O365 EXCHANGE MAILBOX MIGRATION QUICK START

• What You Get:
  o 50G of Mailbox Space
  o Online Archiving – access from anywhere (upload local .pst files to O365)
  o Enhanced Online Web Access (OWA)
  o “Trainable” Clutter Folder
  o Encryption and Secure Forwarding Options

• What to Expect on the Day of Migration:
  o You will need to restart the Outlook Client on your desktop, laptop or device, possibly more than once.
  o If you are using Apple Mail on a Mac, you will need to remove the email profile and add it back after your mailbox has migrated. (See FAQs)
  o You will now need to use your linkblue@uky.edu as your login ID.
    ▪ (no more AD\linkblue or MC\linkblue)
  o Conversation History – if you save your Lync conversation history to your Inbox it may take up to 24 hrs before it appears in your Inbox after migration. No history is lost during this time period, just a delay. (Lync 2010 or greater is required – see FAQs about upgrading)
  o Clutter Folder – (soon to be replaced by Focused Inbox) is turned on for everyone. Be sure to check the Clutter folder for email while it is learning. This Option can be turned off if you desire. (See FAQs for more information)
  o Focused Inbox – helps separate your Inbox into two tabs, Focused and Other. Based on the email contents and senders you interact with more often, your incoming mail will either go into your Focused tab or to the Other tab. This is a new feature and is still being rolled out. You have the ability to turn this feature off. Available in Outlook 2016 and online only. (Replacing the current Clutter mailbox which is being decommissioned - See FAQs for more information)
  o It is suggested that you use the Online Web Access (OWA) with Outlook open in the background on the day of your migration. This will allow for Outlook to synchronize without interrupting your ability to work.

• Useful Links:
  o For more information and FAQs - go.uky.edu\o365migration
  o To access the Online Web Access (OWA) - office365.uky.edu
  o Contact 218-HELP (218-4357) for any assistance

See reverse side for information regarding iPhone/iPad/Android setup.
iPhone/iPad Setup

Example using iPhone iOS v9.x

Locate and tap “Settings” from your Home screen:
Locate and tap “Mail, Contacts, Calendars” within the settings.
Tap “Add Account”:
Tap “Exchange”:
Enter the following information:
- LinkBlue ID + ”@uky.edu” (ie. linkblueID@uky.edu)
- LinkBlue password
- Description of email account of your choice

Once the correct information is entered, tap “Next”:
Your credentials will verify:
Choose options that you want to sync to your phone and tap “Save”

Android Setup

Example using Android 5.1.1 (Lollipop OS). Other versions may vary slightly.

Important settings:
- Exchange Server: outlook.office365.com
- UserID: Linkblue@uky.edu (example: abcd321@uky.edu; not your University Email Address or UEA. Tap “Settings” app:
Tap “Accounts” in the User and backup section; you may need to scroll down or up and maximize the section:
Tap “Add account”:
Tap “Microsoft Exchange Active Sync” app:
Next, add your ‘LinkBlue’ ID + ‘@uky.edu’ and password THEN choose “MANUAL SETUP”:
Enter information like the example below then tap “Next” YOU MUST HAVE THE LEADING BACKSLASH (\) AS IN THE EXAMPLE BELOW:
- \’LinkBlue’ ID + ‘@uky.edu’
- Exchange server: outlook.office365.com

There will be a prompt to activate the app; choose “OK” to activate it:
Your phone will begin checking server settings; if you receive an error, re-check the information in the previous configuration screen:
There will be another prompt to enable remote security administration on your device:
Next, you can adjust the account options; once adjustments are finished, tap “NEXT”:
Tap “ACTIVATE” to activate the device administrator:
Next, enter the account name of your choice and tap “DONE”. Your setup is now complete.

Please see go.uky.edu\o365migration for more detailed setup instructions.