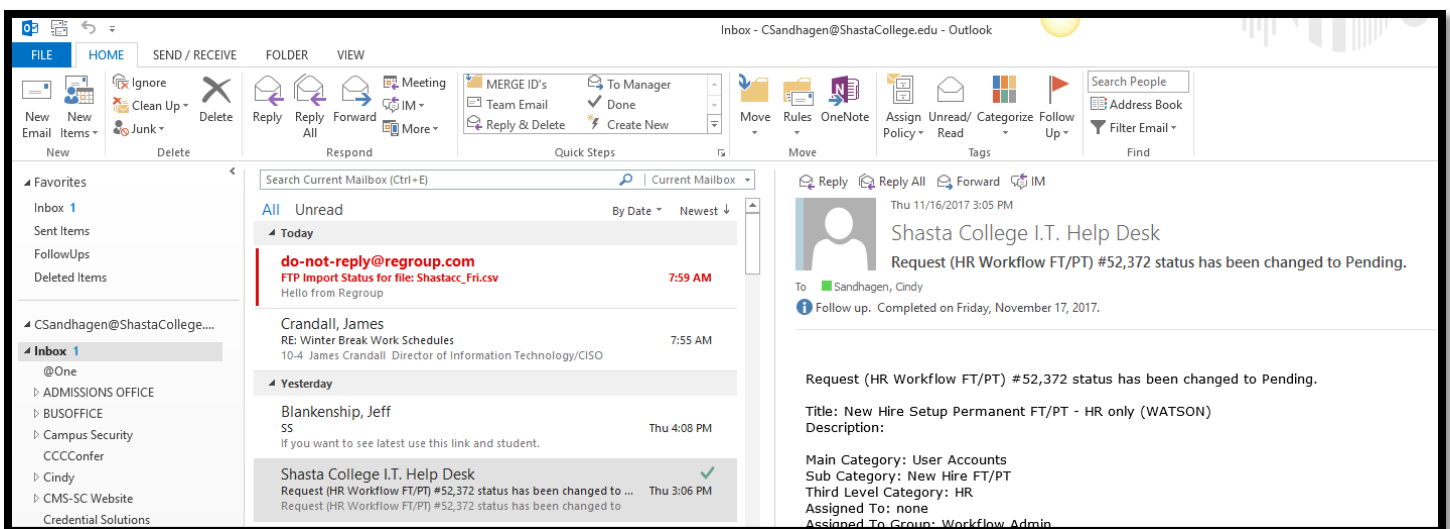
Once the migration is complete, you will simply open Outlook as you normally do on your office computer, and you will see a screen similar to the one below where you will be prompted to type in your network password and click **OK**.



You will then see the following screen, asking you to close and restart Outlook. Click **OK**.



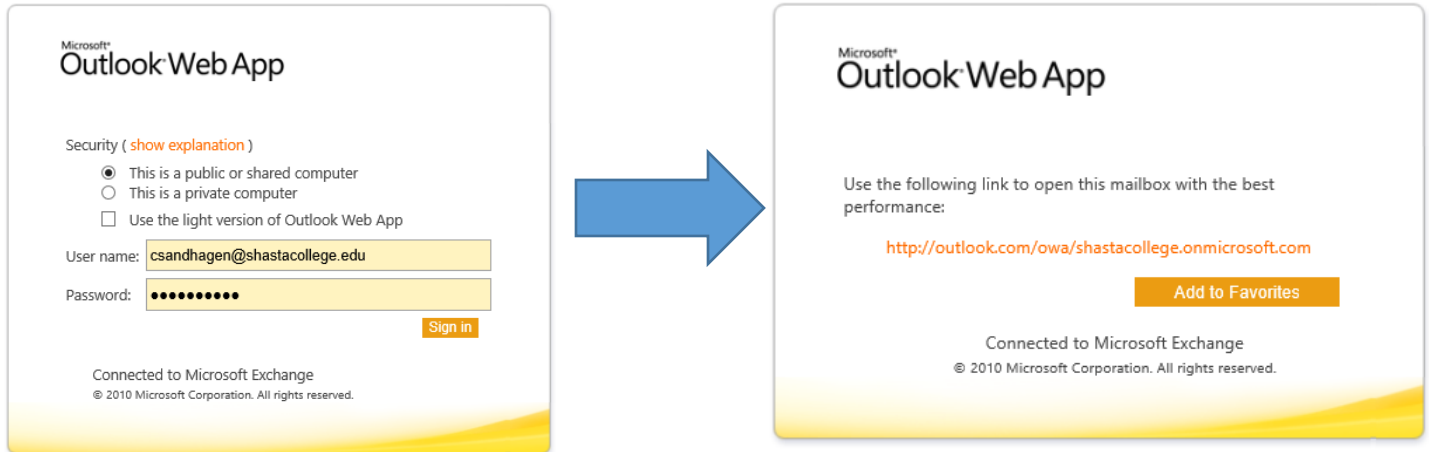
Outlook will then open, and you will see with your Inbox.



