

December 13, 2018



Dual Account Holders,

The wait is over! You are now able to select your primary university email address. As a reminder, you've been able to receive email messages that were sent to the email address you used prior to the movement to the cloud, but the email you "sent" from was your @email address. By visiting [this website](#) you can now select which address you'd like to be your primary email address – be it @sc.edu, @mailbox, @email, etc. Follow the link and input your Network Username and password and you can select from the options listed.

Once you make your selection, your "sent from" email will change, as will the email you use to login to Office 365 services such as OneDrive, email, and [portal.office.com](#). **Note: it may take up to one hour for the change to take effect.**

After you make your selection and your primary email address has taken effect, please log out of Skype for Business and log in with the primary email address you selected. Also, close your Outlook client, remove your email profile, and add the new primary one. The process is easier than it sounds and [instructions](#) can be found on the migration website. Our Service Desk technicians are also available to help you. Give them a call at (803) 777-1800.

If you shared files in OneDrive while using your @email account, the links contained in the email messages that were automatically sent to individuals will no longer work. However, when they are logged into [portal.office.com](#) the files will show in the [Shared section \(in the left navigation\)](#) and will still be functional.

Thank you so much for your patience, cooperation, and support during this process. Please [let us know](#) if we can be of assistance.

Division of IT