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.
Step 5

- Click on the hyperlink
Step 6

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