



Your NYSeMail account was moved to Office 365 and it's now after 7am December 30, 2013.

Outlook Web Access:

Your first step should be to verify you're able to login to Outlook Web Access (OWA) at <https://portal.microsoftonline.com>.
For additional information about OWA:

[Accessing Office 365 Outlook Web App - OWA \(DOT\)](#)
[Office 365 OWA Quick Reference Document \(ITS\)](#)

When accessing Outlook Web Access (OWA), you will be required to provide credentials.

Your full email address: [firstname.lastname@dot.ny.gov](#)

Your password (this is usually the password you use to login to your workstation)

Mobile Devices:

Android:

If you access your work email on an Android smartphone, links to the instructions to reconfigure your respective device are below:

[Updating to Office 365 on the Droid Charge](#)

[Updating to Office 365 on the Droid Galaxy Stellar](#)

[Updating to Office 365 on the Droid Razr M](#)

iPhone/iPad:

If you use an iPhone or iPad to access work email, a link to the instructions to reconfigure those devices is below:

[Setting up Exchange ActiveSync in iPhone - iPad](#)

Blackberry:

No action required for Blackberry 5 users.

Blackberry 10 users will have to enter email address and password when prompted.

Microsoft Exchange Hosted Archive (MEHA):

This service no longer archives email once you move to the cloud. You will still be able to retrieve any email that was stored in the archive.

Additional Information:

If you need assistance, please contact the Help Desk at (518)485-8111, (888)664-9343 or dot.sm.itd.helpdesk@dot.ny.gov.

You would like to verify that everything is setup and working correctly with your Outlook client. If you followed the Pre-Migration Steps document before the migration, the following **Post-Migration Steps** will help you verify that your Outlook 2007 client is setup as it was before the migration.

Step 1: Open Outlook and login when prompted

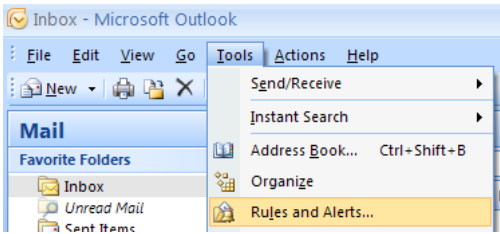
1. Double-click the "Microsoft Office Outlook 2007" icon on your desktop to launch Outlook.
2. If prompted with a login prompt similar to what is shown below, enter your email address ([firstname.lastname@dot.ny.gov](#)) in the "User name:" field and the password you use to login to your PC in the "Password:" field. Click the OK button.



Step 2: Verify your Outlook 2007 Rules are correct

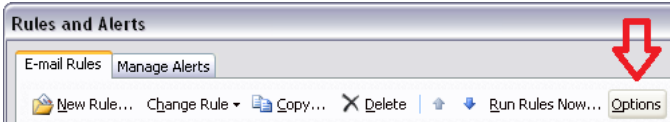
With your mail visible in Outlook:

1. From the menu, select **Tools | Rules and Alerts...**



2. If all of your rules seem to be present, skip to **Step 3: Verify the connection of any PST files.**
3. To import the rules you exported in the Pre-Migration Steps document, click the **Options** button.

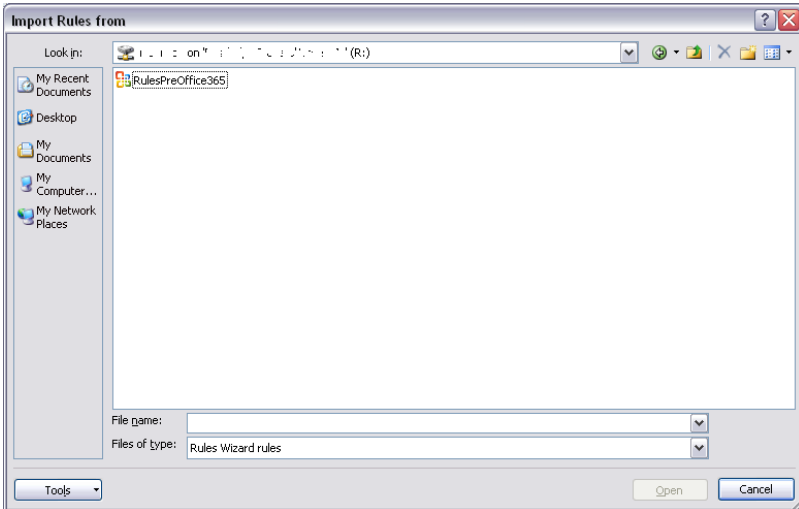
NOTE: If you import rules with existing rules present, you may create duplicates rules that will need to be reviewed.



4. Click the **Import Rules...** button.



5. Browse to the path where you stored the "RulesPreOffice365" file from the Pre-Migration Steps document (R: was recommended) and double-click the file.



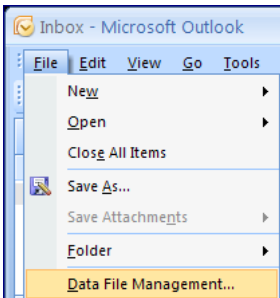
6. You'll be returned to the Options window. Click the **OK** button.
7. Review your imported rules. Click the **OK** button to return to Outlook.

