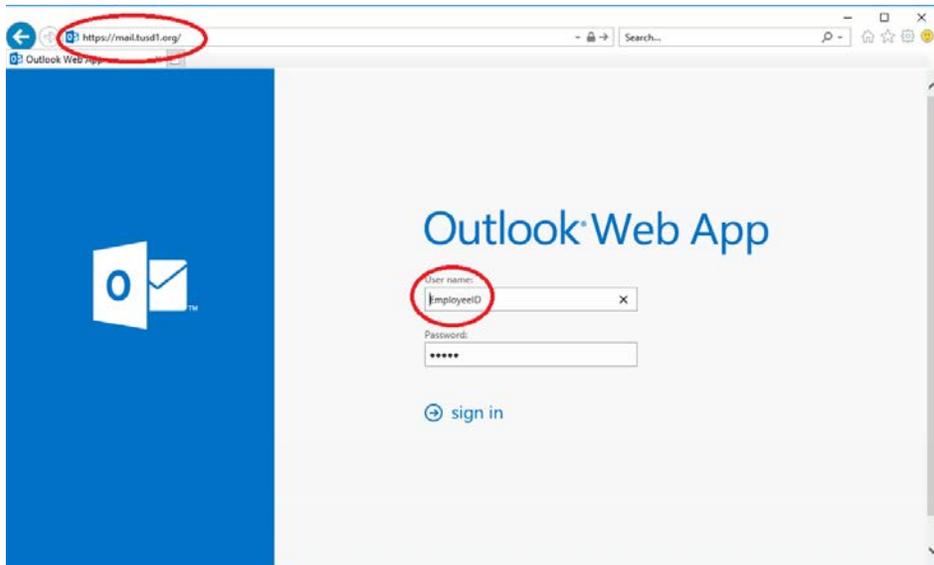


Office 365 Email Migration: What You Need to Know

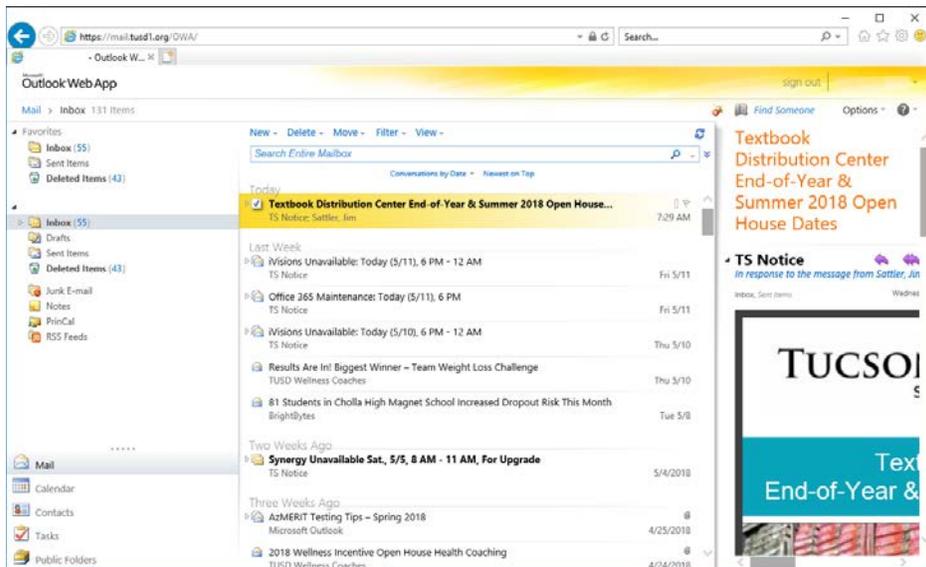
Outlook desktop application users should not notice any difference after email migration. Web email access, however, will change from the Outlook Web Application (OWA) to Office 365 Outlook as explained below.

Before Migration: Outlook Web App Experience

1. When you sign on to the **Outlook Web App (OWA)**, you sign on to <https://mail.tusd1.org/> using your network employee ID (which may be either your employee ID or a configuration of your name) and network password.

