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# OFFICE 365 STUDENT EMAIL MIGRATION

OCTOBER 4, 2021

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# WHY MOVE?



INCREASED COLLABORATION  
STRONGER CYBERSECURITY  
WORKFORCE PREPARATION

# WHY MOVE?

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## Increased Collaboration

Bringing students, faculty, and staff together in the Microsoft environment will upgrade your ability to work and communicate with everyone at UTSA! Bringing your email into Office 365 will increase functionality with other Microsoft Office 365 tools, like OneDrive or SharePoint, providing seamless integration and smoother user experience.

## Stronger Cybersecurity

With student email in the Microsoft cloud, UTS will have better ability to block malicious activity, preventing more phishing and scam emails from reaching student inboxes.

**Note:** Multi-factor authentication will be required for all student O365 email accounts.

## Prepare UTSA students for the Workforce

95% of Fortune 500 companies use the [Microsoft Cloud environment](#). Thus, recent graduates are faced with learning Outlook, Teams, OneDrive and other Microsoft tools when starting their careers. Introducing our students to the Microsoft environment during their higher education experience will better equip students to embark on their professional careers.

# KEY POINTS

NEW EMAIL ADDRESS FORMAT

GMAIL BECOMES READ-ONLY

NO PREFERRED EMAIL ADDRESS

# NEW EMAIL ADDRESS FORMAT

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preferredfirstname.lastname@my.utsa.edu

## Student Names:

- If a student has the same first and last name as another student, they will receive a numeral at the end of their last name.
- If a student changes their preferred name, they will see that change reflected in their student email address by the next day.

## Where can I see it?:

- Students can view their new email address on or after October 4, where it will be visible on ASAP and will be shown to you the first time you activate your account.

# GMAIL BECOMES READ-ONLY

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All UTSA-issued Gmail accounts ([abc123@my.utsa.edu](mailto:abc123@my.utsa.edu)) will be rendered **read-only**. Users will still be able to sign in and view their inbox, but **it will not be able to send or receive messages**.



Any data in a user's Google Workspace (Google Calendar, Google Sheets, Google Drive, etc.) **will NOT be deleted or lost**.



All users will be able to use a free Google tool, **Google Takeout**, to download any/all of the data in their [abc123@my.utsa.edu](mailto:abc123@my.utsa.edu) Google Workspace to a computer of their choosing.

*UTSA also offers cloud storage to students: **OneDrive for Business***

# GMAIL BECOMES READ-ONLY

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Any faculty or staff members who have accessed or used an **abc123@my.utsa.edu** Google Workspace account will be impacted in the same way as students.

- Their **abc123@my.utsa.edu** Gmail inbox will be rendered **read-only**
- Their Google Workspace data **will remain accessible**
- They have the option to migrate their Google Workspace data with **Google Takeout**

*Faculty/staff are issued a first.last@utsa.edu Office 365 email account with which to email students. This is the only email account to be used for that purpose.*

# NO MORE PREFERRED EMAIL ADDRESS

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As of **October 4, 2021**, students **will no longer be able to designate** a preferred email address with which to conduct their university business. **All official communications to and from UTSA must go through their new first.last@my.utsa.edu Office 365 email account.**

If, as fac/staff, you receive an email from a student with an external email address, please make them aware that **official university business can only be conducted via their my.utsa.edu email account.** To ensure that a record of your email communication goes to the student, you may wish to **copy/forward the email exchange to the student's my.utsa.edu account.**

For more information about this policy change, visit: [onestop.utsa.edu/resources/email](https://onestop.utsa.edu/resources/email)



# SPECIAL GROUPS



FACULTY/STAFF WHO  
ARE ALSO STUDENTS  
STUDENT WORKERS  
STUDENT WORKER EMPLOYERS

# SPECIAL GROUPS

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## Faculty/Staff who are also students:

If you are both Faculty/Staff and a student, you will receive a new Office 365 email account (**first.last@my.utsa.edu**) like all other students. Your standard **first.last@utsa.edu** email account will remain unchanged. Please keep your student and fac/staff information separate.

## Student Workers:

Student workers will, for the first time, be contending with having **two Office 365 email accounts**: their student account (**first.last@my.utsa.edu**) and their work account (**first.last@utsa.edu**). **It is imperative that they keep this information separate, because when/if their employment at UTSA comes to an end, all data in their work account will be purged.**

## Student Worker Employers:

Student worker employers will share the burden of ensuring that student workers keep their **school** and **work** data in separate Office 365 accounts. Because all opportunities to work for UTSA help students prepare for the contemporary workforce, student worker employers will fold this information in to their larger expectations for student worker performance.

**MISCELLANEOUS**

**MORE INFORMATION  
COMMUNICATION PLAN  
(IN PROGRESS)**

# MORE INFORMATION

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For our FAQ and the most up-to-date information about this project, visit: [utsa.edu/office365](https://utsa.edu/office365)

Have a question? Want us to come present to your group? We've got you covered!

Contact Dr. Jessica Abel Wilkinson, Director of Digital Customer Experience for UTS (formerly OIT)  
[Jessica.abel@utsa.edu](mailto:Jessica.abel@utsa.edu), on [Teams](#), or via call/text: 210-853-6555

# COMMUNICATIONS OVERVIEW

This is a list of all the methods by which groups on campus are being communicated with regarding this email migration. All-Campus outreach includes **7 emails**, the Office 365 [project website](#), and a **UTSA Mobile App feature**.

## STUDENT-ORIENTED

- ✓ Social Media (with OneStop)
- ✓ 10 On-Campus Tabling events
- ✓ [OneStop Website](#)
- ✓ ASAP Notifications
- ✓ Transition App

### Presentations:

- SGA & SGA Leadership
- Sponsored Student Orgs
- PSAC

## FACULTY/STAFF-ORIENTED

- ✓ UTSA This Week
- ✓ Faculty Digest

### Presentations:

- Faculty Senate
- Staff Senate
- Student Affairs Council
- Department Chairs Council
- Banner Core
- Email Tiger Team

## OTHER

- ✓ Office365 Email Migration Pilot (9/1-9/17)
  - 30 student/staff users
  - Functionality testing, application testing (Adobe Creative Cloud, etc.)
- ✓ Student Worker Employers
- ✓ Student Workers

**UTSA**  
University Technology Solutions