

Email Migration to Office 365

Summary

As part of ongoing infrastructure upgrades, your mailbox will be migrated to Office 365 soon, this document outlines any changes you need to be aware of as part of this migration. The migration of your mailbox will happen automatically however there are a few changes to be aware of outlined below for both Outlook Web App and Mobile Access.

Outlook Web App

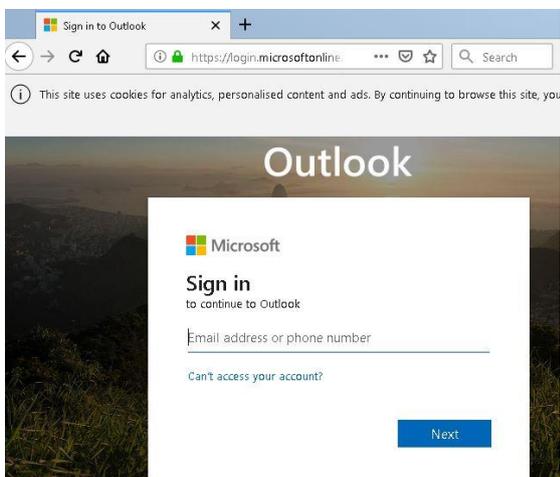
To access your new Office 365 Outlook Web App go to <https://outlook.office365.com> The first time you login you will need to register for Microsoft's Multi Factor Authentication (MFA) which replaces the Entrust cards. You have the option of getting a SMS code sent to your mobile phone or using the Microsoft Authenticator App (available for Android and iOS devices on their respective App stores)

How to Login for the first time

1. Open a web browser and go to <https://outlook.office365.com>

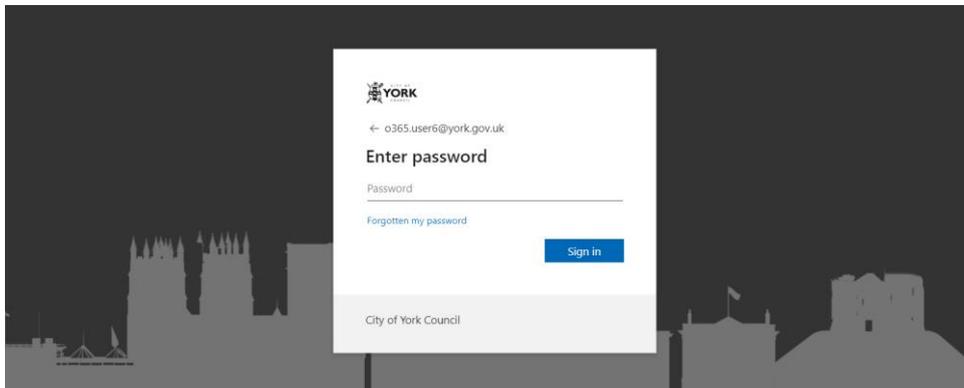


2. Login with your email address e.g. job.bloggs@Copmanthorpe.yorkschools.net.



3. Enter Password your usual password for the mailbox.

Important – The password screen is CYC branded *(see below), if you don't see this branding DO NOT enter your password and instead contact the IT Service Desk.

