

## Email Migration Information for District Staff

- “Why” are we migrating? *NEOMIN Governing Board chose a new email package*
  - Support of current email software diminishing
  - Ability to add on other services, such as email archiving, currently not supported
  - Microsoft Exchange with Outlook Web Access will be new email/webmail product
- “When” is Migration? – *Howland Local Schools migration will be on November 9<sup>th</sup>, 2010.*
  - At 2:00 mailboxes will begin being migrated to new server.
  - **DO NOT ATTEMPT TO ACCESS YOUR EMAIL ACCOUNT UNTIL 8:00am NOVEMBER 10<sup>th</sup>, 2010.**
  - No access to old account after this time
  - All mail will be moved.
  - Address books will not be moved
- “How” should staff prepare for this change?
  - **Clean up your mailbox!!!!** (Purge unnecessary messages, empty trash, etc)
  - **Learn your new password!** Before Friday, locate your employee identification number on your paystub. This is important because your new password will be the first 3 letters of your last name and the last 3 letters of your employee identification number
- “What” do I need to know to get started using the new email/webmail
  - Access to your new email account should be available the following morning after migration.
  - There is a link to the new WebMail from the NEOMIN website. Click on the Email menu, then Logins, then OWA.
  - When you log into OWA, you will use your full email address! (Not just your account name like you had previously been doing)
  - There is support documentation on the NEOMIIN website. Go to the Email menu, and then choose Document, then Support. There is a section here regarding the new WebMail.
- Do I need my old Address Book
  - The new email software will automatically give you an address book that lists all district staff email addresses.
  - If you have less than 20 non district email addresses stored in your address book, you should just enter them into new address book by hand.
  - If you need your old address book, you can export it and save it to your flash drive, etc. (NEOMIN has detailed instructions on how to export the old address book on their website.)
  - If you need to retain your old address book, you will need to export your address book BEFORE the migration!
- Tips and Tricks (These items below are documented in [Getting started with OWA \(Outlook Web Access - new WebMail\)](#) which is available on our website)
  - Once logged in you may change your password. This is easy to do! Just choose options in the upper right hand corner of your mailbox once logged in. **Passwords must be at least 6 characters and contain a mix of letters and numbers.**
  - Vacation notices are also available from within your email account. Choose options in the upper right hand corner to get to vacation notices

- Account quotas of 512 mb (half a gig) are still in effect. To see how much of your quota you are using, hover your mouse over your name in the left hand column of your screen. You should see your name slightly above the word 'Inbox'.