

# UVM Larner College of Medicine

## Helpful information during the Migration to Microsoft Office 365

UVM College of medicine is migrating all its email services to Microsoft Office 365. When your mailbox is migrated, you will notice a minor interruption (approximately 10 minutes) of access to email from Microsoft Outlook, Outlook Web App, and mobile devices. Be assured, your email is safe and your mailbox will continue to receive email during any interruption.

When your mailbox has completely moved, you will be prompted to login. Use the following format for your email address. This is the same logon information used in Skype for Business.

User name: [comid@med.uvm.edu](mailto:comid@med.uvm.edu)

**Note\*** if your account was created in the last 12 – 18 months, it is likely your user name is [firstname.lastname@med.uvm.edu](mailto:firstname.lastname@med.uvm.edu)

### Mailbox delegates

For those of you who manage calendars or the mailboxes of other members of our community (delegates), you will notice that these may not be available immediately. We will attempt to minimize this disruption and access will be restored once all mailboxes have been migrated.

### Resource stewards

While we move the mailboxes for resources and rooms please monitor the calendar directly. There will be instances when the calendar will not notify you of a tentative appointment.

### Distribution group managers

During the migration, updating group membership is not available to the managers of the groups. Please create a footprint request if you require these changes.

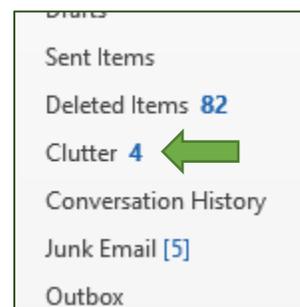
### New Microsoft Outlook Feature: Clutter Folder

Microsoft has introduced the 'Clutter' feature in Outlook. Similar to the Junk Email folder. Depending on when your account was created, this folder **may be enabled by default**. If you prefer to turn it off, instructions are below.

#### Turn off Clutter

If you would prefer not to use this feature, it can easily be turned off.

1. Log into Outlook Web App. <https://mail.med.uvm.edu>
2. On the navigation bar, go to **Settings > Options > Mail > Automatic processing > Clutter**.
3. Choose **Don't separate items identified as Clutter**.



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## Mobile Devices

Once your mailbox has been migrated, your mobile device should update automatically. In some cases, your mobile device will need to have the account updated manually. We are suggesting users download “Microsoft Outlook for Mobile” from either the Apple App Store, or the Google Play Store. However, you may continue to use the built in email and calendaring application on your device if you choose.

Some general instructions for Smartphones:

- Account type: **Microsoft Exchange**
- Server name: **outlook.office365.com**
- **Office 365 User name:** [comid@med.uvm.edu](mailto:comid@med.uvm.edu) or [firstname.lastname@med.uvm.edu](mailto:firstname.lastname@med.uvm.edu)
- Password: same as all COM services (**COMID**)

### iOS Devices

1. Tap **Settings**.
2. Tap **Mail, Contacts, Calendars**.
3. Tap **Add Account**.
4. Tap **Exchange**.
5. Enter your Email address, Password, and a short Description (e.g. your company's name) for your email.
6. Tap **Next**.
7. Autodiscover will try to find the settings you need to configure for your account. If autodiscover cannot find your settings, enter the following information:

Field	What to enter
Server	<b>outlook.office365.com</b>
Domain	Leave this field blank
Username	<b>comid@med.uvm.edu</b>

8. Tap **Next**.
9. Tap **Save**.

### Android Devices

1. Tap **Settings**.
2. Tap **Accounts**.
3. Tap **Add Account**.
4. Tap **Microsoft Exchange ActiveSync**.
5. Enter your Email address and Password.
  - a. If you see a Domain\Username field, enter **your Office 365 username**
  - b. If Domain and Username are separate fields, enter your [comid@med.uvm.edu](mailto:comid@med.uvm.edu) in Username, and leave Domain blank.
6. If you see a Server field, enter **outlook.office365.com**.
7. Tap **Next**.
8. To complete auto configuration, tap **Ok**.
9. Select the **Account options** you want to use. Selecting a longer sync period will show you more calendar information and email, and require more memory.