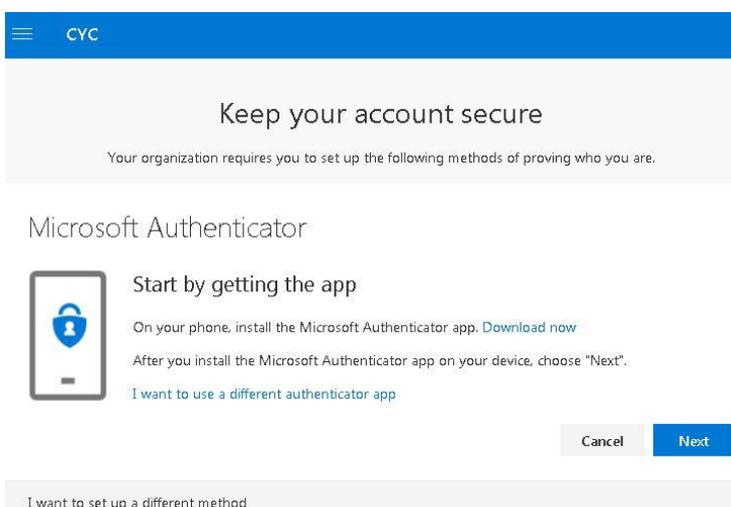


4. You will be prompted to for more information before you can login, confirm by clicking next.

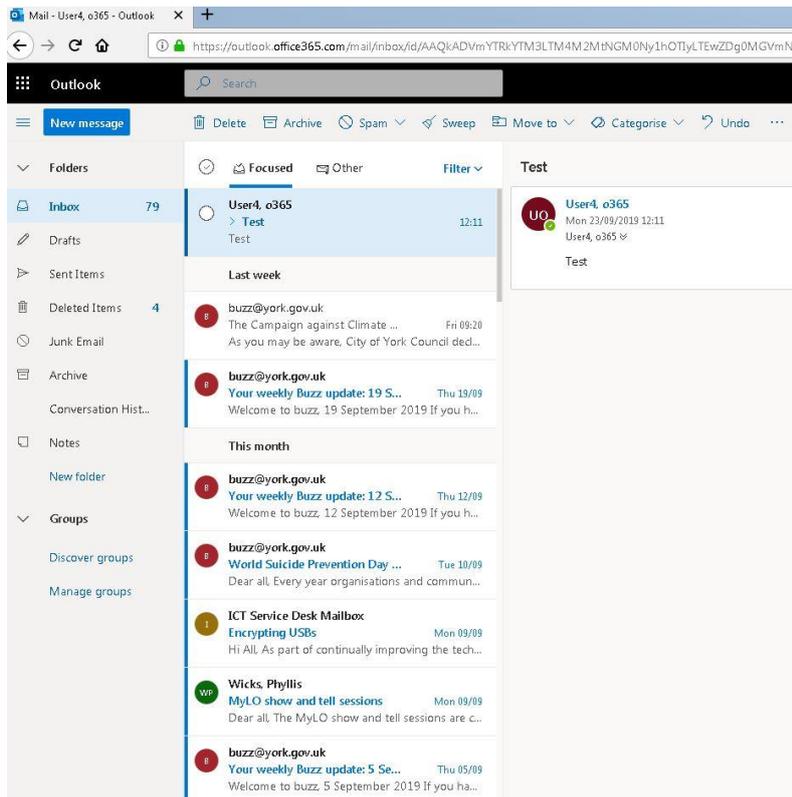


5. Select the Authentication method.

If you wish to use the Authenticator App click **Next**, if you wish to use SMS click **I want to setup a different method**



6. Follow the instructions to setup either SMS authentication of the Microsoft Authenticator App
7. Once you have setup your authentication method your mailbox will open with the new white and blue user interface show below:

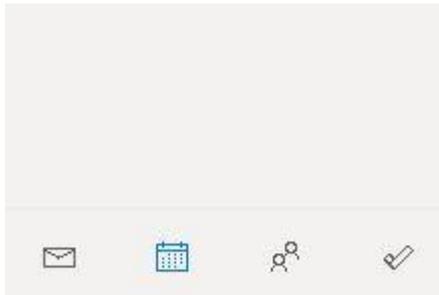


Opening Shared Calendars

The following steps will show how to open a shared calendar. You will need to have been granted the appropriate permissions to view the calendar.

1. Select Calendar

Click the Calendar icon in the bottom left hand corner of Outlook Web Access.



