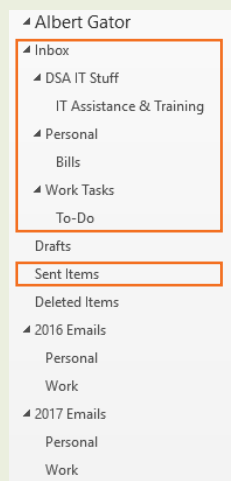


Outlook Changes in Detail

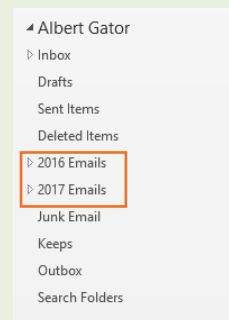
Retention Policy - Once your mailbox is moved to UF Exchange, new policies come into effect. These policies cover both public record and email retention.

Email mailbox limits will be removed, which means that employees will have unlimited storage and the ability to keep all business decision related emails for at least 3 years. Please see information below on how to maintain your emails for more than 3 years. **It is imperative that you start to reorganize the structure of your email Inbox as soon as possible. IT Help is here with any assistance in moving or creating a new folder structure.

Emails located under the *Inbox* folder, *Inbox* subfolders, and *Sent* folder (outlined in orange), will be maintained for 3 years. After 3 years the emails will be deleted.



Emails located under folders at the same level as the *Inbox* folder (outlined in orange), will be maintained forever.



An easy way to tell if a folder is under the *Inbox* folder or at the same level, is to collapse the *Inbox* folder by clicking on the little triangle next to the folder. If the folders disappear then they are located under the *Inbox* folder. If the folders still show up, then they are at the same level as the *Inbox* folder. If you are still in doubt please contact us for help.

Signature Changes

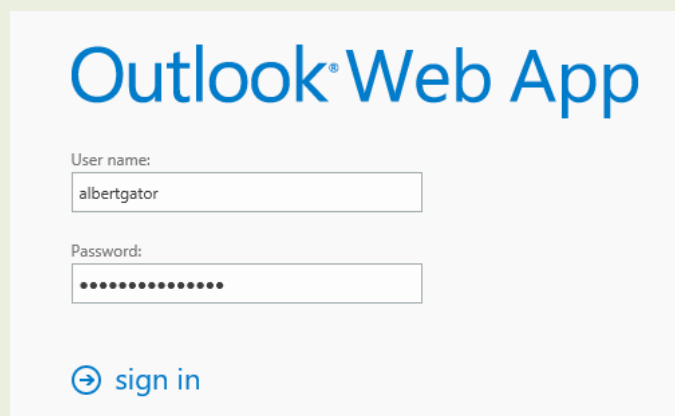
When your mailbox is moved to UF Exchange, you will temporarily* lose your email signature. This change will only be while your mailbox is on UF Exchange. Once your mailbox is on Office 365, standardized signatures will be applied once again.

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*We are estimating that signatures will be available by the end of August 2018.

Outlook Web App

The new web address for accessing your work email outside of work resources is: mail.ufl.edu/owa.



The username and password will be the **same** as your GatorLink username & password.