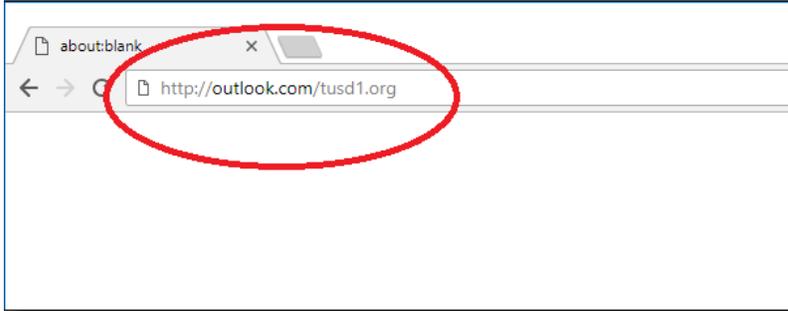


2. You are taken to the **Outlook Web App** interface.

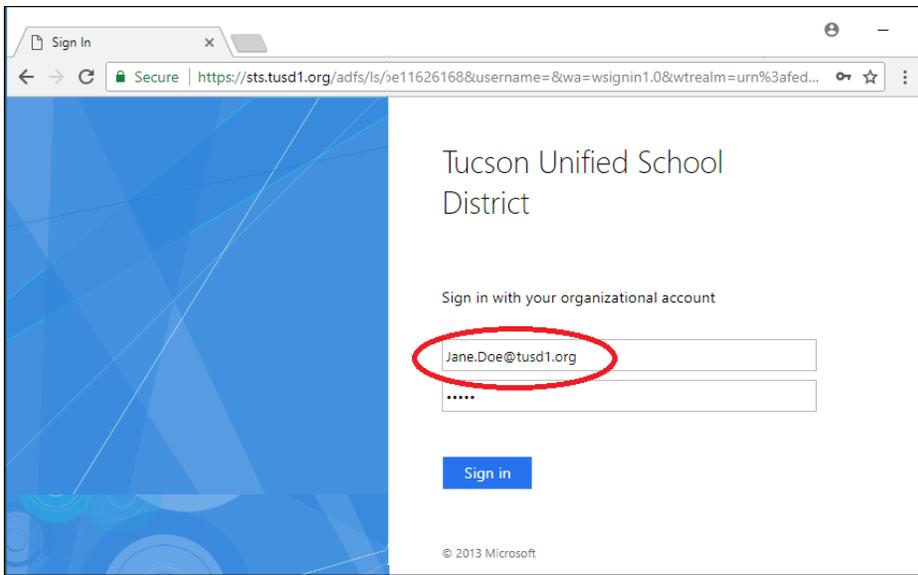


After Migration: Office 365 Outlook Experience

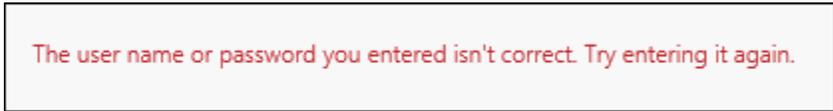
1. You will now go to a new web address: <http://outlook.com/tusd1.org>



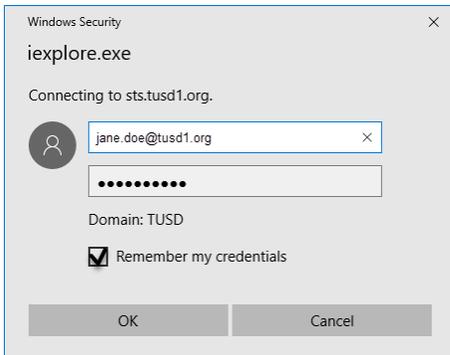
2. To sign on, type your district email address and your district network password.



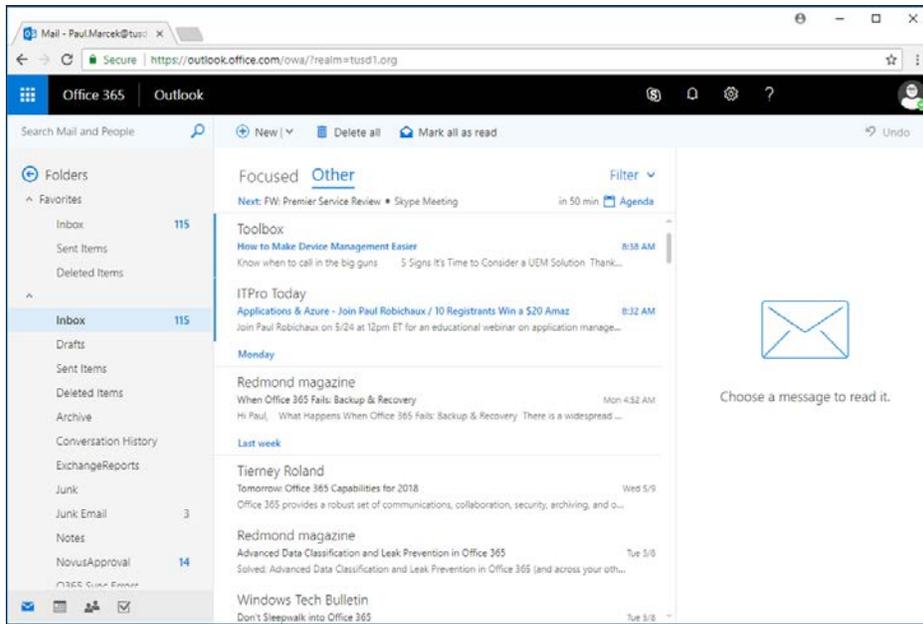
Note: If you don't enter this information correctly, you may see the following error:



Request for Credentials: If during the course of signing on or after you have changed your password the following box appears, just complete the steps indicated.