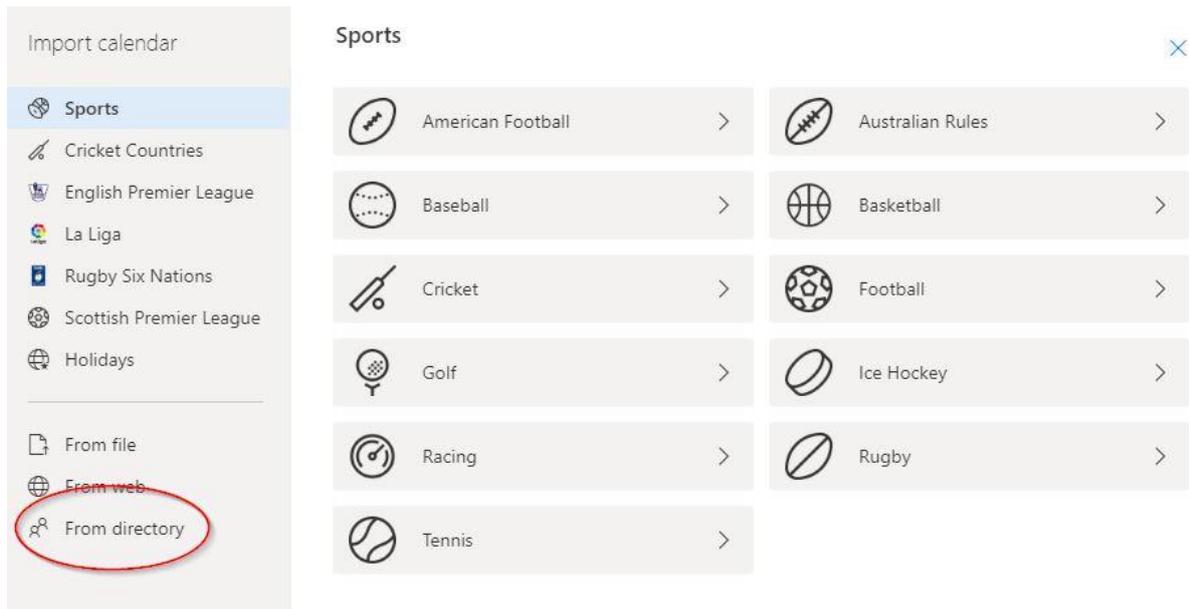
2. Select Import Calendar

Click the Import Calendar link on the left hand side of Outlook Web Access.



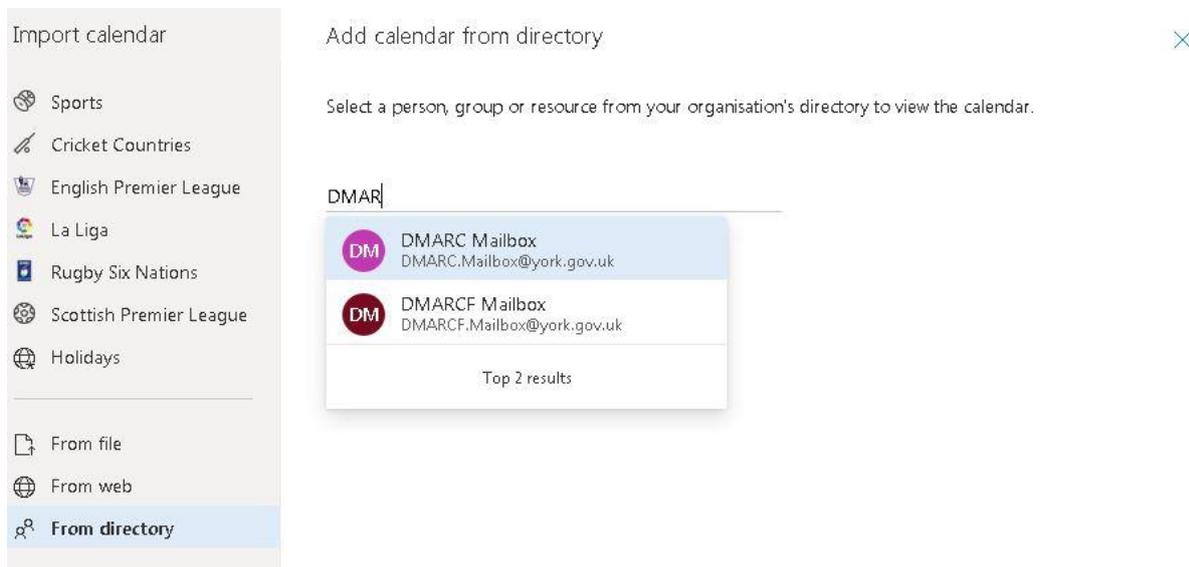
3. Select From Directory

Click From directory in the bottom left hand corner as circle in the following screenshot.



