
From: St. Cloud State University <ucomm@stcloudstate.edu>
Sent: Monday, August 5, 2019 11:29 AM
To: All Employees
Subject: Updated Link: Office 365 and Email – Last chance to back up your files



**INFORMATION
TECHNOLOGY SERVICES**
ST. CLOUD STATE UNIVERSITY

Office 365 Login and Email Changes

More collaboration. Better experience.



Dear faculty and staff,

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 Friday, Aug. 9.
- **Calendar mini-freeze** begins Friday morning, Aug. 9, at which time we encourage you to refrain from making any changes to calendar meetings or adding any new meetings that include other attendees until Aug. 12.
- **Keep your postcard checklist handy** and bookmark the [post-transition checklist](#), to refer to on 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.

Watch for a calendar invite for Aug. 12 at 8 a.m. as a reminder about what you will need to do after the transition.

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/Husky Tech at 308-7000 or huskytech@stcloudstate.edu.

Sincerely,

Information Technology Services / HuskyTech
St. Cloud State University

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