

SERVICE OFFERINGS FOR FACULTY & STAFF



Outlook

With the new Outlook, you get all of the features you know and rely on plus increased functionality. Automatically organize your inbox and share documents by connecting to Office 365's OneDrive. You can connect from anywhere, just download the mobile app to access Outlook from any device.

What does it mean for you?

- Significantly more space (50 GB instead of 300 MB), in other words, no more quota limit messages!
- Larger attachments (150 MB instead of 50 MB).
- Better synchronization between all of your devices.
- Videoconferencing right from your Outlook Calendar.
- A new web interface (OWA) that's similar to your desktop Outlook program.
- Always up-to-date: you'll be using the newest version of Outlook all of the time

Calendaring

Office 365's calendaring options help you manage your day and collaborate with your team. You can create and track appointments, create multiple calendars, turn any meeting into a Skype call, link to calendars and share your calendar with your team members.

Skype for Business

Skype for Business has all of Skype's great features plus: screen sharing, video conferencing, and it is linked to the rest of your Office 365 suite so you can start a call from any application.

OneDrive

Using OneDrive, you can store all of your files in one place, easily share them with your colleagues and access them from any device with an internet connection. With OneDrive, you will no longer need to email documents to yourself or save them to a USB because all of your files can be stored in one place, accessible anywhere.

What does it mean for you?

- You can store and share up to 1 TB with OneDrive

Office Pro Plus (for free!)

U of T-owned Computers

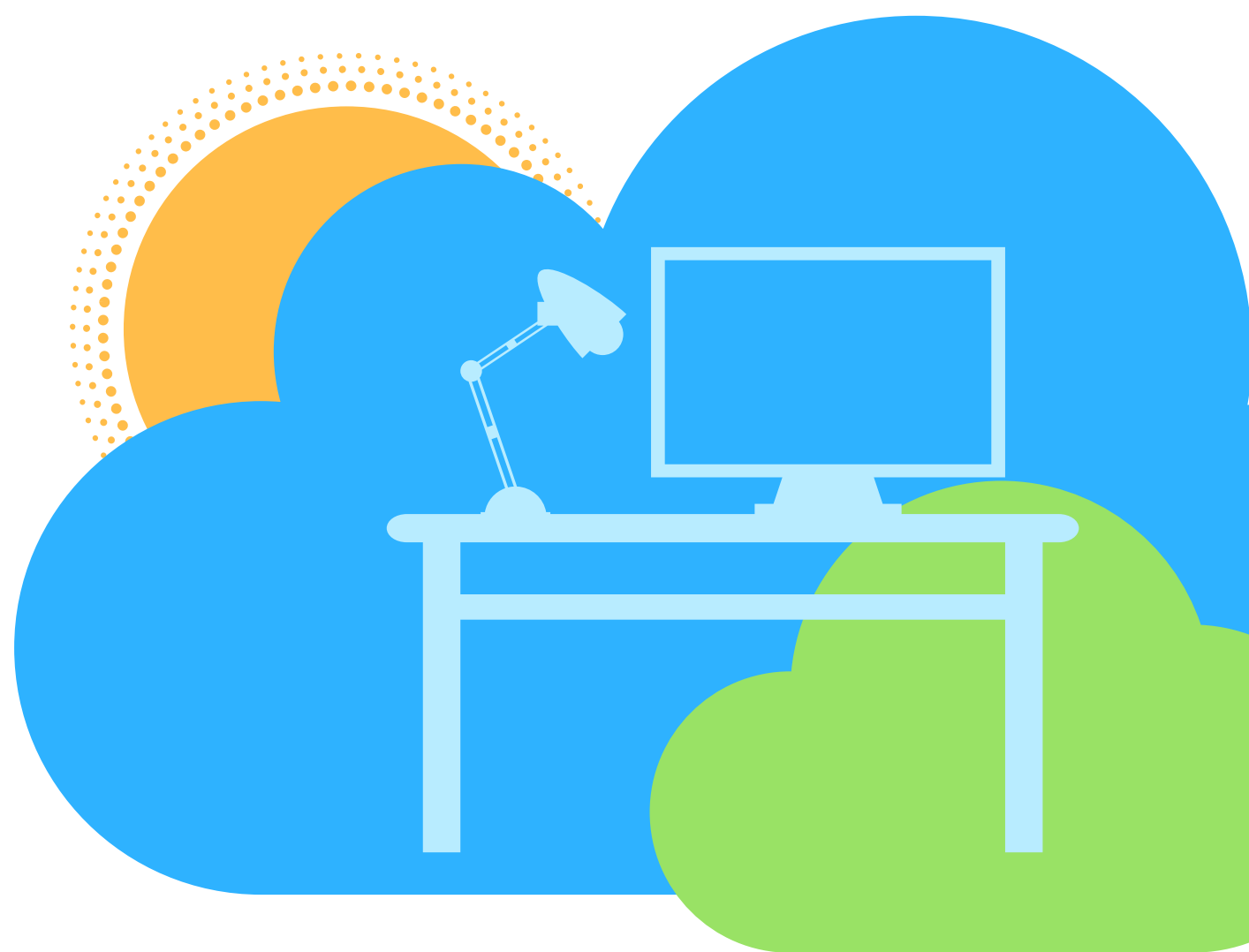
The University's Microsoft Campus Agreement licenses ALL faculty and staff to obtain the Office ProPlus suite at no local charge for University-owned equipment.

