Important Outlook Changes

Create New Outlook Profile:
Your Outlook profile **must** be setup again. To do this, you open the Outlook application on your computer. Enter a **Profile Name:** “Outlook”. Then click **OK > Next > OK > Finish**.

Once Outlook is open, verify access to shared mailboxes and calendars. If you are missing any, please contact Student Affairs IT.

Signature Changes:
During this phase you will temporarily lose your email signature until your mailbox is moved to Office 365. Signatures will be available by the end of August 2018.

MailMeter:
Users will **no longer** be able to access MailMeter ISR. When mailboxes are in Office 365, Student Affairs IT will start importing MailMeter archives into a folder located in your mailbox. More information will follow before we begin that process.

Outlook Auto-Complete (Cached Contacts):
All cached emails addresses (Emails stored in the To: field in Outlook) will be deleted and users will have to manually re-enter emails or get from the address book.

Retention Policy:
There will be no longer be set mailbox limits. All emails located under the **Inbox** folder will be deleted after 3 years. Emails located in folders at the same level as the **Inbox** folder will be maintained forever.

Mobile Email\Calendar\Contacts

On Monday, if you have your work email on your mobile device, you **must** reconfigure these settings or there will be a loss of your work email\calendar\contacts. Follow the steps listed below:

1. Remove existing work mailbox from your mobile device.
2. Go into your mail application and add a new account.
3. Choose Exchange for account Type.
4. Enter the following information:
   - **Email:** Work email (i.e. agator@ufsa.ufl.edu).
   - **Username:** GatorLink username.
   - **Password:** GatorLink password.
   - **Server:** mail.ufl.edu
   - **Domain:** UFAD

**Note:** Not all fields above may be applicable!

Address Book: **Global Address List**
On Monday, you will need to use the **UF Global Address List** to search for other staff members within the Division of Student Affairs. Searching for other staff members has changed. Now you will need to search by **last, first** name. In some cases you will need to remove the space after the comma **last, first**.

Looking for **Student Staff**? To search for student staff within the Division of Student Affairs, you will need to use **first last** name format. This is specifically their Student Affairs account.

If you experience any issues, please reach out to Student Affairs IT immediately.

Questions? Call/Text **(352)392-2465** or Email **ithelp@ufsa.ufl.edu**