

Disabling Office 365 Email Forwarding

Good afternoon,

As noted in an earlier communication, you are requested to disable your forwarding rule from your Office 365 account to your Schulich email account on or before the end of the day on Wednesday May 10th. Please visit our [Office 365 Resources How To:](#) webpage for instructions on how to complete this task.

Again, please note that after your forwarding rule has been disabled, if you are expecting any email to your @uwo.ca email account, you will need to log into your Western account to access these messages. You can access this account by visiting <http://myoffice.uwo.ca> and logging in using your full Western email address (e.g. userid@uwo.ca) and your Western password .

You will have to check both email systems until the cutover date of June 2nd, 2017

Please note: Again, if you are forwarding your @schulich.uwo.ca email address we need to hear from you immediately in order to minimize the risk of duplication of data.