OUTLOOK EMAIL MIGRATION TO OFFICE 365

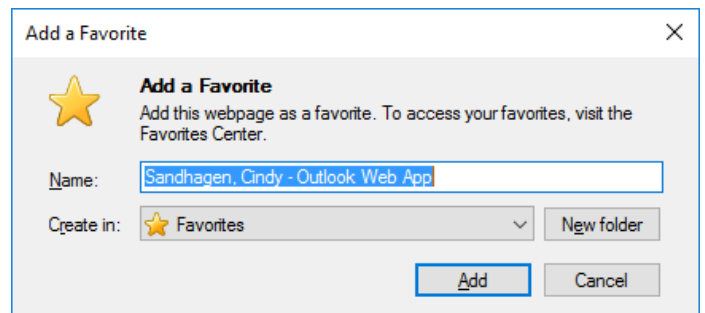
The following information only pertains to accessing your email via the web. The migration will update the web version so that it is now compatible with mobile devices and will display automatically in a mobile view.

As you normally do, from the Faculty and Staff Resources page, under the **Technology** heading, select the link to access your email via the web. Type in your full email address and your network password into the box that is displayed, click **Sign In** and you will be immediately prompted to click a link to open the mailbox:

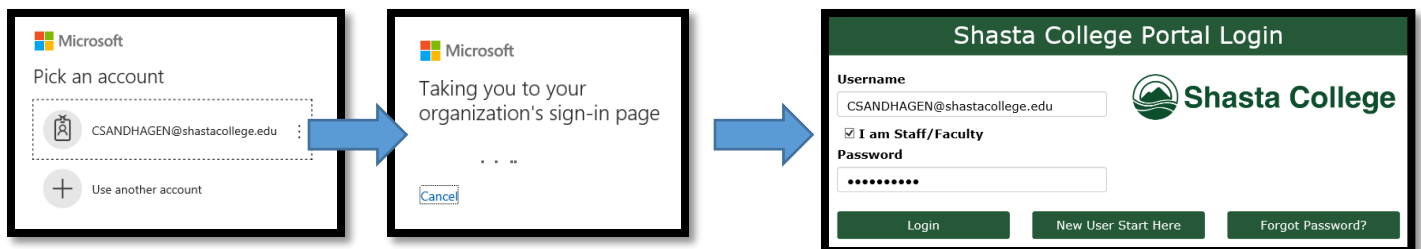


From the prompt screen, you can also add the link to your Favorites, to make it easy to access from your Favorites bar.

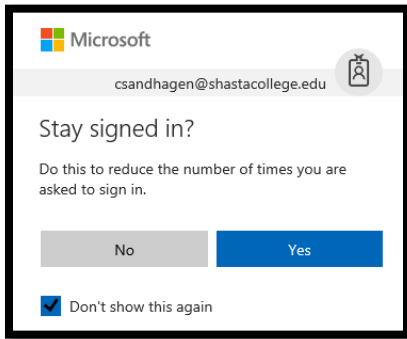
Simply select the **Add to Favorites** option on the screen and when the dialog pops up, name and **Add** the favorite item.



