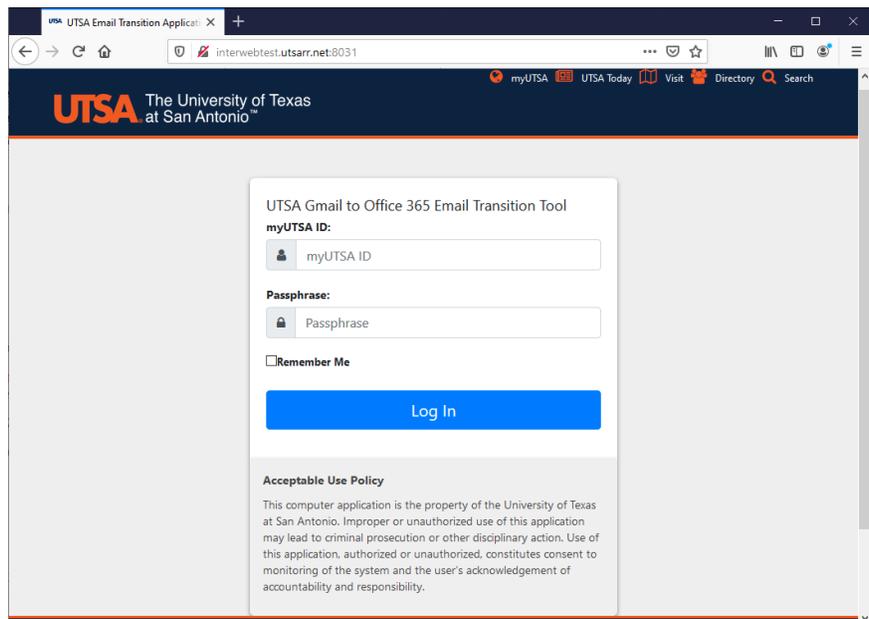


# USING THE OFFICE 365 EMAIL ACTIVATION LINK

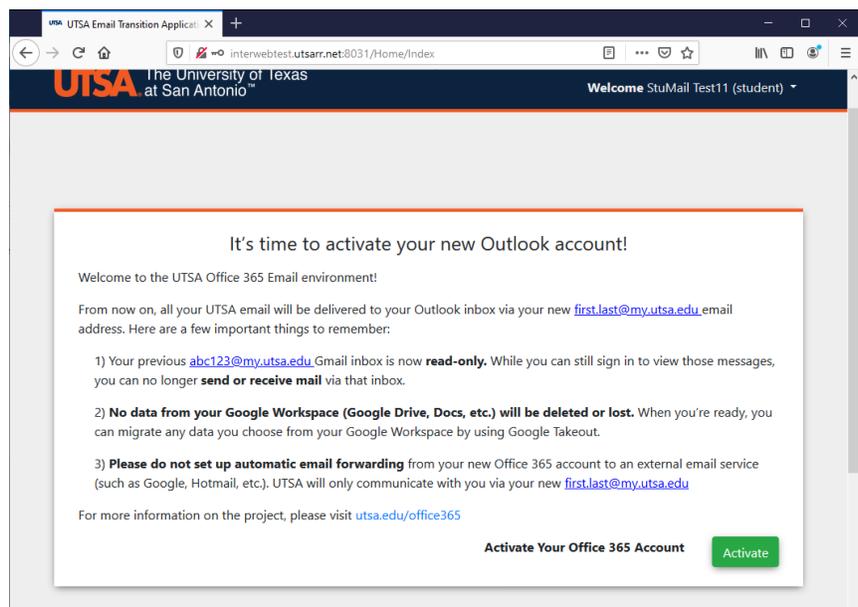
STEP 1: VISIT [UTSA.EDU/EMAILACTIVATE](https://utsa.edu/emailactivate)

Step 2:  
Sign in with  
your abc123 and  
passphrase



The screenshot shows a web browser window with the URL [interwebtest.utsarr.net:8031](https://interwebtest.utsarr.net:8031). The page header includes the UTSA logo and navigation links for myUTSA, UTSA Today, Visit, Directory, and Search. The main content area is titled "UTSA Gmail to Office 365 Email Transition Tool" and contains a login form with the following fields: "myUTSA ID" (with a user icon), "Passphrase" (with a lock icon), and a "Remember Me" checkbox. A blue "Log In" button is positioned below the form. At the bottom of the form, there is an "Acceptable Use Policy" section with a small text block.

Step 3:  
Click the Green  
Activate Button



The screenshot shows a web browser window with the URL [interwebtest.utsarr.net:8031/Home/Index](https://interwebtest.utsarr.net:8031/Home/Index). The page header includes the UTSA logo and a "Welcome StuMail Test11 (student)" dropdown menu. The main content area features a large white box with an orange border containing the following text:

It's time to activate your new Outlook account!

Welcome to the UTSA Office 365 Email environment!

