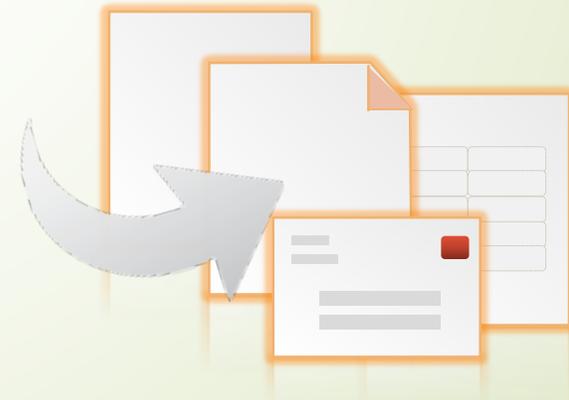


Email Migration to the Cloud

STEP-BY-STEP INSTRUCTIONS





Office 365 and Cloud Email

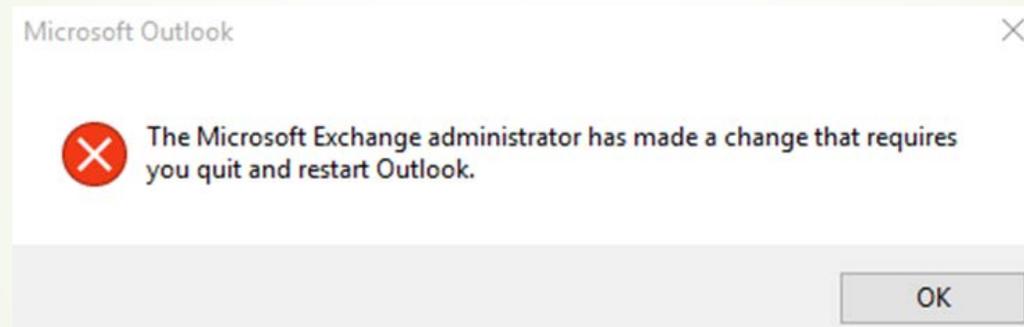
All Microsoft Office applications including Outlook email, are now available via the Microsoft Cloud.

Users benefits:

- Better malware, phishing and spam email protection
- Access to all email, contacts, and shared calendars anywhere
- 50 gigabytes of email (in-box) storage capacity
- Unlimited email archive size restrictions for archiving old emails

Step 1 – Email Migration Notification

- After a successful migration to the cloud, this message will appear on your screen:

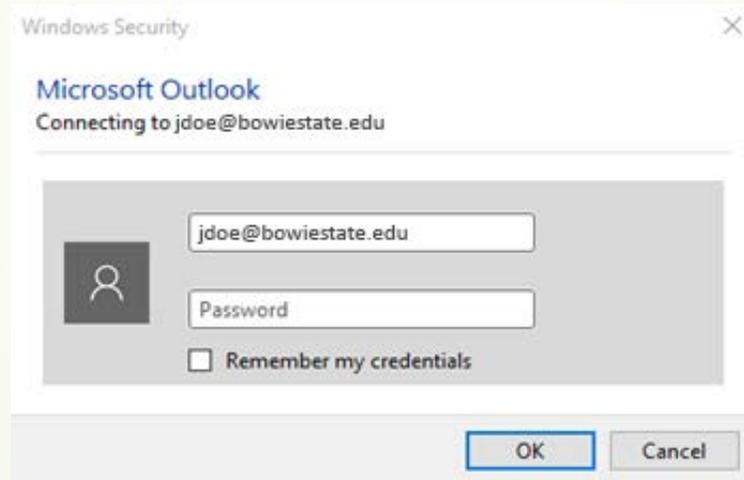


- Click "OK".

Step 2

- Close your current Microsoft Outlook page (if open) and restart Outlook.

When you re-open Microsoft Outlook, the following box will appear:



- Enter your current username and password.
- Check the box to **"Remember my credentials"**.
- Click **"OK"**

Step 3 – To access your email over the web (MyBSU)

➤ Go to the BSU website and click on “MyBSU”.