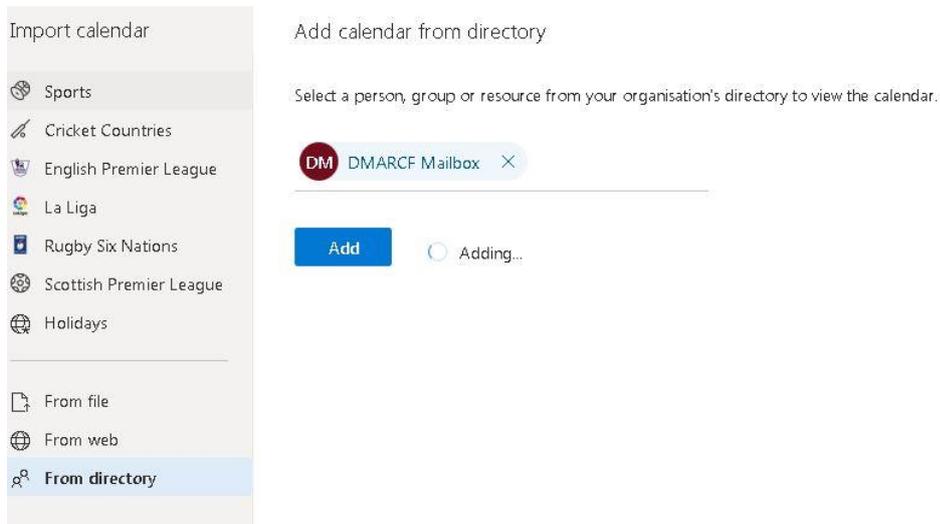
4. Enter Calendar Name

Type in the name of the Calendar you wish to open in the text field on the right hand side. This will display any matching entries.



5. Add Calendar

Once the mailbox is selected click Add, this may take a few moments to add the calendar.



Import calendar

- Sports
- Cricket Countries
- English Premier League
- La Liga
- Rugby Six Nations
- Scottish Premier League
- Holidays
- From file
- From web
- From directory**

Add calendar from directory

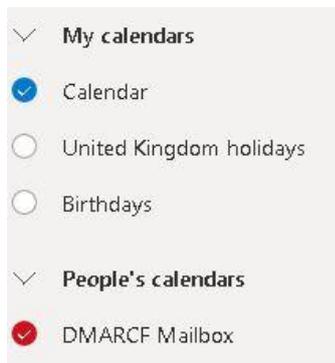
Select a person, group or resource from your organisation's directory to view the calendar.

DM DMARCF Mailbox X

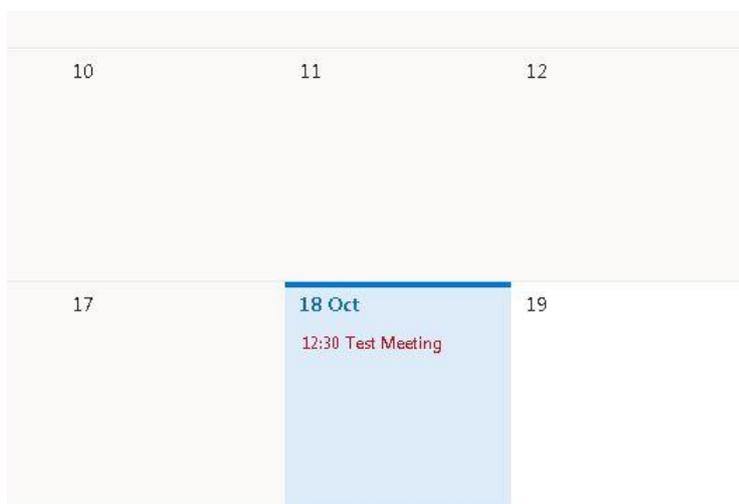
Add Adding...

6. Select the Calendar

Select the Calendar under People's Calendars to view the meetings and appointments.



- My calendars
 - Calendar**
 - United Kingdom holidays
 - Birthdays
- People's calendars
 - DMARCF Mailbox**



10	11	12
17	18 Oct 12:30 Test Meeting	19

Mobile / Tablet access

Office 365 supports mobile and tablet access to your email/calendar. The best option for managing this is to download the Microsoft Outlook App from one of the App Stores (Apple or Google Play) and enter your email address and password to configure this.

If you have configured email on your phone or tablet using the built in native email client you may have to reconfigure this. Specific guidance is outside of the scope of this guide however most built in email clients will have Office365 listed as an option for configuring with a wizard to walk you through the setup. If Office 365 is not listed choose Microsoft Exchange.