



Office 365

Office 365 Post-Migration Steps

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Office 365 Post-Migration Steps

Please print these instructions out so you have them on hand the day after your migration.

Steps to complete after your mailbox is migrated:

- Step 1. Boot, Reboot or Restart Your Computer
- Step 2. Confirm Migration by Logging in To the Webmail
- Step 3. Configure Mobile Devices
- Step 4. Create a New Outlook Profile
- Step 5. Things to Know

STEP 1: Boot, Reboot or Restart Your Computer

If you left your computer on the day of your migration, please reboot/restart it now; if not, turn on your computer.

STEP 2: Log in to the Webmail to Confirm Migration

1. Open up a web browser and go to <http://email.miami.edu>. This is the new web address (URL) you will use to access the Office 365 Outlook Web App (OWA).
2. Log into OWA with your CaneID and Password (the same credentials used to log in to myUM).
3. The first time you log in to OWA, you will need to select your time zone.
4. Once logged in, if you see the "Office 365" logo/title in the upper left-hand corner of the browser window, you have been migrated.



Please feel free to use this web address and interface to access your email, calendar and contacts in the event you have issues with your Outlook client. You may also want to bookmark <http://email.miami.edu> as the new OWA URL.

STEP 3: Configure Mobile Devices

If your account is set up on a mobile device and you are experiencing issues, you may need to delete and recreate your device's email account.

Configuring iPhones, Android, Windows Phones – [Mobile Device Configuration](#)

- http://it.miami.edu/wda/it/o365_MobileDevicesConfig.pdf

Configuring the Outlook for iOS/Android App – [Configuring Outlook for iOS/Android App](#)

- http://it.miami.edu/wda/it/o365_ConfigureOutlookMobileApp.pdf

STEP 4: Create a New Outlook Profile

Remember, you will have to log in to Outlook with your email @miami.edu address (i.e. s.ibis@miami.edu) and CaneID password going forward.

Once your computer has restarted, you will need to create a new Outlook profile for your Office 365 mailbox. You will find configuration instructions for Outlook for PC and Outlook for Mac at the links below.

- [Configure Outlook 2013/2016 for Office 365](#)
 - o http://it.miami.edu/wda/it/o365_Configuring_Outlook_13_16.pdf
- [Configure Outlook 2011/2016 for Mac for Office 365](#)
 - o http://it.miami.edu/wda/it/o365_Configuring_OutlookforMac_16_11.pdf

Once configured, Outlook may take some time to update after it has connected to the Exchange server. Please be patient, this could take some time. In the meantime, feel free to use the Outlook Web App (<http://email.miami.edu>).

STEP 5: Things to Know

- During the Office 365 migration project, those in Office 365 will not be able to see the free/busy time for those outside of Office 365 (and vice versa).
- Items in the Deleted Items folder will only be retained for 30 days following the migration.
- You will have to log in to Outlook with your email @miami.edu address (i.e. s.ibis@miami.edu) and CaneID password going forward.
- The new webmail address is <http://email.miami.edu>.

For more information, please see our Office 365 service catalog entry at Microsoft Office 365 (<http://www.miami.edu/it/o365/>) or our Office 365 migration website (<http://www.miami.edu/it/o365migration/>).