

# O365 RWU Email Conversion Checklist

Client Name\_\_\_\_\_

Date\_\_\_\_\_

General Information: **O365.RWU.EDU is the new web client URL**

\_\_\_Your o365 email account address is the same as it was before

\_\_\_Your o365 email account password is no longer synching with your RWU computer account

\_\_\_Overview and benefits of o365 online:

50 GBs email account

1 TB store for OneDrive

\_\_\_You can now move your personal folders to your server inbox, so that it is accessible from wherever you are logged into your o365 account

\_\_\_For Mac users, as part of the o365 rollout, your Microsoft Office suite will be updated to Office 2016 for the mac. This allows for a more seamless integration with o365 product.

Getting Help:

\_\_\_If you forget your password to your RWU o365 account, please contact the Mediatech desk to have it reset. (401)-254-6363

\_\_\_Additional information is available at <http://mediatech.rwu.edu>

\_\_\_Where to get help in using the online O365 (Using the ? Button)

.PST Files (optional)

\_\_\_Directions for uploading .pst files to access them online

Finding People

\_\_\_Refer to local address book for email addresses, or refer to <http://rwu.edu/directories/people> to lookup contact info

\_\_\_Global address list contains current O365 RWU users, to look for other users, please use RWU Directory online directory:  
<http://rwu.edu/directories/people>

\_\_Personal distribution list transfer will transfer if addresses were manually added and not pulled from exchange global address list

\_\_(optional) Autocomplete file-if we map o365 RWU account to old autocomplete file, the only email accounts that will work are the external email address(non-RWU email addresses)

## Voicemail

\_\_The red message light will no longer work on your phone

\_\_you will only be able to access your vmail messages through your email

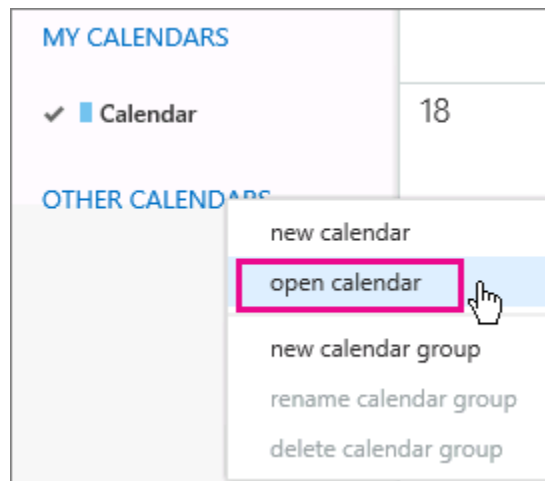
## Calendars

\_\_Free/busy calendaring time won't be available in Outlook. It is available through o365.rwu.edu online web access.

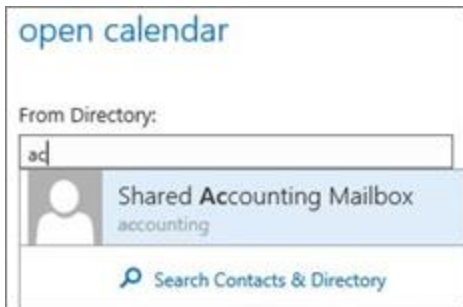
### To access shared calendars in o365 OWA

Sign in to your mailbox using Outlook Web App. If you're using Office 365, sign in to your account at the Microsoft Online Portal.

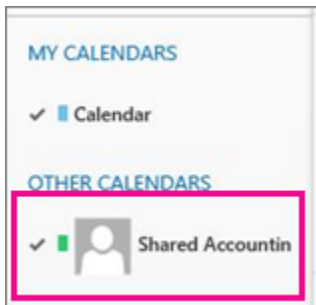
Right-click **OTHER CALENDARS**, and then click **open calendar**.



In **From Directory**, search for the shared calendar you want to open. Select the shared mailbox you want to open, and then click **Open**.



The shared calendar displays in your Calendar folder list.



## Rules

\_\_Rules migration(if it does not work, folks can still go into their exchange account and see how the rules are configured so that they can recreate them in their o365 accounts.

## Signatures

\_\_Check signature( if they had one, signature will come back in outlook client automatically).

### **To set it up on o365 OWA**

Log into Outlook on the web using your account credentials.

Click on the Settings icon and select Options from the drop down menu.

Expand the Mail.

Click Email signature.

Make the desired changes:

Click SAVE button to save your changes.

## Out of Office

\_\_\_Out of office won't work from Outlook client until everyone on campus is moved over to new email platform.

### **To set it up on o365 OWA**

Log into Outlook on the web using your account credentials.

Click on the Settings icon and select Options from the drop down menu.

Expand the Mail. Click Automatic Replies.

Make the desired changes.

Click SAVE button to save your changes.

### Mobile Phone

\_\_\_Instructions here: <https://rwusupport.zendesk.com/hc/en-us/categories/200118155-O365-Email->

### Questions

\_\_\_Any questions?

Tech Name:\_\_\_\_\_

Tech Signature:\_\_\_\_\_

Client Name: \_\_\_\_\_

Client Signature:\_\_\_\_\_