

September 25th



Good morning!

This is to remind you that your university employee email will be moved to the cloud after business hours today. Please read the following important steps that need to be completed **before you leave work today, and again tomorrow morning when you return to work**. Instructions for all of these steps can also be found on our [webpage](#).

**Before you leave work today:**

1. If you have a Windows computer and have personal email/distribution groups, then you need to save them to your computer. Here are the [instructions](#). If you are a Mac user, your personal email/distribution groups are already saved to your computer.
2. Remove your @mailbox.sc.edu profile from Outlook on your computer. Then, close Outlook. Here are [instructions for PC](#) and [instructions for Mac](#).
3. If you are viewing email online, close your web browser.
4. Quit the Outlook app on your mobile phone, if you are using it.
5. Remove your @mailbox.sc.edu account from your mobile phone.

**When you return to work tomorrow:**

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. If you have a Windows computer and saved personal email/distribution groups to your computer before the move, add them to your @email.sc.edu account. Here are the [instructions](#).
4. Use [portal.office.com](#) to view your email on the web, if you desire.

For assistance with deleting and creating your profile, please review the instructions on the bottom of our [webpage dedicated to the process](#) or contact the Service Desk at (803) 777-1800 or [sc.edu/ithelp](#).

Thank you!

Division of IT