

From: [Heather MacNintch](#)
Subject: !!! SERVICE ALERT !!! -- Email Migration to O365
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Over the next month, Institutional Technology will be finalizing a procedure for moving our email boxes to Office 365 in the Cloud. The move improves our security, availability and access to email.

We have been preparing our mailboxes for over a year and a half to make this move. We've trimmed them down and we've removed old, unused mailboxes, but we still have a ton of email and mailboxes...over 2300 of them.

We are doing our very best to make it as painless, seamless and as quick as possible. However there will be some unavoidable and unforeseen inconveniences as we move thru the migration.

Priorities of our plan include:

Moving whole offices, employees, general office mailbox shares, associated conference rooms, and anything else related, at the same time in order to minimize disruption.

Moving faculty in the middle of the summer rather than the beginning or the end, which would run up against either the beginning of Summer or beginning of Fall.

We'll be conducting these moves overnight, rather than during the day.

We'll be sending out instructions for updating your portable devices way before so when the time comes, you'll be able to reconnect right away.

We also need your help: We need you to get familiar with and use Outlook on the Web (OWA - Outlook Web Access) thru MySWC. If you have issues accessing your mailboxes after we've migrated you, you'll need to use OWA until we can address your individual challenges.

As we get closer to migration, we'll be sending out more specific information to help us get thru this with the minimal amount of interruption.

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