

From: [UTSA University Technology Solutions](#)
To: [Tina Garza](#)
Subject: [Test]:Email Technology Moving to Microsoft Office 365
Date: Tuesday, May 18, 2021 9:06:40 AM

Heads Up! Email is moving to Microsoft Office 365 - Coming this Fall!



Hi Tina,

As part of our continued efforts to improve your 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 Email Address Format** — On October 4, you will be issued a new email address comprising the first letter of your preferred name, your last name, and three random numbers. After October 4, any emails sent to your previous my.utsa.edu email address will be automatically redirected to your new inbox. This means that even though you have received a new email address, there is no need to update or change your email address anywhere you've used your abc123@my.utsa.edu, although this is highly recommended
- **Gmail Will Become Read Only** — No data from your Google Workspace will be deleted as a result of this migration; however, your Gmail email will become read-only as of October 4. No new email will be able to be sent or received to your Gmail inbox. You will be responsible for transferring any relevant data from your Google Suite at your convenience. Instructions and assistance will be provided closer to the migration date.
- **No More Preferred Email Address** — 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 your new Office 365 email.

UTSA is committed to providing the best and safest possible technology environment for your success. This move will increase your options for collaboration and bolster our ability to secure and protect your data. By giving you this access to more Microsoft Office 365 tools we can better prepare you for the contemporary workforce; as of 2021, 95% of Fortune 500 companies use Microsoft tools.

Have questions? We will send reminder communications with more details as the migration date approaches. In the meantime, feel free to visit utsa.edu/office365 for updates.



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