The system will then ask you to select an account. Select your email account from the screen when prompted at the Portal screen. Be sure to click the checkbox for **"I am Staff/Faculty"**, type in your password, and click the **LOGIN** button.



OUTLOOK EMAIL MIGRATION TO OFFICE 365



The system will ask if you want to stay signed in. Select **YES** and click the box for **"Don't show this again"**. The system will then open the web version mailbox.

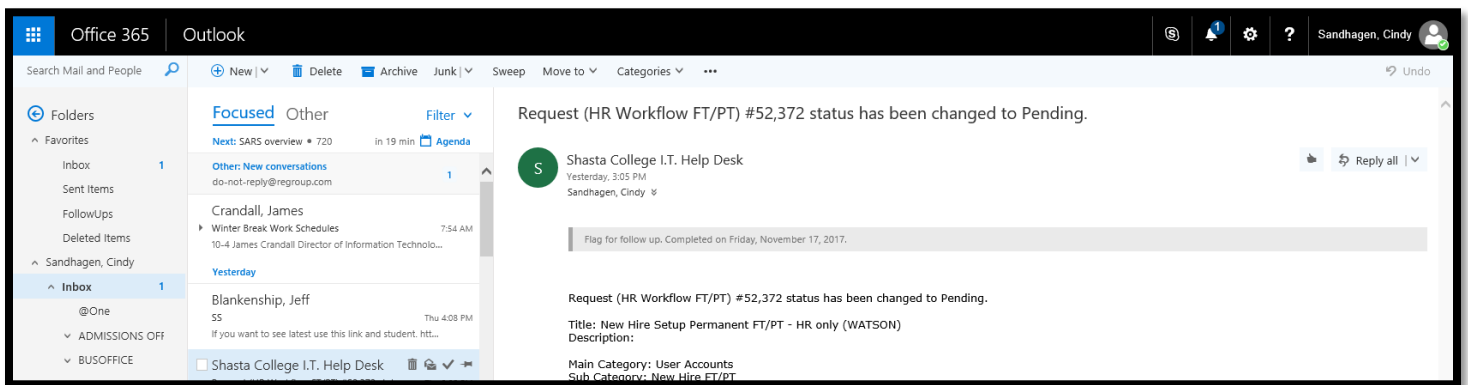


Image: Outlook web version

If you happen to open the web version on your phone, you will be presented with a mobile friendly view.

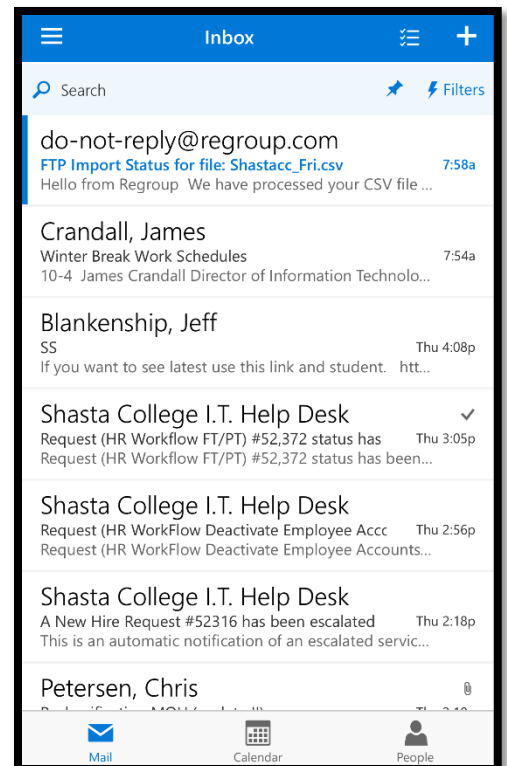
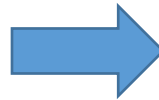


Image: Outlook web Mobile version