UConn’s migration to Office 365

Cheat Sheet

Starting at 5:00 p.m. on Friday, April 10th through 7:30 a.m. on Monday, April 13th, UITS will be migrating central university email accounts to Microsoft Office 365.

Email and calendars

Your university email and calendar will be migrated to Office 365. When your specific account is being migrated, your mailbox will be briefly unavailable for approximately 5–10 minutes. All of your existing mail and any new mail will move to Office 365.

Changes after migration

Login
When you open Outlook or Apple Mail, you will be prompted to login.

1. Enter your full @uconn.edu email address* in the username field (not NetID)
2. Enter your NetID password in the password field.

Outlook Web Access
Login at office365.uconn.edu, and then click on the Mail tile.

Reconfiguration
If you access your email on a mobile device, you will need to reconfigure it. Instructions are posted on our Office 365 website under Email Setup. For assistance, contact the UITS Help Center at 860.486.4357.

What is Office 365?
Office 365 is a cloud-hosted suite of software and services, which includes Outlook, OneDrive, Lync, and the latest versions of Office Online.

Need Help?
UITS Help Center
860.486.4357 | helpcenter@uconn.edu

On April 13th, on-site help will be available at support stations located throughout campus. Locations and times posted on the website.

*If you are unsure of your official university email address, check the UConn phonebook at http://phonebook.uconn.edu/.