

School of Engineering's migration to Office 365

Cheat Sheet

Starting at **5:00 p.m. on Monday, April 11th** through 8:00 a.m. on Tuesday, April 12th, your email and calendar will be migrated to Microsoft Office 365.

Office 365

Office 365 is a cloud-hosted suite of software and services, including Outlook, OneDrive, Skype for Business, and the latest versions of Office Online.

Email and calendars

When your mailbox is being migrated, your email and calendar will be temporarily unavailable. All of your existing mail and any new mail will move to Office 365.

Changes after migration

Email address

After the email migration, you will use your **first.last@uconn.edu*** email address to send and receive mail. All mail sent to your **@engr.uconn.edu** address will be delivered to your **@uconn.edu** address. You can elect to resume sending mail from your **@engr.uconn.edu** address once branded email is enabled.

Outlook Web Access

You can use the Office 365 online portal to access your mail and calendar as soon as your account has migrated. The Mail and Calendar tiles will be visible on the portal page once you are migrated; if they are not, your mailbox is still transitioning to Office 365.

1. Go to **office365.uconn.edu** and click "Login to the Office 365 Portal."
2. Enter your **first.last@uconn.edu** address in the username field.
3. Enter your **NetID password** in the password field.
4. Click the Mail tile to open Outlook Web Access.

* If you are unsure of your **@uconn.edu** address, check phonebook.uconn.edu. If you need to manage your NetID password, visit netid.uconn.edu.

Desktop Outlook clients

When you open your desktop Outlook client, you will be prompted to login.

Windows computers

1. Enter your **first.last@uconn.edu** email address in the username field.
2. Enter your **NetID password** in the password field.
3. You will then be prompted to restart Outlook.
4. Once Outlook has restarted, you will be prompted to login again. For the second login, enter your **@engr.uconn.edu address and password**.
5. Your desktop client is now reconfigured, and your mail accessible. Login to Outlook with your **first.last@uconn.edu** and NetID password from this point on.



Mac computers

1. Enter your **first.last@uconn.edu** email address in the username field.
2. Enter your **NetID password** in the password field.
3. Your desktop client is now reconfigured, and your mail accessible. Login to Outlook with your **first.last@uconn.edu** and NetID password from this point on.

Mobile Devices

If you access your email on a mobile device, you will need to reconfigure it. Instructions are posted at **office365.uconn.edu** under Email Setup.

Support

UITs Help Center

860.486.4357 | helpcenter@uconn.edu

Support information available at **office365.uconn.edu**



On April 12th, IT staff will be located throughout SoE buildings to provide onsite support. Locations and times posted at **soe-migration.uconn.edu**.