

Office 365 Reminder

This is just a reminder that your GroupWise data collection has begun. At this point you should not be deleting, moving or modifying email messages 14 days or older from May 8th. Also, forwarding from Office 365 to Schulich has been disabled as of May 10th to prevent a loop and duplicate email messages. Also, as a reminder of what will and will not be migrated to Office 365:

Will be migrated:

- All email messages
- All historical calendar appointments and 1 year of future appointments (Note: recurring appointments will migrate but the recurrence will have to be recreated).
- Personal Address book
- Personal archives

Will not be migrated:

- Signatures (you can find information on how to setup your signature in Outlook 2013 on our [Outlook Training & Resources](#) webpage under Updating Your Email Signature).
- Rules (please note any rules you wish to recreate within Outlook).
- Frequent Contacts (Ensure any Frequent Contacts you wish to retain are copied to your Personal Address Book).
- Trash
- Junk Mail Folder

Note:

- Any shared folders that you are not the owner of will not be migrated and will have to be re-shared with you by the owner.
- Any folders within your cabinet that do not have any data contained in them will not migrate.
- At this point you should have the Outlook 2013 Client installed and configured to access your Western email.

All this information and more can be found on our [Office 365 Resources](#) webpage.