Before Summer Break, Prepare for Email Migration

To::
Faculty, Staff, Designated Campus Colleagues, Student Workers, Retirees
Names and titles:
University Information Technology Services

Date::
May 12, 2017

Over the summer, email migrations will be occurring for faculty, staff, designated campus colleagues (DCC), student Catworks, and retiree accounts to UAConnect365, the new faculty/staff email provided by Microsoft Office 365.

As the semester ends and you may be planning travel, follow the steps on this checklist to ensure you are ready.

- I have logged in to Office 365 to test whether I will be able to reach my email after migration.
  - Requires a NetID password [1] that was created on or after March 6, 2017.
  - Instructions at it.arizona.edu/documentation/how-log-office-365 [3].
  - The Outlook and Calendar tiles inside Office 365 will give you a redirect link to OWA until your mailbox migrates.
  - If you encounter difficulties, work with your departmental IT staff or the 24/7 IT Support Center now to resolve.
  - Use email.arizona.edu to find your mail online before and after migration.

- I have bookmarked the following pages:
  - UAConnect365 website, for Before and After Migration Instructions and FAQs: it.arizona.edu/uaconnect365 [4].
  - UAConnect 365 App Password, needed to set up email software other than Outlook 2016 (such as Apple Mail, Thunderbird), and mobile apps other than Outlook app (such as iOS Mail, Android Mail): app-pw.catnet.arizona.edu [5].

- I have contact information for my departmental IT support staff, or the 24/7 IT Support Center: (520) 626-TECH (8324)

For tips on accessing University services online while traveling, including using NetID+, visit: https://security.arizona.edu/security-guidelines-international-travel [6].

Contact:
uaconnect365-support@list.arizona.edu [7]
https://it.arizona.edu/uaconnect365 [4]