➤ Click on “Faculty / Staff Email (NEW)”.

myBSU

Student Links

- Bulldog Connection
- Student Email
 - Instructions to Access Student Email
- Blackboard
- iCAN/Starfish
- Student Password Reset
 - First time password reset instructions
 - Password reset instructions using secret questions

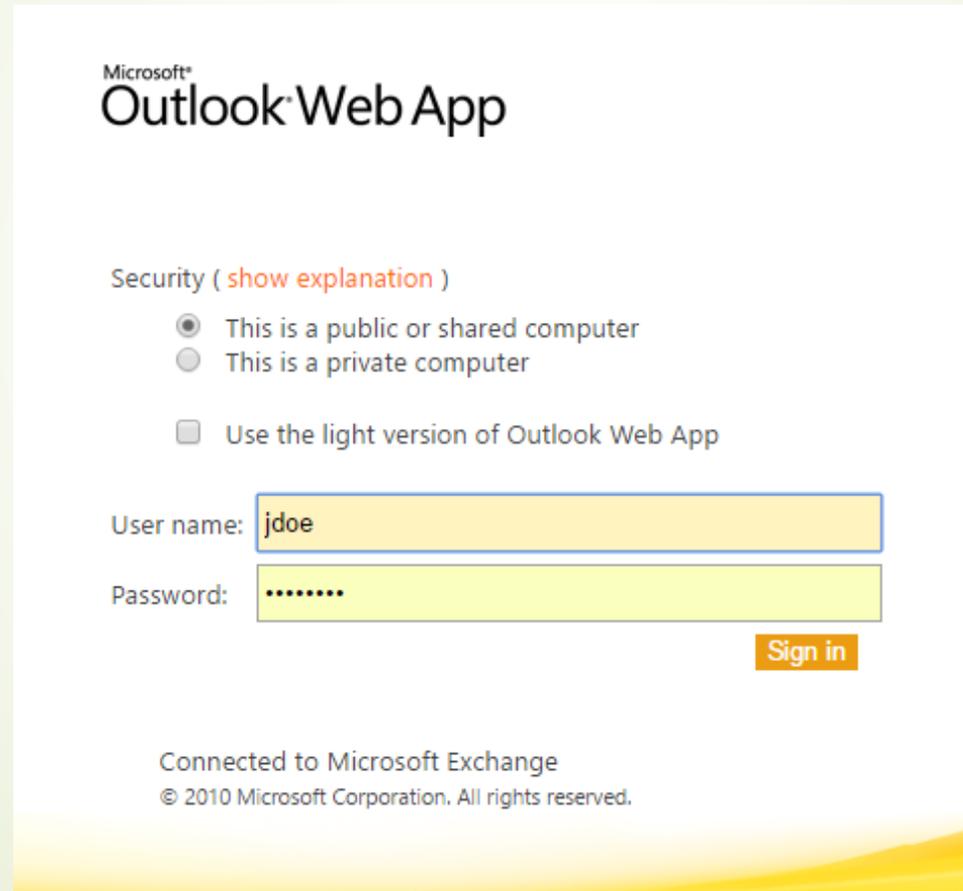
Faculty/Staff Links

- PeopleSoft Faculty/Staff Login
- PeopleSoft Financials Login
- Faculty/Staff Email 
- Faculty/Staff Password Reset
 - First time password reset instructions
 - Password reset instructions using secret questions

Trouble logging into Outlook Webmail?

Step 4

- ▶ Sign in using your current BSU username and password.



Microsoft®
Outlook Web App

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

Use the light version of Outlook Web App

User name:

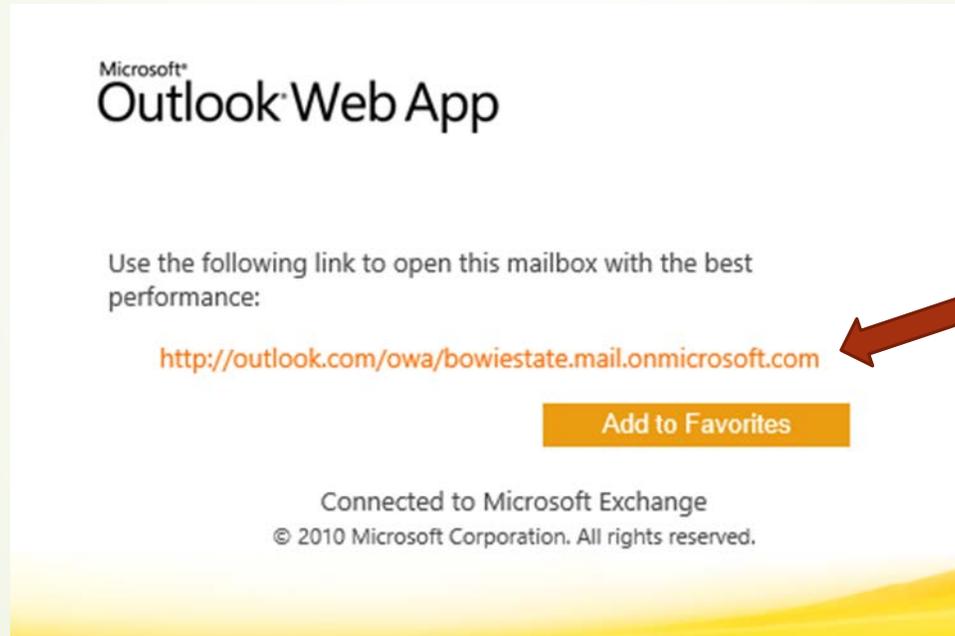
Password:

[Sign in](#)

Connected to Microsoft Exchange
© 2010 Microsoft Corporation. All rights reserved.

Step 5

- ▶ Click on the hyperlink



Step 6

- Sign in using your complete BSU email address and password.

Office 365

Work or school account

someone@example.com

.....

Keep me signed in

Sign in Back

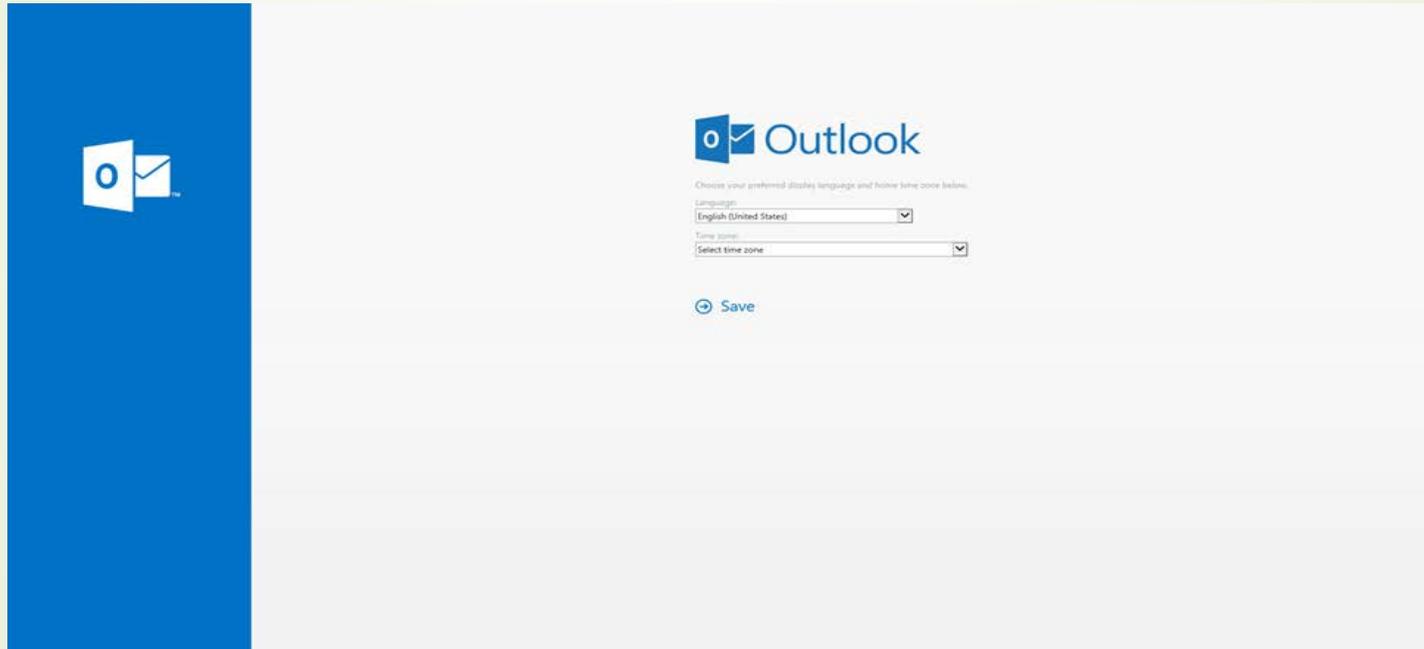
Can't access your account?

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Microsoft

Step 7

- ▶ Select “English” and “Eastern Time Zone”.



- ▶ Click “Save”.
- ▶ You’re done! You’ve now completed all of the email to the cloud migration steps. Your web Microsoft Outlook email account will now appear on the screen. (You can close your **web** Outlook browser now if you prefer to use your Outlook **desktop** application.)