Personal Devices

Microsoft Office ProPlus will be available for free to faculty and staff using Office 365 and can be installed on up to 5 personal computers or other devices.

PRE-MIGRATION CHECKLIST

FOR FACULTY & STAFF



Junk Email and Deleted Items

Clear out your Junk Email and Deleted Items folders

Web Browsers

Update your web browser(s) to the latest version(s)

Training

For online help or to register for a training session, visit office365.utoronto.ca/help/training/

Office 2016

If you are on an unmanaged* computer, upgrade to Office 2016. Visit microsoft.utoronto.ca for help

Inbox Rules

Make sure to back up any Inbox rules that you have set up

SAP GUI

(for AMS, FIS, and HRIS users)

Update to the latest version of SAP GUI. If you are on an unmanaged* computer, visit easi.its.utoronto.ca/help/software-hardware/

@email or @alum.utoronto.ca

If you have an *@email.utoronto.ca* or *@alum.utoronto.ca* account, create a rule to move those messages to a separate folder

Email Account Settings

If you have more than one account set up in your mail client(s), take note of the settings

OneNote Online

If you use OneNote, save your OneNote files locally

Looking for detailed instructions? Visit

<http://help.ic.utoronto.ca/category/8/utmail.html>

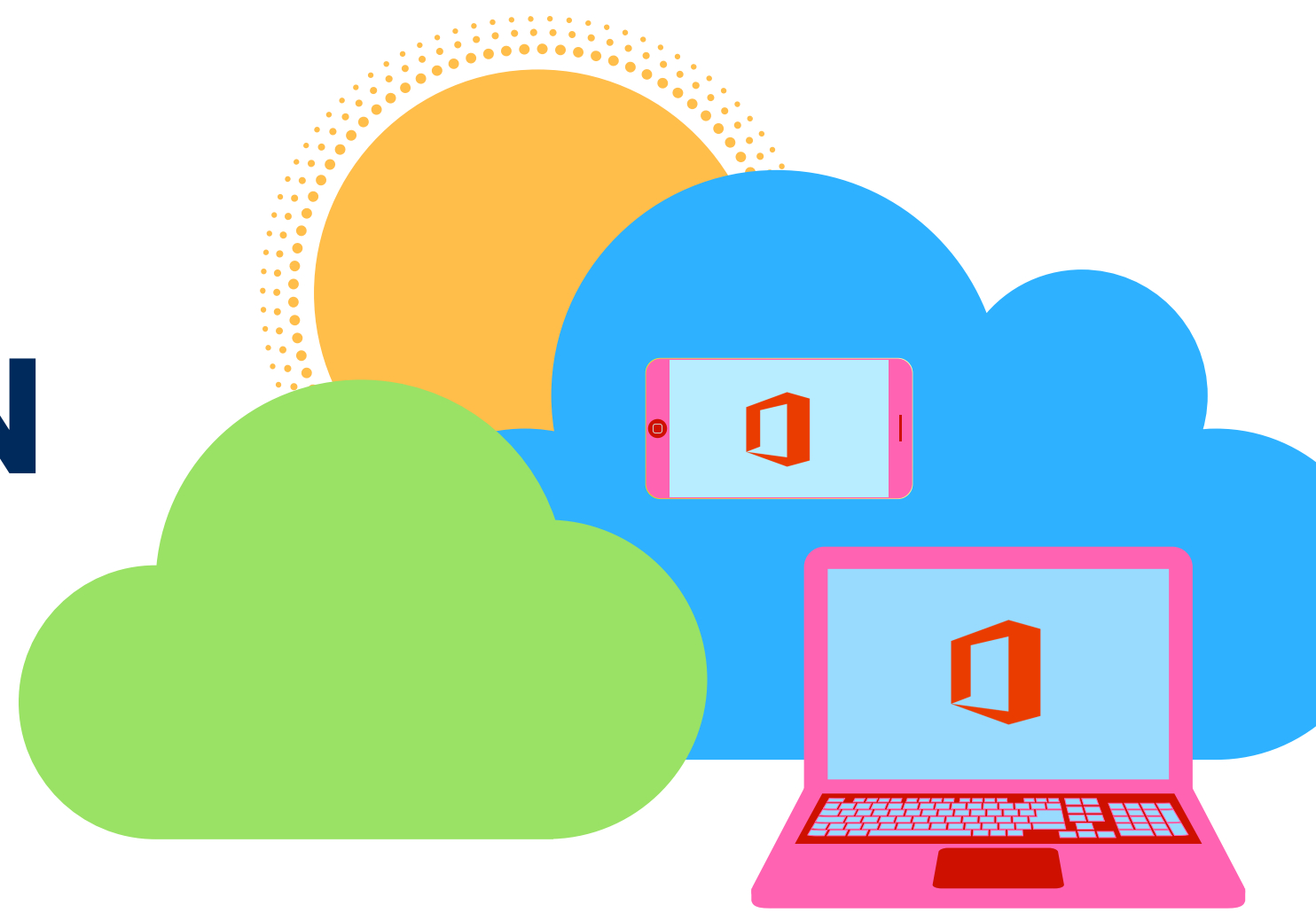
*If you are not sure whether your computer is managed or unmanaged, ask your local IT department

Need Help?

contact us by phone at 416-978-HELP (4357), or email us at help.desk@utoronto.ca

POST-MIGRATION CHECKLIST

FOR FACULTY & STAFF



Log In

Log in to your new UTmail+ account, visit *mail.utoronto.ca* and enter your UTORid and password

Outlook Client

If you use the Outlook mail client, you will need to add your new UTmail+ account and then log in using your *email address* and password. However, for access to the new Office 365 features, use *mail.utoronto.ca*

Signatures

After migration, you will need to reattach your signature(s)

Update your Preferred Display Name

To update your preferred display name for UTmail+, visit *https://my.auth.utoronto.ca*

Download OneDrive

Download and install the OneDrive app to your desktop

Onsite Support

While your division or department is being migrated, visit our onsite Office 365 Pop-up Shop Technical Support for help during your migration

Looking for detailed instructions? Visit
<http://help.ic.utoronto.ca/category/8/utmail.html>

Need Help?

contact us by phone at 416-978-HELP (4357),
or email us at help.desk@utoronto.ca