

School of Business Migration to Office 365

Cheat Sheet

The email and calendars of School of Business faculty and staff will be migrated to Microsoft Office 365 on the following days and times:

Storrs: starting at 5:00 p.m. on Monday, November 7th and concluding by 8:00 a.m. on Tuesday, November 8th.

Hartford and Stamford: starting at 5:00 p.m. on Tuesday, November 8th and concluding by 8:00 a.m. on Wednesday, November 9th.

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 `@business.uconn.edu` address will be delivered to your `@uconn.edu` address.

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** email address in the username field.
3. Enter your **NetID password** in the password field.
4. Click the Mail tile to open Outlook Web Access.

Desktop Outlook clients

You will need to create a new Outlook profile to access your migrated mail account.



Windows computers

1. Go to the start menu and select Control Panel.
2. In the upper right-hand corner, choose to view by either small or large icons.
3. Click **Mail (32-bit)**.
4. Click **Show Profiles**.
5. Click **Add**.

* 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`.

6. Enter a Profile Name for the new account in the text box (e.g., Email). Click **OK**.
7. Type in your `first.last@uconn.edu`* email address and your NetID password twice, and then click **Next**.
8. Enter your `first.last@uconn.edu` email address in the username field if prompted. Check “Remember Credentials” and click **OK**.
9. Click **Finish** when setup completes.
10. Important: Click the radio button by “Always use this profile” to set your default profile. Then choose the profile you created from the drop down menu. Click **OK**.
11. Your desktop client is now reconfigured, and your mail accessible. Login to Outlook with your `first.last@uconn.edu` and NetID password.



Mac computers, Outlook for Mac 2016

1. Open Outlook and then Preferences.
2. Click Accounts.
3. Click the + icon at the bottom of the window and select **Exchange**.
4. When prompted to enter your Exchange account information:
 - a. Enter your `first.last@uconn.edu` email address.
 - b. Select **Username and Password** as the Method (Default option).
 - c. Enter your `first.last@uconn.edu` email address as the username and your NetID as the password.
 - d. Enter “outlook.office365.com” in the Server field.
 - e. Click **Add Account**.
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.

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

Business IT helpdesk

860.486.5450 | help@business.uconn.edu



IT staff will be in key locations on Nov 8th and Nov 9th to support the migration. Please go to <http://office365.business.uconn.edu> for more information.