

## FACULTY/STAFF:

Dear Colleague,

Please be aware that, to improve the UTSA technology experience, Technology Solutions (UTS) **will migrate all student email accounts from Google Workspace to Microsoft Office 365 on October 4, 2021.** By integrating the student and faculty/staff email systems, we can provide more options for students, faculty, and staff to collaborate and share information via Microsoft tools, including OneDrive and Outlook.

### Here's what you need to know:

**New student email address:** On October 4, students will be issued a new email address comprising of their [firstname.lastname@my.utsa.edu](mailto:firstname.lastname@my.utsa.edu). After October 4, any emails sent to their previous [abc123@my.utsa.edu](mailto:abc123@my.utsa.edu) email address will be automatically redirected to their new inbox. **If you are faculty/staff and also a student, you will also receive this new email account.**

**Student data transfer:** student Gmail accounts will become **read-only** as of October 4. UTS will provide assistance and instructions for students to transfer any relevant data from their Google Workspace to their OneDrive.

**If you, as a faculty/staff member, are currently using a my.utsa.edu email address to send messages or access Google Workspace (Google Drive, Docs, Sheets, etc), please be aware that your my.utsa.edu email address will also become read-only. No data in Google Workspace will become inaccessible, though migrating this data to your UTSA OneDrive is highly encouraged.**

**No preferred email:** Once the migration is complete, **students will no longer be able to designate a preferred external email address with which to conduct University business.** Instead, all communication to and from the University will be conducted through Office 365 email. Closer to launch, UTSA will provide suggested steps and wording for handling emails to you or your department received from a student at a non-my.utsa.edu email address.

UTSA is committed to providing the best and safest possible technology environment for our community. This move will increase your options for collaboration and bolster our ability to secure and protect university data. At the same time, giving students access to more Microsoft

Office 365 tools will better prepare them for the contemporary workforce; as of 2021, 95% of Fortune 500 companies use Microsoft tools.

We will continue to send students reminder communications throughout September, along with more details as the migration date approaches. In the meantime, feel free to visit [utsa.edu/office365](https://utsa.edu/office365) for frequently asked questions and updates.