

Important Outlook Changes

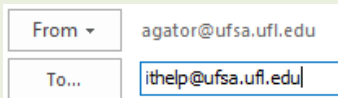
Create New Outlook Profile:

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.

Outlook Auto-Complete (Cached Contacts):

All cached email 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.



Outlook Web App:

If you wish to access Outlook outside of work resources, use mail.ufl.edu/owa. The log in information will be your GatorLink Username and Password.

Signature Changes:

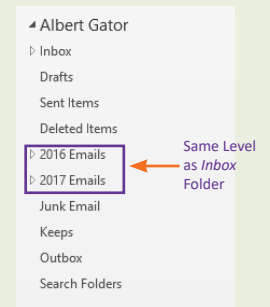
During this phase you will temporarily lose your email signature until your mailbox is moved to Office 365. Signatures will be available by the end of August 2018.

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.

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.



For more details on changes to Outlook, please see the [Student Affairs Outlook Changes in Detail pdf](#).

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

**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.

A screenshot of the 'Global Address List' application. The search criteria are set to 'pendleton, matt'. The results table is as follows:

Name	Title	Business Phone	Location
Pendleton, Matt	Senior Director	(352) 946-4734	PO BOX 112100
Pendleton, Amanda L		(352) 392-8285	PO BOX 110450
Pendleton, Amanda R			
Pendleton, Amy L			2046 NE WALDO RD ...
Pendleton, Bonnie Lynn	Audiologist/Speech Lang...		
Pendleton, Brooke E			
Pendleton, Carol Ann	Office Assistant III	(386) 822-5778	3100 E NEW YORK AVI
Pendleton, Catherine C			
Pendleton, Charlotte J			PO BOX 117001
Pendleton, Darren E			
Pendleton, Dorenda J	OPS TECHNICAL		
Pendleton, Elena C			
Pendleton, Erin E			
Pendleton, Janet Ruth		(352) 273-8045	2046 NE WALDO RD ...
Pendleton, Jonathan L			
Pendleton, Karen Marie	STUDENT		
Pendleton, Lakya	STUDENT ASST		

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