

Microsoft Office 365 Email Migration

Welcome to Office 365! Once your email has been migrated to O365, your Outlook mail will act mostly just as it did before the migration. You will only have a few adjustments that need to be made, which are outlined below. As with most applications at DA, your main DA password will automatically stay in sync with O365.

• DA Webmail Access

You will know that your DA email account has been migrated to O365 when you login to the normal DA webmail portal at <http://outlook.school.da.org> and instead of seeing your inbox, you will see a message that says "Use the following link to open this mailbox with the best performance." Go ahead and click on the link below that message and you will be re-directed to the O365 portal. You will see a Microsoft login box imposed over a background picture of the city of Rio De Janeiro.

IMPORTANT: your login name is now your **full email address**, e.g. "firstname.lastname@da.org" (faculty/staff) or "18student@da.org" (students). From now on, you will login to the Office 365 Portal for email at this URL:

<http://outlook.office365.com> or <url.da.org/email>

• Outlook Client

If you are using the Outlook for Mac client to check your email, you will not need to do any additional setup for accessing your mail on Office 365. The setup should happen automatically in the background.

• iOS Mail App (iPhone/iPad)

To access Office 365 Email on your iOS-based device, you will need to make some minor changes to the settings on your device. Navigate to the "Settings" app → Accounts and Passwords, then tap the account that is your DA email account and under "Account" make the following changes:

- Set "Server" to: outlook.office365.com
- Remove "school" from the Domain field (this field should now be blank)
- Set "Username" to your Primary Email Address (e.g. firstname.lastname@da.org / 18student@da.org)

• Voicemail

Your voicemail will be hosted by our internal phone system. All voicemails will be transcribed and delivered to your email address. The voicemails will **not** be stored on your DA phone. You will need to record your default greeting and record your name on the voicemail. The steps below will guide you through recording your name and default greeting.

- From your desk phone press the voicemail button (envelope icon) or dial extension 1000.
- Enter your PIN number. To change/view your pin login to <http://support.da.org>.
- Press Zero for mailbox options.
- Press 1 to record your unavailable message.
- Press 3 to record your name.

There is an added feature available to you at which a caller can press zero before leaving you a voicemail to be connected to another phone number (i.e. Mobile Phone). If you wish to use this feature, login to <http://support.da.org>, click My Account, click Phone Options. Now set the Voicemail Option Zero Redirect to a phone number you wish to be reached at. This can be a 10-digit local number or 4-digit internal extension.