

September 20, 2018



Good morning!

This is a reminder that your university employee email will be moved to the cloud on Tuesday, Sept. 25, 2018.

Detailed information about the move can be found on the [IT Initiatives section of our website](#). Here are a few key points:

- All information in your mailbox, calendar, contacts, etc. will be moved to the cloud after business hours on **Tuesday, Sept. 25.**
- **You will not lose any data.** All emails, calendar appointments, etc., will be moved to the cloud. However, if you have personal email groups in contacts, you should forward them to your @email account prior to the move to the cloud.
- You will receive another email on Tuesday, Sept. 25 that will contain important information on what to do before and after the move to the cloud.

#### **What to expect after your email is moved**

There are two scenarios users can fall into, based upon which mailbox you primarily use.

#### **If you use your @mailbox.sc.edu (faculty & staff) account as your primary account:**

- Your @mailbox account will be temporarily disabled after your mail is moved on Sept. 25. Any messages or calendar events sent to the @mailbox account will be forwarded to the @email account.
- You must temporarily use your @email account as your main account until all dual account holders have been moved to the cloud and systemwide reconfigurations are completed. Our anticipated completion date is Oct. 23.
- All personal calendar items from your @mailbox account will be merged with your @email account calendar.
- While your account is in transition, someone who would like to schedule an appointment with you can send you an appointment request, but will not be able to “busy search” your calendar first to determine if there is a conflict. You will be able to approve, decline or suggest another time.
- If you have provided access to your calendar or email account to another person (a delegate), they will not be able to proxy into your account and make changes if they are not also a dual account holder.

#### **If you use @email.sc.edu (student) as your primary account:**

- Last month, the folders and email messages from your @mailbox account that were older than August 8 were copied to your @email account. When your mailbox is moved to the cloud on Sept. 25, the remaining email, calendar, contacts, notes, tasks, rules, and journal items in your account will be moved.
- Your @mailbox account will be temporarily disconnected after the move to the cloud on Sept. 25. Any messages or calendar events sent to a @mailbox account will be forwarded to the @email account.

For additional information, please review our [webpage dedicated to the process](#) or contact the Service Desk at (803) 777-1800 or [sc.edu/ithelp](#) for additional information.

Thank you,

Division of Information Technology