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**From:** SCSU Information Technology  
**Sent:** Monday, August 5, 2019 1:34 PM  
**To:** emeritus  
**Subject:** Office 365 and email – last chance to back up your files

Dear emeriti,

### It's almost here!

Beginning this Friday, Aug. 9 at 6 p.m., **email and Office 365 will be unavailable**. Expect this downtime to continue through Sunday, Aug. 11.

- **You still have time** to back up and save your local settings that will not transfer automatically. Review the [pre-transition tasks](#) now and complete it before 6 p.m. Friday, Aug. 9.
- **Bookmark the [post-transition checklist](#)** to refer to on or after Aug. 12 to restore your email and Office 365 services.
- **The quickest way to get back into your email on Aug. 12** will be to go to [office.com](#) and login with starid@minnstate.edu and your StarID password.

### Reminder to SharePoint and OneDrive Users

The SharePoint and OneDrive freeze is underway. Do not add new files or modify existing until the transition has been complete on Aug. 12. Once the transition is complete, you will need to upload any new or modified files that were saved locally into your new SharePoint or OneDrive location.

Visit St. Cloud State's [Office 365](#) page for additional details and to watch for updates and notifications when email and Office 365 access is restored.

For questions, please contact Information Technology Services/HuskyTech at 308-7000 or [huskytech@stcloudstate.edu](mailto:huskytech@stcloudstate.edu).

## Information Technology Services

### HuskyTech

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