Please read the modification notice written and underlined in red below or you will experience trouble login in your student email account:

Dear all,

What is going to happen?

The IT department has the pleasure to inform you that we scheduled an upgrade to our student's email & calendar system.

The upgrade will consist of the migration to a new platform **Microsoft Office 365**.

This intervention is scheduled as from **August**.

Your access to the Outlook Web Access (OWA) will not change, use https://owa.uni.lu !

Attention! Modification!

You need to use the new format (id@uni.lu) for your username!
Example: 0070505026@uni.lu
Small how-to here: https://wwwen.uni.lu/students/useful_information_from_a_to_z/password

You will keep your password!

Here are 3 different scenarios that you may encounter to see if you have been migrated:

1. If you are not yet migrated, you will be directly connected after authentication
2. If the migration is in progress, you will not have access to your mailbox
3. If the **migration is complete**, you will be redirected and you will have an additional redirection/authentication before arriving to your new Office 365 mailbox (we cannot avoid it)

With Office 365 you will have also a **50 GB mailbox (instead of 1GB!)** that offers powerful spam and antivirus filters!

What does this mean for you?

It is important that you read and understand this message as we move forward with the migration.

The mailbox will be inaccessible for a while. The period of inaccessibility depends on the size of your mailbox.

We strongly advise you to make a **backup** of your current mailbox if you have **important information** stored on it.

Please find below some link on how to backup your mailbox:

- For Windows computers:

  1. *https://www.youtube.com/watch?v=NzM5-43RwWM*
  2. *https://support.office.com/en-us/article/export-or-backup-email-contacts-and-calendar-to-an-outlook-pst-file-14252b52-3075-4e9b-be4e-ff9ef1068f91*
- For Mac computers:

  1. https://www.youtube.com/watch?v=Vn7lTcqn__I
  2. https://support.office.com/en-us/article/export-items-to-an-archive-file-in-outlook-for-mac-281a62bf-cc42-46b1-9ad5-6bda80ca3106

What now?

The migration will **start in August 2019** and will end on the 15th of September 2019.
Please plan to be without email access for some hours during the migration of your mailbox.
A "light Guidebook" of the new Office 365 will be published very soon.

Why are we switching to Office 365?

1. **Explore and Integrate**: Office 365 Integrates seamlessly with Microsoft Office and other Microsoft programs.
2. **Collaborate Anywhere Anytime**: With Office 365, you get web-enabled access to email, documents, contacts, and calendars regardless of whichever device or browser you use. This accessibility enables unified collaboration among students and teachers.
3. **Compatibility**: Everyone has the same version of Microsoft Office, and all users receive upgrades at the same time.
4. **Get Organized**: When you use Office 365, email, calendar and contacts are all synchronised. Update a contact on your mobile phone and it will be automatically updated across all your devices. You can also access the same data from any device or save a document on your PC and continue working on it on your smartphone or tablet.
5. **Stay Up and Running ALWAYS**: By running your applications in the cloud and storing your data there, too, you will ensure all your important documents and applications, such as email, will always be available – even if your company experiences a disaster such as a fire or a flood.
6. **Real-time Collaboration**: Teams can collaborate with Microsoft Word, Excel and PowerPoint. Users can see real-time edits or additions their colleagues are making to a document. It also saves each version automatically, so you can revert to older versions easily. This ensures a quicker and simpler collaboration between employees and departments, resulting in improved productivity.
7. **Security**: Office 365 has built-in security and continuous compliance. You always know where your data is and who has access to it. You can also remotely wipe all data from your mobile device if it is lost or stolen.

Kind regards,

IT Service Desk