

# Office 365 Exchange Online After-Migration Cheat Sheet

*Save a copy of this document where you can access it without email! You may need to use some of the tips and tricks here to restore the connection to your mailbox.*

## Immediately After Migration

### Connecting Outlook on your campus computer

Now that your mailbox has moved, Outlook will report that a change has been made that requires you to restart Outlook. After closing and re-opening Outlook you'll see a login dialogue box. Because your mailbox is no longer hosted on-campus Outlook is unable to automatically sign in. Simply enter your full email address and password to continue. If Outlook says its offline and you don't see a sign-in dialog then try to click the Outlook icon on your taskbar to see if there's a second, hidden window. Or, try to restart Outlook and see if the sign-in window appears.

The same box will appear after you change your YoteNet ID password on campus. Enter your email address and new password to sign back in.

### Webmail is now through Office 365

If you use Outlook on the Web (formerly webmail or Outlook Web App) to check your mail then you'll need to update your bookmarks. If you try to sign in to our [outlook.collegeofidaho.edu](http://outlook.collegeofidaho.edu) portal you'll be asked to sign in to Office 365 instead. Your bookmarks and notes should be updated to use the Office 365 Portal at [o365.collegeofidaho.edu](http://o365.collegeofidaho.edu).

Some users might see a different message on the old Outlook Web App site. We're still trying to figure out what's causing the message, but rest assured your mailbox is fine. Sign in to Office 365 to get your mail.

### Email on your device might stop working

Depending on how you've connected a mobile or personal device to the email system it may have stopped working. The Outlook app on Android and iOS may automatically update itself to the new settings. If you're using the Android or iOS native apps, or a third-party app, you will probably need to delete and re-add your account. Follow the directions in the Exchange Online section of the YoteNet website's Office 365 pages at [yotenet.collegeofidaho.edu/office365](http://yotenet.collegeofidaho.edu/office365). If it still has trouble stop by the IT Department for assistance.

### New Office 365 apps enabled

With your mailbox in the cloud you've gained access to new Office 365 apps, including People, Calendar, Groups, Teams, and Planner. You can learn more about these features on the YoteNet website at [yotenet.collegeofidaho.edu/office365](http://yotenet.collegeofidaho.edu/office365).

## Soon After Migration

### Retire your archive and Personal Folders

With your new 50 GB mailbox you can stop using slow archives and personal folders while bringing all of your old mail back into your inbox. Your archives can be automatically imported with every message searchable online. The IT Department is ending support for these legacy PST files later this year. Contact Alan to arrange your import.

### Get better Junk Email reporting tools

Quickly and easily report spam to Microsoft with the Junk Email Reporting Add-in for Outlook. New computers have the add-in preinstalled. If your computer is more than a year old, or if you don't see the options described below, please stop by IT to get the add-in.

If you have the add-in, you can click on a junk message that slipped through the filter and then click Junk from the Delete group of the Ribbon. A copy of the message will be sent for analysis and the original will move to your Junk Email folder. Conversely, if a non-junk message is accidentally filtered into your Junk Email folder you can click it and then click Not Junk to send a false-positive report and move it to your Inbox.

### Setup OneDrive

Get 1 TB of cloud file storage and sharing. You don't even have to wait for your mailbox to finish migrating! OneDrive provides cloud file sync for your work computer, automatically uploading your files and protecting you from a hardware failure and many accidental deletions or changes. Files are available through apps, too, so you can access your data from a different computer or device. Need to share videos and photos with someone? OneDrive is a great way to do that since every employee and student already has secure access. There's external sharing for non-C of I users, too.

Learn more about OneDrive at [yotenet.collegeofidaho.edu/office365](https://yotenet.collegeofidaho.edu/office365).

### Setup Microsoft Teams

Teams brings chat, calls, file sharing, and task management to campus workers. Employees and students all have access to Teams, while a built-in bridge connects you with others who haven't yet made the switch from Skype for Business. Invite people to online Team meetings with screen sharing, get remote help from IT, or hold class on a snow day.

Why choose Teams instead of Skype for Business? Skype for Business is being replaced by Teams, and since Skype for Business doesn't yet have wide campus adoption we'd rather emphasize the permanent product. Teams is currently optimized for internal employees and students, as well as working with others companies using Teams.

Ask Alan about Teams or go to the [Microsoft Teams website](#) to learn more and download it (no administrator permissions required!).

### Setup Skype for Business (optional)

Skype for Business (SfB) brings Skype chats and calls to campus community members and outside guests. Employees and students all have access to Skype for Business, while a built-in bridge connects you with external, personal Skype users for collaboration and interviews. No need to setup a dedicated Skype account, just use the YoteNet ID you already have.

Why use Skype for Business instead of Teams? Though SfB is being replaced by Teams, Teams is still missing some features you might use. Only SfB can make calls to regular Skype users, like for interviews, and right now SfB is the only option when using a Surface Hub (in Cruzen-Murray) to conduct a meeting. Teams will continue to add these features over the next year.

Learn more about Skype for Business at [yotenet.collegeofidaho.edu/office365](https://yotenet.collegeofidaho.edu/office365).