UNIVERSITY OF
SOUTH CAROLINA
Division of Information Technology

September 18, 2018

UofSC employee,

Over the next few months, all employee email will be moved to the Microsoft Cloud. The move will combine our employee and student emails into a single system, allowing for better collaboration. In addition, mail stored in the cloud is more secure, greatly reducing future risk.

Beginning this week, some employee mailboxes will be moved to the cloud. The first accounts scheduled to be moved are those of dual account holders, or individuals who have both an employee and a student email account. These accounts will be moved from September 18-October 2, 2018. If you are a dual account holder, you have already been notified of the date your account will be moved. If you aren't **please keep reading**, as there is important information that all employees should know.

- **No data will be lost during the move to the cloud.** All emails, calendar appointments, etc., will be moved.
- You will not be able to find the email address of a dual account holder in the Search field of Outlook until mid-October. If you need an employee email address that cannot be located through Outlook, please use https://sc.edu/about/directory/.
- While dual account holders are being moved, you will not be able to "busy search" their calendar to determine if they have a prior obligation before scheduling a meeting. You can still send a meeting request to a dual account holder and they will be able to approve, decline, or suggest another time. You will not be able to see their calendar prior to sending the appointment.
- If a dual account holder has provided access to his/her calendar or email account to another person (a delegate), the delegate will not be able to proxy into account unless they are also a dual account holder.

The accounts of employees who are not dual account holders will be moved by department beginning October 23, 2018. The exact timeline is under development and more information will be available in the near future. In the meantime, detailed information about moving email to the cloud can be found our webpage dedicated to the process. You can also contact the Service Desk at (803) 777-1800 or sc.edu/ithelp for additional information.

Thank you,

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