

October 3<sup>rd</sup>



Good morning!

Your UofSC employee email account has been successfully moved to the cloud. All email messages, calendar appointments, and contacts have been moved. To complete the process, please follow these steps:

1. Create a new profile in Outlook on your computer with your @email.sc.edu account information. Here are links to instructions: [PC](#) and [Mac](#).
2. Add your @email.sc.edu account to your mobile devices. Instructions for [iPad/iPhone](#) and [Android](#).
3. Use [portal.office.com](http://portal.office.com) to view your email on the web, if you desire.
4. If you are a Windows user and saved personal email/distribution groups to your computer, you can add them into Outlook. Here are the [instructions](#).

Remember, once all dual account holders have been successfully moved to the cloud, you will have the opportunity change your primary email address back to your @mailbox address. Specific instructions will be sent to you after all dual account holders have been moved to the cloud, which is estimated to be Oct. 23, 2018.

Now that your email is in the cloud, you can begin to enjoy added benefits such as a larger mailbox size, access to an array of [Microsoft 365 tools](#), and a more secure environment.

If you have any questions about your email account, please visit our [website devoted to the project](#) or contact the Service Desk at (803) 777-1800 or [sc.edu/ithelp](http://sc.edu/ithelp).

Thank you,

Division of Information Technology