

**To:** All Faculty, Staff and Emeriti

**Date:** 04/30/2019

**Subject:** Save your Office 365 and Email data!

# Office 365 Login and Email Changes

## More Collaboration. Better Experience.



Dear <Name>,

This summer St. Cloud State University's email and Office 365 services are moving to Minnesota State's Shared Tenant as a part of a system-wide effort to combine Microsoft features and services.

### 1. Do you use Contact Groups/Distribution Lists in email?

If so, **YOU WILL NEED to export** your contacts in order to save any contact groups that you have created before August 9, 2019. [Export contacts now!](#)

### 2. Do you use Mailbox Rules?

If so, **YOU WILL NEED to backup** and save those rules before August 9, 2019. [Backup rules now!](#)

### Other manual work YOU need to do:

If you use any of these other data settings in Outlook or Office 365, follow the [documented steps](#) to backup and save that information to reimport after the transition:

- Junk Email filter
- Signature file(s)
- Delegation
- Work hours (Note: default work day hours are from 8 A.M. to 5 P.M)
- Other

*We encourage you to complete this work before the end of Spring semester to prevent the transition from sneaking up on you over the summer.*

### Find out more!

If you are unsure what these tools are, learn more about [Contact groups/Distribution lists](#) and [Mailbox Rules](#).

Visit [stcloudstate.edu/office365](http://stcloudstate.edu/office365) for up-to-date information about this transition. Questions?  
Contact [HuskyTech](#).