

GETTING STARTED WITH OFFICE 365

CampusCruiser Email Migration

June 5th Email Migration

- Cruiser stays the same, Email is changing at this time.
- We will begin migrating email June 2nd
 - ▣ No Cruiser Downtime
 - ▣ Migration of non – forwarding faculty email only
 - 2000 messages per folder into O365 folder called "CruiserMigration"
- Calendar and Contacts are not migrating
 - ▣ Import instructions will be provided
- New login change turned on Sunday Morning June 4th
- Mail.widener.edu email accepted until at least May 2018.
- ITS will send recommendation checklists
 - ▣ Week of 22nd
 - ▣ Reminders Fall and Spring Semesters
- Demo

Three Great Links to Know:

- itsnews.widener.edu
- lynda.widener.edu
- quickticket.widener.edu

Office365 (Wumail) Workshop

□ Email:

- Turn on/off conversation mode
- Auto-reply
- Forwarding
- Signature (it should match Outlook if used)
- Clutter; how to move email from clutter to inbox, etc.
- Search function

□ Calendar:

- How to add appointments with others
- How to share a calendar; options when sharing
- How to use the scheduling assistant
- Calendar views

□ Contacts:

- How to add multiple contacts

□ OneDrive:

- Upload and download files
- Share files / folders