How to use your New Email within Office 365

After Migration of your Email Account

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 to login to Outlook for web.
2. You will continue to be able to log into https://mail.millersville.edu. However once logged in, it will redirect you to http://outlook.office.com and require an additional login. (Note: Sign In is firstname.lastname@millersville.edu format)
3. Once all mailboxes are migrated, we will automatically redirect https://mail.millersville.edu to 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 to change those options.
2. Microsoft has options available to personalize your Office 365 experience. Please follow Microsoft’s guide 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.
   a. Sharing your calendar on Outlook for web
   b. Sharing your calendar on Outlook for PC
   c. Sharing your calendar on Outlook for Android or iOS
2. Check your signature settings. These settings can now be configured if they did not migrate.
   a. Create a signature on Outlook for web

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.
   a. Configure mail for Android - Scroll down until you see "Set up an Exchange or Office 365 work or school account manually", and expand that section.
   b. Configure mail for iOS
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.
   a. Configure Outlook for Android
   b. Configure Outlook for iOS

Understand the new Focused inbox

1. The focused inbox in Office365 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.
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 on the focused inbox.