

OVERVIEW

How to access data from your previous UTSA student Office 365 Account (including your OneDrive)

DESIGNED FOR

Anyone with a student or alumni role at UTSA

CONTENT

Background: If you had a student role at UTSA prior to October 4, 2021, you had access to an Office 365 account that did not have email enabled. It did, however, have other Microsoft tools, including OneDrive.

As of 10/4/21, you can still access your previous student Office 365 account. **This may change going forward. Please migrate any data you wish to keep as soon as possible by following these instructions.**

To access your previous student Office 365 account:

1. Visit <https://portal.office.com>
2. Sign in with these credentials:

abc123@utsa.edu

UTSA passphrase

To access your new account:

1. Visit <https://portal.office.com>
2. Sign in with these credentials:

First.last@my.utsa.edu

UTSA passphrase

REQUIREMENTS

A web browser and a student UTSA Office 365 email account created before 10/4/2021

LEARN MORE

To find out more about Office 365 email at UTSA, visit <https://utsa.edu/office365>.