

9 September 2021

STUDENT:

Hi [NAME],

As the Fall 2021 semester approaches, please be aware of the upcoming changes to your student email account ([abc123@my.utsa.edu](mailto:abc123@my.utsa.edu)). To improve and streamline your technology experience, University Technology Solutions (UTS) **will migrate all student email accounts from Google Workspace to Office 365 on October 4, 2021.**

Here's what you need to know:

- **New Email Address Format**—On October 4, you will be issued a new email address comprising of your [first.lastname@my.utsa.edu](mailto:first.lastname@my.utsa.edu). After October 4, **any emails sent to your previous [abc123@my.utsa.edu](mailto:abc123@my.utsa.edu) email address will be automatically redirected to your new inbox.** While the automatic redirect will help prevent your mail from getting lost, we do strongly encourage you to update or change your email address anywhere you're currently using your [abc123@my.utsa.edu](mailto:abc123@my.utsa.edu) email.
- **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. Detailed instructions and assistance in transferring that data will be offered when your new inbox is launched.

*Want to get ahead? Start using your OneDrive now! Simply visit [portal.office.com](https://portal.office.com), select the OneDrive cloud icon, and begin uploading your files!*

- **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. For questions or more information about this policy, visit [LINK](#).

UTSA is committed to providing the best and safest technology environment for your success. 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.

Over the next few weeks, we will continue to send reminders with more details and instructions. For frequently asked questions, please visit [utsa.edu/office365](https://utsa.edu/office365).