

OFFICE 365 EMAIL POLICY

STUDENT WORKER INFO

On October 4, 2021, all UTSA-issued student email moves from Gmail to Office 365.

This involves a special burden for student workers, who will now have **TWO** Office 365 accounts to manage and to keep separate.

STUDENT EMAIL EXPERIENCE:

On October 4, 2021, you will be issued a new student email address in the following format:

preferredfirstname.lastname@my.utsa.edu

You can access your student email anytime by visiting portal.office.com and signing in with your new email address and UTSA passphrase.

Note: Your UTSA passphrase will remain the same.

PLEASE DO NOT MIX your student email and data with your staff email and data. It is crucial that you keep this data separate because faculty/staff data is purged when your employment comes to an end.

FAC/STAFF EMAIL EXPERIENCE:

For fac/staff work, you will continue to use your previously issued:

first.last@utsa.edu

To access your work email, simply sign in to the portal.office.com or your Outlook client with your first.last@utsa.edu. **Remember, please keep your staff and student work completely separate.**