VUIT is moving email to Microsoft's Office 365 cloud environment. To prepare, your mailbox will be copied to the cloud during your Sync Week. The move will be completed on your Migration Date. To make the move as easy as possible, we have provided details below.

For more information, visit:
it.vanderbilt.edu/emailmigration

For help, contact the Help Desk:
615-343-9999

ON Your Migration Date

1 Your migration will take place overnight. At the close of the business day on your migration date listed on the sticker above, **please close Outlook and shut down your computer.**

AFTER Your Migration Date

2 **LAPTOP/DESKTOP**
Turn on your computer and open Outlook.

3 **MOBILE DEVICES**
Reset your email account on your mobile device.
For the best user experience, we recommend using the Outlook Mobile App:

If you use the Outlook App:
- Remove your current Vanderbilt Exchange email account.
- Sign in to your email by clicking "Add Account" and logging in with your primary email address.

If you want to use the Outlook App, but do not use it currently:
- Remove your current Vanderbilt Exchange email account from the app you use today.
- Download the Outlook Application.

- Sign in to your email by clicking "Add Account" and logging in with your primary email address.

   HINT: For detailed instructions on how to reset your email on your mobile device, please visit the website at it.vanderbilt.edu/emailmigration/migration.php.

If you want to use a different Email App:
- Call the Help Desk at 615-343-9999 for assistance setting up your email account.

NOTE: To view your email in your web browser rather than through the app, visit **outlook.com** and log in using your primary email address. Outlook Web App (OWA) users will no longer use email.vanderbilt.edu after migration but should use outlook.com instead.