

GETTING MORE OUT OF 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**
 - Junk mail; when to set up a filter
- **Calendar:**
 - How to create a Zoom event
 - Interesting calendars
- **OneDrive:**
 - Modify share settings
 - How collaboration works
- **OneNote:**
 - Creation
 - Sharing