The migration of Office 365 is in the final stages and the following is an update to let everyone know what you should be seeing at this time.

What has been completed so far:
- Approximately 900 email accounts and all the contents of their mailboxes were success moved to the Office 365 cloud service.
- All of the "Archives" or ".PST" files that users may have created to archive historical emails over the years have been reconnected with the corresponding mailboxes and should be accessible from your email account.
- The majority of the campus office computers have had the Office 2016 Suite of software installed. If you see the Office 2016 Icons (Word/PowerPoint/Excel/Access/Outlook) on your desktop, your migration is complete and the software can be used. If you do not see the Outlook 2016 Icons, you should contact the ITS Service Desk at x3538 so we can correct this for you.
- Microsoft Outlook 2016 Quick Start Guides have been sent to each department for your use. These are intended to offer assistance as you familiarize yourself with the new Outlook 2016 software. There should be one Outlook 2016 Quick Guide for each employee. Please ask in your department if you did not receive one. If any departments need additional copies, please contact the ITS Service Desk for more.
- A folder with a set of Quick Start Guides that are intended to server as a departmental copy has also been delivered to each department to provide you with information about the added features of Office 365.

What is currently in process:
- ITS is continuing to visit offices to install the Office 2016 suite of software on the Apple iMac computers on campus. If you see the Office 2016 Icons (Word/PowerPoint/Excel/Access/Outlook) on your desktop, your migration is complete and the software can be used. If you do not see the Outlook 2016 Icons, you should contact the ITS Service Desk at x3538 so we can correct this for you.
- Microsoft Publisher was not installed as part of the full campus installation but is available if you would like to use it. If you would like to have Microsoft Publisher added to your office computer, please contact the ITS Service Desk with an email to ITService@shawnee.edu or by calling x3538 and we will install this for you.
- There is a temporary stop the sending of email notification when a voice mail message has been received. This email notification will resume after we have disabled the old email server. At that time, all voicemail will be switched to begin sending to the new email system. No voice mail will be lost; you simply will not receive the email notification telling you that you have a voice mail message. During this interim period you will need to check your voice mail using Jabber software on your PC or from your voice mail options on your telephone.

Training Opportunities:
ITS will resume offering optional trainings in conjunction with the Teaching and Learning Center for Office 365 in January. Trainings will include Webinars, in person training sessions on Outlook 2016, and in person trainings on the new applications that Office 365 now provides SSU.

The dates for the in person trainings are as follows:

Introduction to Office 365

Thursday	Jan. 12	3:30 PM
Friday	Jan. 13	10:00 AM
Tuesday	Jan. 17	10:30 AM
Friday	Jan. 20	11:00 AM
Wednesday	Jan. 25	4:00 PM

Trainings will be held in Admin 030. To participate in one of these trainings, email me at
jmadden@shawnee.edu and I will reserve you a seat.
Watch for an email with more details on trainings, including webinar dates, next week.

Quick Help Videos:
The Quick Help video software is still available for your use as well. Quick Help is designed to help you adjust to new software, find "how-to" answers, and make your daily tasks easier. ITS has been using "Tech Tip Tuesday" to send short Quick Help videos to you. You can view these training videos any place, any time, on any device on your own. In addition, the ITS training room in the library basement is open for Quick Help use for those who prefer a quiet learning environment.   If you did not read the "Tech Tip Tuesday" emails you received in the past month, we recommend you go back and watch the videos now.

You can follow the link below to access Quick Help or the link can be found in any of the "Tech Tip Tuesday" emails.
If using the Quick Help video software, your username is your SSU Email Address and your password is the word "Password" (with a capital P)
Quick Help Login

Helpful tips:
How to Access Email from the Web:
If you need to access your email through the web, either because you are off campus for the holiday break or because we need to upgrade your desktop software in person, you can follow these directions:

1.   Visit the SSU web site at www.shawnee.edu
2.   Look for the word EMAIL in the top left corner and click that link.
        It will take you to the email login web page
      http://www.shawnee.edu/offices/information-technology-services/email-access.aspx
3.   Click on the link that says **Employee Office 365 Access**.
4.   Enter your same Email address and Password that you were using before the mail was copied.
5.   You now have access to your email. You can access it this way at any time.

How to Access Email from a Mobile Device:
If you like to access your email from you mobile device, ITS recommends the use of the Microsoft Outlook App. This is not a requirement to access your email but users may experience better functionality with the app than with the email program that came loaded on your device.

To use the Microsoft Outlook App:

1. Visit the App Store or any other site you get your apps from.
2. Search for "Outlook 365".
3. You will see the "Microsoft Outlook – email and calendar APP" – please be sure it is the Official Microsoft provided app. (See photo of iPhone version below)
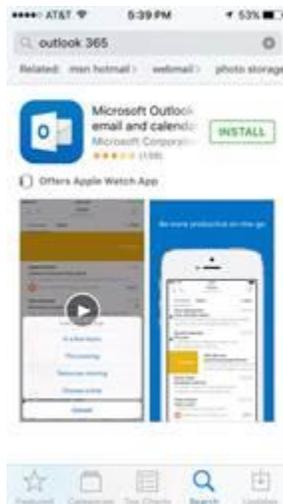
4. Download the free app
5. Use your email address and password and it will self-configure to access your email. You do not need all the server information you needed in the past.
6. If you were already using email on your phone using the Mail App – it will remain connected to the old email server. If you open the application after you have been moved to the new Office 365 system, you will still see your old mail, will not see any new mail, and if you attempt to send mail you will receive an error message.
7. If you prefer to use the Mail App that comes on your telephone OS, ITS can assist you with that configuration.

If you have any questions or are experiencing any problems, please contact the ITS Service Desk at 740-351-3538

Jaime

Jaime Madden
Project Manager, ITS
Shawnee State University
jmadden@shawnee.edu
740-351-3204