From now on, all your UTSA email will be delivered to your Outlook inbox via your new [first.last@my.utsa.edu](mailto:first.last@my.utsa.edu) email address. Here are a few important things to remember:

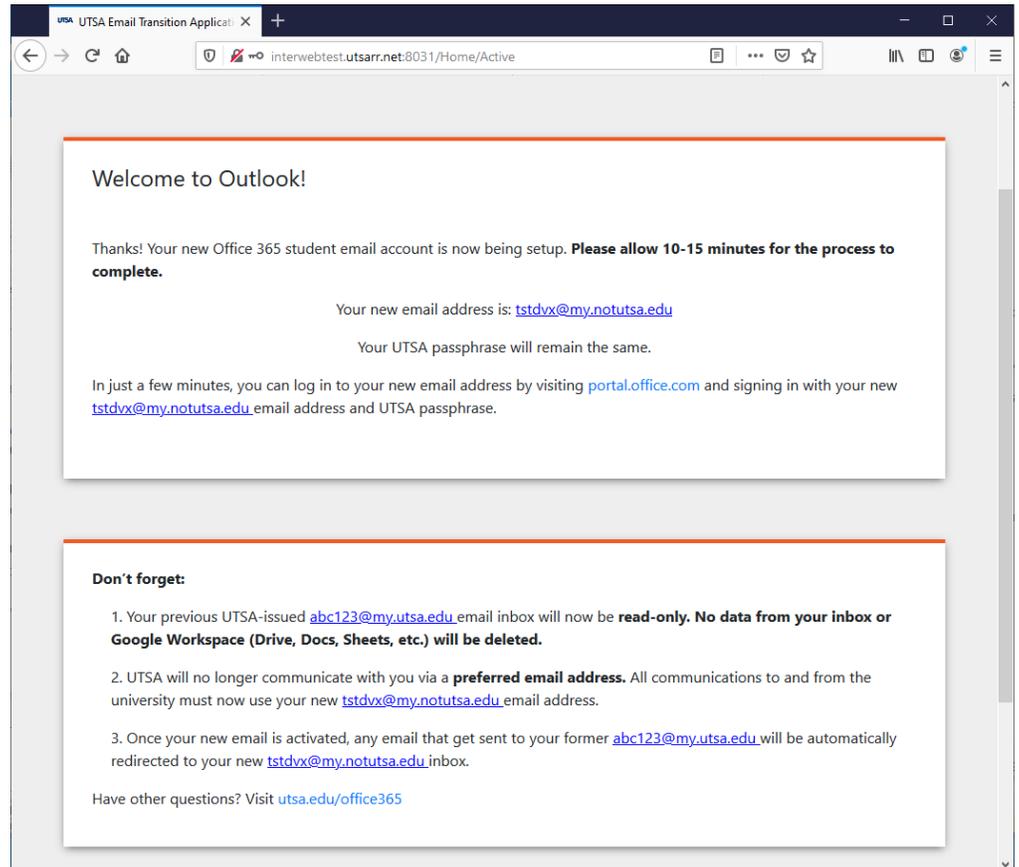
- 1) Your previous [abc123@my.utsa.edu](mailto:abc123@my.utsa.edu) Gmail inbox is now **read-only**. While you can still sign in to view those messages, you can no longer **send or receive mail** via that inbox.
- 2) **No data from your Google Workspace (Google Drive, Docs, etc.) will be deleted or lost.** When you're ready, you can migrate any data you choose from your Google Workspace by using Google Takeout.
- 3) **Please do not set up automatic email forwarding** from your new Office 365 account to an external email service (such as Google, Hotmail, etc.). UTSA will only communicate with you via your new [first.last@my.utsa.edu](mailto:first.last@my.utsa.edu)

For more information on the project, please visit [utsa.edu/office365](https://utsa.edu/office365)

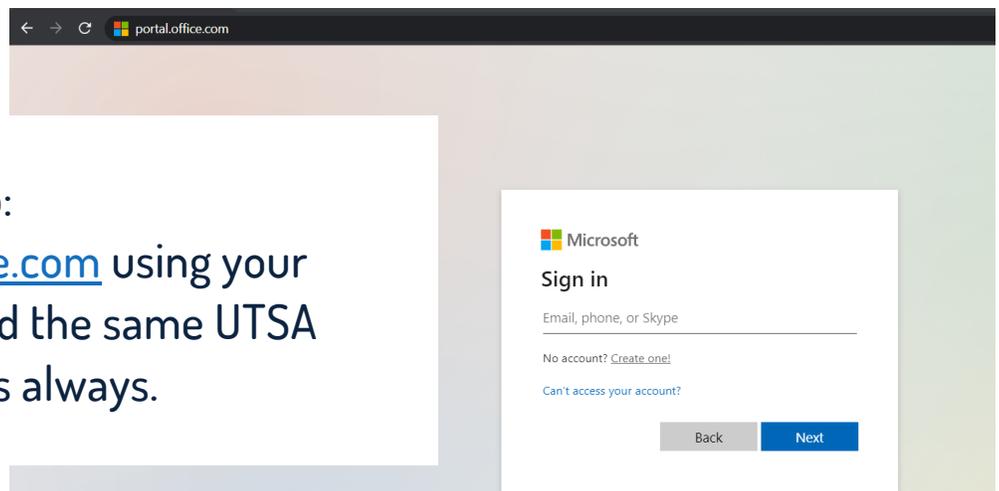
Activate Your Office 365 Account [Activate](#)

# USING THE OFFICE 365 EMAIL ACTIVATION LINK CONT.

Step 4:  
Coffee break!  
Review your  
new email  
address and  
give us a few  
minutes to set  
everything up.



Step 5:  
Sign in to [portal.office.com](https://portal.office.com) using your  
new email address and the same UTSA  
passphrase as always.



did you forget your new email address?  
don't worry!  
you can find it at [asap.utsa.edu](https://asap.utsa.edu) anytime!