Mailbox Migration Checklist

Everything Office365
...all the time

- Before Migration
- During Migration
- After Migration

*Faculty and Staff mailboxes will be migrated during evening and early morning hours to avoid outages. All migrations should be complete by the beginning of the Spring 2019 semester.

### Before Migration

Become familiar with Office 365

1. Review the Email section of the FAQ page for more information on Office 365 and email migration.
2. Use the provided Microsoft links to become more familiar with Office 365 and the new Outlook for web client.
   1. [Outlook.com Welcome Site](#)
   2. [Office 365 Training Center](#)
   3. [Outlook Cheat Sheets](#)
   4. [Android Office 365 or Outlook Setup](#)
   5. [Apple/iOS Office 365 or Outlook Setup](#)
   6. [Sharing Calendars on Outlook Web App](#)
   7. [Outlook Web App Keyboard Shortcuts](#)
   8. [Using Outlook Web App Offline](#)

Perform tasks from outlook to prepare

1. Empty your junk and deleted email folders to allow migration to complete faster.
2. Save your Signature to easily recreate it in Office 365
3. Document the calendars you are subscribed to and who has access to your calendar.
4. Ensure your web browsers are up to date to have the best experience with Office 365 applications.

Stay updated on the status of the migration

1. Keep an eye out for any information from IT on the status of migrations and when your email will be migrated. Migration timelines and expected completion dates will be sent out at a later date. This information may be included in a direct email to you, in the Ville Daily email, or in the monthly newsletter.

### During Migration

Access to your email box may be limited or unavailable

1. Once the process to migrate your mailbox has started, access to your email through both Outlook and Outlook for web may become limited or unavailable during the migration.

Migration Speed

1. Migration speed is dependent on many factors including the size of your mailbox. Some factors may be out of our control such as the speed Microsoft servers are allowing migrations.
After Migration

Using the new address for Outlook for web

1. After being migrated you will no longer be able to use our on premise Outlook Web App. Please use [http://outlook.office.com/](http://outlook.office.com/) to login to Outlook for web.
2. You will continue to be able to log into [https://mail.millersville.edu](https://mail.millersville.edu). However once logged in, it will redirect you to [http://outlook.office.com/](http://outlook.office.com/) and require an additional login.
3. Once all mailboxes are migrated, we will automatically redirect [https://mail.millersville.edu](https://mail.millersville.edu) to [http://outlook.office.com/](http://outlook.office.com/) and the old Outlook Web App will no longer be available.

Setup and Personalize

1. When you log into Outlook for web for the first time, it will prompt you for your language and timezone. If not, please follow this [guide](http://outlook.office.com/) to change those options.
2. Microsoft has options available to personalize your Office 365 experience. Please follow Microsoft's [guide](http://outlook.office.com/) to personalize your Office 365 experience.

Check calendars and signature

1. Check the calendars you have permission to access and the delegates who had permissions to your calendar. If these settings did not migrate, configure these settings at this time. Microsoft documentation on how to share calendars is below.
   1. [Sharing your calendar on Outlook for web](http://outlook.office.com/)
   2. [Sharing your calendar on Outlook for PC](http://outlook.office.com/)
   3. [Sharing your calendar on Outlook for Android or iOS](http://outlook.office.com/)
2. Check your signature settings. These settings can now be configured if they did not migrate.
   1. [Create a signature on Outlook for web](http://outlook.office.com/)

Setup Outlook or email on your mobile device

1. After the migration, email will need to be reconfigured on your mobile device if you are using the mail app that is packaged with your device.
   1. [Configure mail for Android](http://outlook.office.com/)
      - Scroll down until you see “Set up an Exchange or Office 365 work or school account manually”, and expand that section.
   2. [Configure mail for iOS](http://outlook.office.com/)
2. Alternative to using the mail app that was packaged with your phone, you can install the Outlook application on your device. Walk through on this process are provided by Microsoft.
   1. [Configure Outlook for Android](http://outlook.office.com/)
   2. [Configure Outlook for iOS](http://outlook.office.com/)

Understand the new Focused inbox

1. The focused inbox in Office 365 is meant to automatically prioritize the mail that is important to you. The mail that is sent to the focused inbox is based on the people you interact with frequently and the content of the mail. If you choose to disable the focused inbox, you can do so by following the instructions on this [page](http://outlook.office.com/).
2. Many people have found they miss important email when using the Focused inbox. If you choose to not disable the Focused inbox, please understand how you can check the remainder of your email and fully utilize this feature by reading this [guide](http://outlook.office.com/) on the focused inbox.