

Migrating Outlook to the Cloud

Why are we migrating to Outlook in the Cloud?

Outlook in the Cloud is part of Microsoft Office 365. Microsoft Office 365 is a web-based subscription service that gives users anywhere-access to MS Office tools and applications, such as Word, Excel, PowerPoint, SharePoint and Outlook. At this time, FAIT is migrating FA users to SharePoint Online and Outlook.

The new experience of Office 365 gives users improved performance, additional phone and tablet features, and a simplified user interface.

This phase of the migration is moving your department to Outlook in the Cloud. You will be sent an email notifying you of the migration date.

If at any point you are prompted to upgrade or install Office 2016, **DO NOT** select the download. **All Downloads** of the new office products should be administered by FAIT. If you are running an older version of Office, your machine might not have the capability to upgrade directly to 2016.

Learn more about Office 365 Online at <https://products.office.com/en-us/business/microsoft-office-365-frequently-asked-questions>

Getting Started

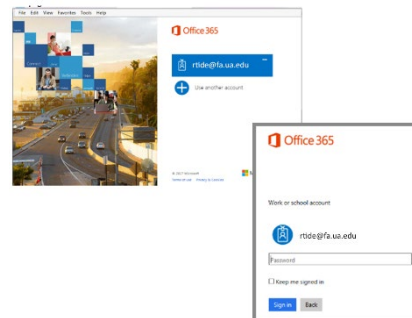
*The night before your Outlook account is migrated to the Cloud, you should **shut down your machine**. Follow the instructions below for accessing your Outlook account the day after the migration:*

1. Turn on your machine and log in in using your FA credentials.
2. Start Outlook by clicking on the client icon on your machine as you have in the past.
 - a. You might receive a pop-up message that informs you that the admin has moved your account. It is also normal to *not* receive this message. It does not mean that the migration was not successful if you *do not* receive this message.
3. You will be prompted to log in. You will need to log in to Outlook using your full FA email address and password as you did before the migration.
4. Once you log in, you are ready to begin using your Outlook account. You should not notice any changes to your Outlook account.

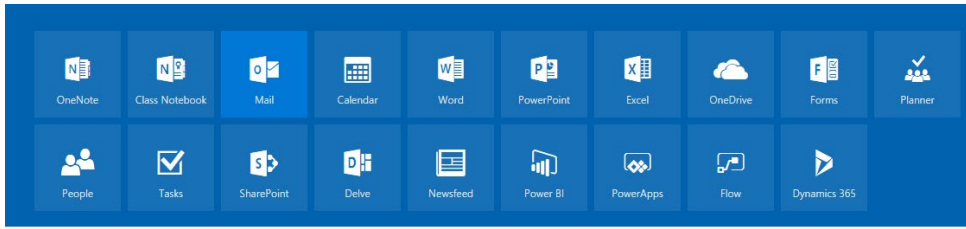
Accessing Outlook Webmail

The way you access your Outlook account online has changed. Mail.fa.ua.edu is no longer active. You will now access webmail by going to **portal.office.com**.

1. You will need to log in to the Office 365 portal using your full FA email address and password.



- Once you log in, you will see your Office 365 dashboard. Select the “Mail” icon to access your Outlook account.

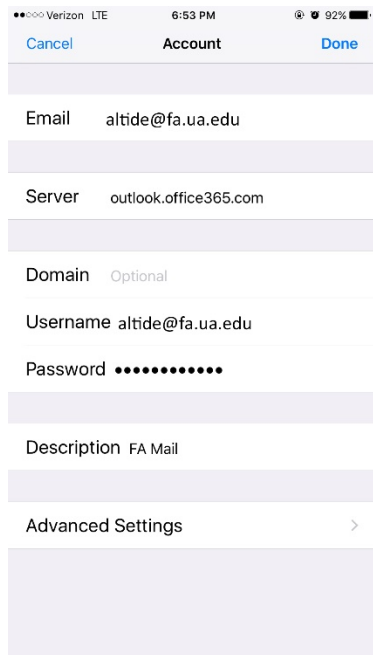


- If you use Outlook Calendar, select the “Calendar” icon from your 365 dashboard.

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Accessing Outlook from Mobile Devices

Android Devices
After the migration if you have an Android device you will have to delete the Exchange Account and recreate it with the information below this table.
iOS Devices
After the migration if you will only have to remove the domain name.



For all mobile devices

Server--- outlook.office365.com

Username – userid@fa.ua.edu

Domain -- no domain entry (some clients required the following for domain \userid@fa.ua.edu)

Email – current email

Outlook FAQs

Will my username and password ever change?

Your username will remain the same, but your password will change every 90 days when you update your FA password that you use to log in to your computer.

Will all FA department Outlook accounts be migrated to the Cloud?

Yes, over the next few months all FA department Outlook accounts will be migrated to the Cloud. This migration will take place in phases.

Will Outlook still function as it did before it migrated to the Cloud?

Outlook will still function as it did before it was migrated to the Cloud. All of the features you were accustomed to are still available.

Will I still have access to shared calendars and room resources using Outlook in the Cloud?

Yes, all the access you had before the migration will remain the same.