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## Resource

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### Outlook quick reference 2013

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### Congratulations!

Your email has been migrated to Office 365 cloud hosting, proudly provided by:

What does this mean? Your email is now hosted on Microsoft servers, making it available from anywhere, anytime, on any device! Your Outlook has been pre-configured with a new profile, and your mail should be up and running with little to no noticeable difference. Some settings, such as email signatures, shared calendars, and message views, may need to be re-configured.

### Things to know:

- Your computer password has been reset. This was to allow SmartPath technicians access to your Outlook to set up your new mail. Your password is standard format: capital first initial, last initial, last initial, first initial, followed by the year. So, John Doe's password would be Jddj2014. You will be required to change this at first login, for security purposes. Your email password is currently set to the same format.
- Per your company policies, you may now have access to email on mobile devices, such as phones and tablets. Setup instructions and assistance are available from SmartPath Technologies.
- You also have the ability to check your email from anywhere using the Outlook Web App. The address is <https://outlook.office365.com> Sign in with your full email address and password.
- **IMPORTANT:** with Office 365 hosting, your mail will be the same from any device. This means if you delete a message from OWA, it will also be gone from your computer. If you create a folder in Outlook, it will appear on your phone. Keep this in mind when making any changes to your messages.

A technician will be available on-site the first business day after the migration. After that, please direct all issues to SmartPath via email, direct ticket submission, or phone at 270-2054709.

