

Office 365 Email Migration Project

The email migration will start Thursday April 26, 2018 at 4:30pm and will continue into the weekend. Prepare to be without email until Monday April 30, 2018

This document has three task areas: **Before, During, and After**

BEFORE:

Before 4:00 PM on Thursday, April 26

TASK: SIGN-OUT of all email, office applications and any other apps linked to your school account (Staff - @wburg.kyschools.us and Student-@stu.wburg.kyschools.us)

Directions for signing out of the commonly used applications are given below.

Please follow any and all that apply to you and your devices.



Webmail

1. In the Upper right corner of the window, select your name or photo and select **View Account**
2. Select, **Sign Out**




Office for Windows

1. In the Office Application, ie Outlook, Word, etc
2. Select **File** then **Account**
3. Under the User Information, select **Sign Out**



Outlook App – Android

1. Launch Outlook App
2. Touch the  icon
3. Touch the Gear Icon (Settings)
4. Touch your name
5. Touch Delete Account
6. Confirm delete Account




Office for iOS

1. Launch App (ie Word)
2. Touch Account
3. Touch Your Email account
4. Touch **Sign Out**



Outlook App – iOS

1. Launch Outlook App
2. Touch the  icon
3. Touch the Gear Icon (Settings)
4. Touch your name
5. Touch Delete Account
6. Confirm delete Account



Office for Android

1. Launch App (ie Word)
2. Touch your Name or photo in the top right
3. Touch your Name or photo
4. Touch **Sign Out**



Android Mail

Different versions of Androids may have different steps to remove the account. Generally, locate your school account in settings and remove.



OneDrive

Windows

1. Right Click the OneDrive icon in taskbar
2. Click Settings
3. Click Stop Syncing
4. Click Unlink Account

Note: Files will stay on your computer

MacBook

1. Click OneDrive icon on taskbar
2. Click Gear icon
3. Click Preferences
4. Click Account
5. Click Unlink this Mac
6. Confirm by clicking the Unlink Account button

Note: Files will stay on your computer



iOS Mail

1. Launch Settings
2. Touch Account & Passwords
3. Touch Exchange (or other Label for school email. Exchange is default label)
4. Touch your email address
5. Touch Delete Account
6. Confirm Deleting of Account

Mobile Devices

1. Open OneDrive mobile App
2. Touch Me (bottom right)
3. Touch **Sign Out** (Android) or **Sign Out of this Account** (iOS)



Skype for Business

1. Launch Skype App
2. Click on the arrow next to the gear icon



3. Click File
4. Click on Sign Out
5. Click the Delete my sign-in Info link
6. Click Yes to confirm

DURING:

4:30 Thursday, April 26 until Monday, April 30th.

MIGRATION IN PROGRESS

REMINDER:

NO ACCESS to the following:

- **Email**
- **OneDrive**
- **Microsoft Online Application**
- **GSuite**
- **Google Classroom**
- **Chromebook Logins**

You will still have ACCESS to the following:

- **Infinite Campus**
- **MUNIS**
- **District & School Websites**

TASK: Clear web browser cache

Please follow any and all that apply to you and your devices.



Chrome

1. In the browser bar, enter:

chrome://settings/clearBrowserData

2. At the top of the "Clear browsing data" window, click Advanced.
3. Select the following:
 1. Browsing history
 2. Download history
 3. Cookies and other site data
 4. Cached images and files

From the "Time range" drop-down menu, you can choose the period of time for which you want to clear cached information. To clear your entire cache, select All time.

4. Click CLEAR DATA.
5. Exit/quit all browser windows and re-open the browser.

select your name or photo and select **View Account**

6. Select, **Sign Out**



Internet Explorer

On any Internet Explorer 11 window, use the "Ctrl-Shift-Del" shortcut to bring up the Delete Browsing History pop-up window. To delete the Web cache, uncheck all options except for "Temporary Internet Files and Website Files" and "Cookies and Website Data," then click "Delete."



Firefox

1. From the History menu, select Clear Resent History
2. From the Time range to clear: drop-down menu, select the desired range; to clear your entire cache, select everything
3. Next to "Details", click the down arrow to choose which elements of the history to clear; to clear your entire cache, select all items
4. Click Clear Now
5. Exit/Quit all browser windows/tabs and re-open the browser



Safari on Mac

1. Launch Safari
2. Click History
3. Click Clear History
4. in the Clear, drop-down menu, select All History
5. Click Clear History
6. Quit the Safari Application (COMMAND+Q or Safari to Quit) and re-open the browser



Microsoft Edge

1. In the top right, click the Hub icon (looks like star with three horizontal lines).
2. Click the History icon (looks like a clock), and then select Clear all history.
3. Select Browsing history, then Cookies and saved website data, and then Cached data and files. Click Clear.
4. After the "All Clear!" message appears, exit/quit all browser windows and re-open the browser.

AFTER:

Monday, April 30

TASK: SIGN back into your email account.

WEBMAIL: STAFF AND STUDENT EMAIL ACCESS via WEBMAIL

New Link for Access: <https://www.office.com/signin>

Link on homepage will be updated.

ONEDRIVE content may not be available for a few more days.

If you were using the Outlook Client instead of Webmail:



Outlook 2016 for Windows

You will need to manually re-configure your email

1. Click Start button and type Control Panel
2. Click Control Panel
3. Select Categories it top right and change to Large Icons
4. Click Mail icon
5. Click Show Profiles
6. Click Outlook Profile
7. Click Remove
8. Click Apply and then OK
9. Launch the Outlook Client to start the Setup Wizard.

Personal Devices:

In general go back to the location that you signed out or deleted the previous account and sign in and/or create the new account.

For more guided steps, Microsoft provides the following:

To setup your school email on your iPhone or iPad, please visit this link:

[Setup Office apps and email on iOS devices](#)

To setup your school email on your Android device, please visit this link:

[Setup Office apps and email on Android](#)

For Students

If you have a student that needs to migrate email over to new account, let me know and I will send you a set of directions to give him/her.