

Good Afternoon Staff,

Our email situation is winding down. We are officially on the downhill side now.

First of all, thank you for all of your patience. I know that this was super irritating and horrible timing with the start of school starting. So THANK YOU so very much.

Second, the short version is this, you all have your email mailbox on Office 365 exchange online now. We have had Office 365 for years and our students have had their email boxes on 365, we just had not made that jump with the staff. Mostly because we knew it would be difficult and cumbersome to migrate all of the data in your mailboxes, and would take time. However, with our exchange server dying we were forced into making that jump.

Third, your outlook on your desktop computer will still be just fine. You may be asked to login an extra time. That is just fine. Your computer should save those second credentials and it will look exactly the same.

Fourth is your mobile devices that had outlook on them. You will need to edit your phone settings to add @prosserschools.org to your username field. Up until now, you just needed your lastnamefirstinitial. Now you need to add the @prosserschools.org. If you need help let me know.

Fifth. How do you log in with the web from home? I have put the login page back. Portal.office.com is the link. It looks different because it is. Your username is lastnamefirstinitial@prosserschools.org and your password is your network password. Call me if you are lost. ☺

Sixth is more of a caution. Those of you familiar with Office 365 can tune this part out. When you log into your account on the web login you will see that you are logging into the entire Microsoft Office suite. Yes, this is yours to use and you will love it. Whatever you do in the cloud stays in the cloud so you can work on your documents at home and school. You can share and collaborate documents with staff and students. I plan to schedule some trainings for staff that are interested in maximizing this tool you have at your disposal. (I will keep you posted when I will do these trainings.) However, this is not your U: drive. If you are saving documents to your desktop or your U: drive they DONOT automatically save here as well. Just be cognoscente of where you are saving your documents. I use my 365 account and love it. You will to if you choose to use it.

Sue Bray put together some great tip sheets for staff. You can find them at:

[http://prosserschools.org/UserFiles/Servers/Server_204086/File/Departments/Technology%20Department/staff%20web%20mail%20from%20anywhere\[17846\].pdf](http://prosserschools.org/UserFiles/Servers/Server_204086/File/Departments/Technology%20Department/staff%20web%20mail%20from%20anywhere[17846].pdf)

As always don't hesitate to contact anyone in our department if you have questions or your get lost. ☺
And thank you again for being so patient with us.

Shawn Shultz
Technology Director