

Dear Colleague,

As part of our continued efforts to improve the UTSA technology experience, University Technology Solutions (UTS) **will migrate all student email accounts from Google Workspace to Microsoft Office 365 on October 4, 2021**. Integrating the student and faculty/staff email systems in Office 365 will make it easier for students, faculty, and staff to collaborate and share information via a wide variety of 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 the first letter of their preferred name, their last name, and three random numbers (jsmith123@my.utsa.edu). After October 4, any emails sent to their previous abc123@my.utsa.edu email address will be automatically redirected to their new inbox.

**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.

**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.

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 send students reminder communications, along with more details as the migration date approaches. In the meantime, feel free to visit [utsa.edu/office365](https://utsa.edu/office365) for updates.



**Kendra Ketchum**

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