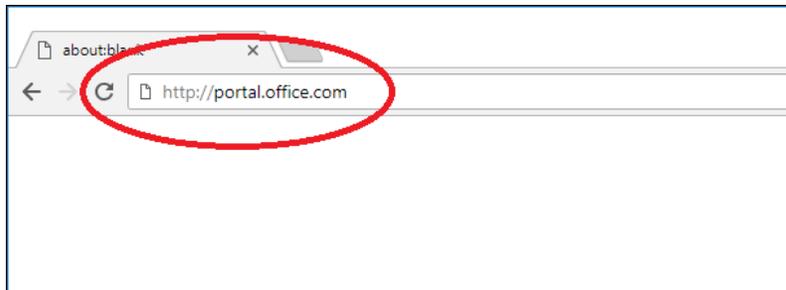


- Enter your district email address.
 - Enter your network password.
 - Select the **Remember my credentials** checkbox.
 - Click **OK**.
3. The first time you open Outlook online, you may be asked to set the Time Zone. Just set it to Arizona.
4. The new **Office 365 Outlook** interface will open.

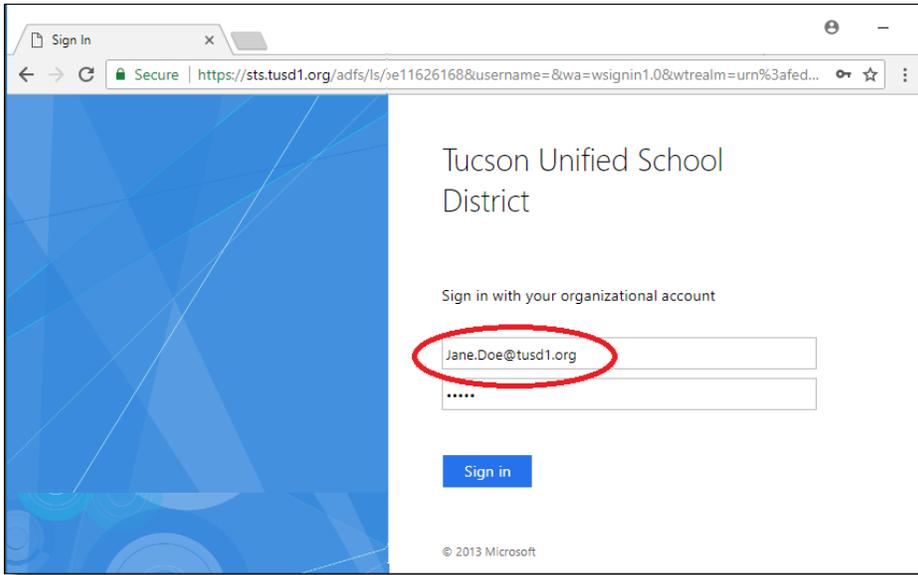


Access All Office 365 Applications

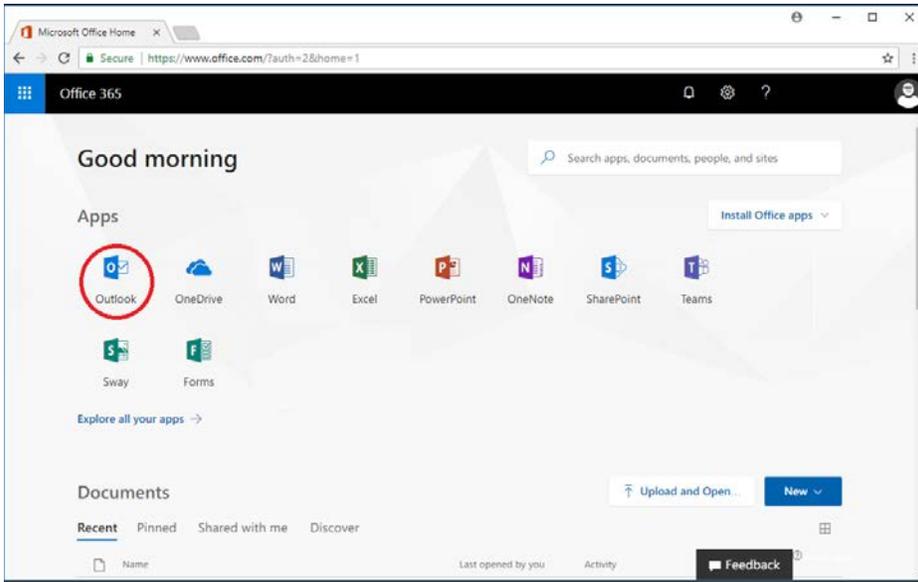
1. In your browser, go to the following web address: <http://portal.office.com>



2. When you're prompted to sign in, use your district email address and network password.



3. The **Office 365** dashboard opens from which you can access all the **Office 365** applications including **Outlook**.



Questions or Concerns?: Please call the TS Service Desk at 225-6333.

Visit the TUSD Office 365 Internet page: <http://www.tusd1.org/Departments/Technology-Services/Office-365-Rollout>

You'll find instructions for setting up your email account on a smart phone on this page and additional information about Office 365.