Step 3: Verify the connection of any PST files

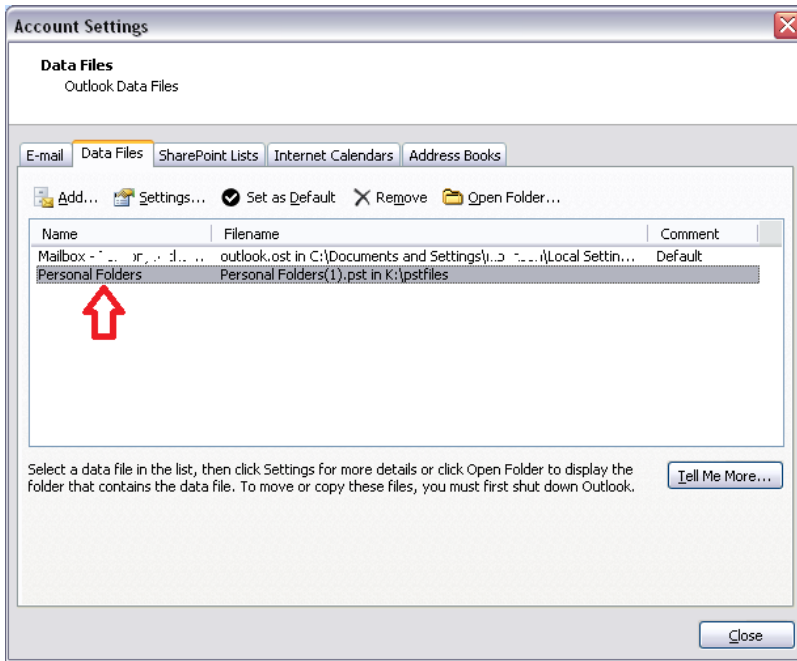
If you're not sure if you were using a PST file before the migration, skip to **Step 4: Verify any connections to shared mailboxes** below.

With your mail visible in Outlook:

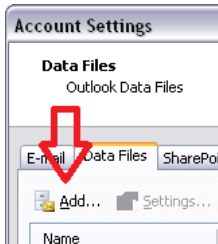
1. Select **File | Data File Management...** from the menu.



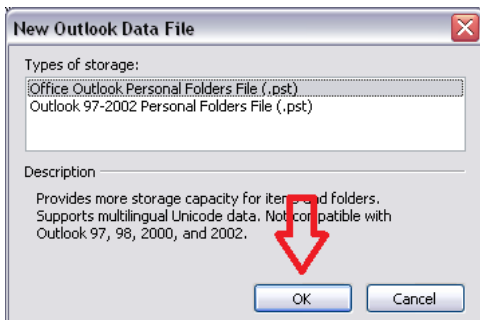
2. On the Data Files tab, if you see an entry similar to the one below in addition to the one that starts with "Mailbox - ..." your PST file is connected.



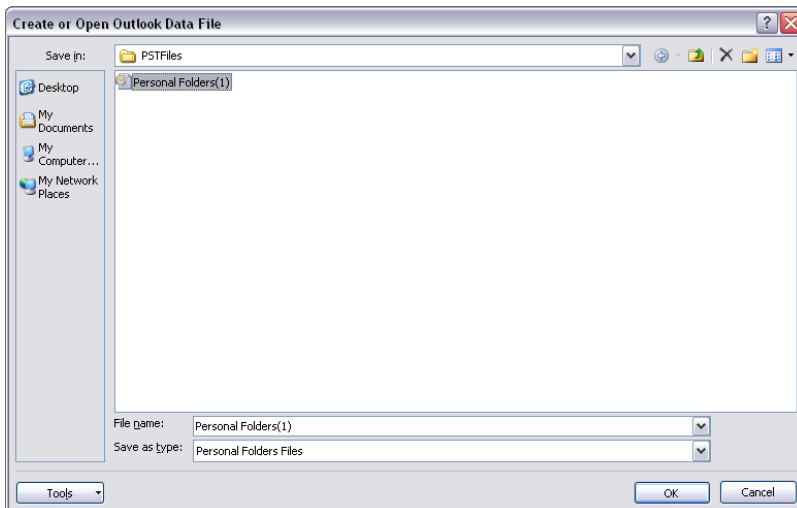
3. To re-attach a missing PST file, click the "Add..." button.



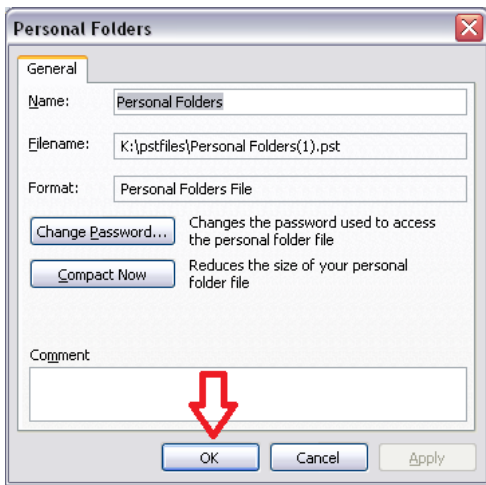
4. Click the OK button.



5. Browse to the path of your PST file (you may have noted this value during the Pre-Migration Steps document...it's most likely K:\PSTFiles) and double-click the file.



6. Click the OK button to confirm the connection of the PST file.

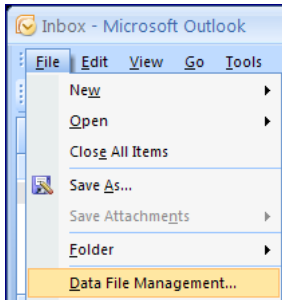


7. Repeat steps 3-6 if you have additional PST files to attach.
8. Click the **C**lose button in the Account Settings window to return to Outlook.

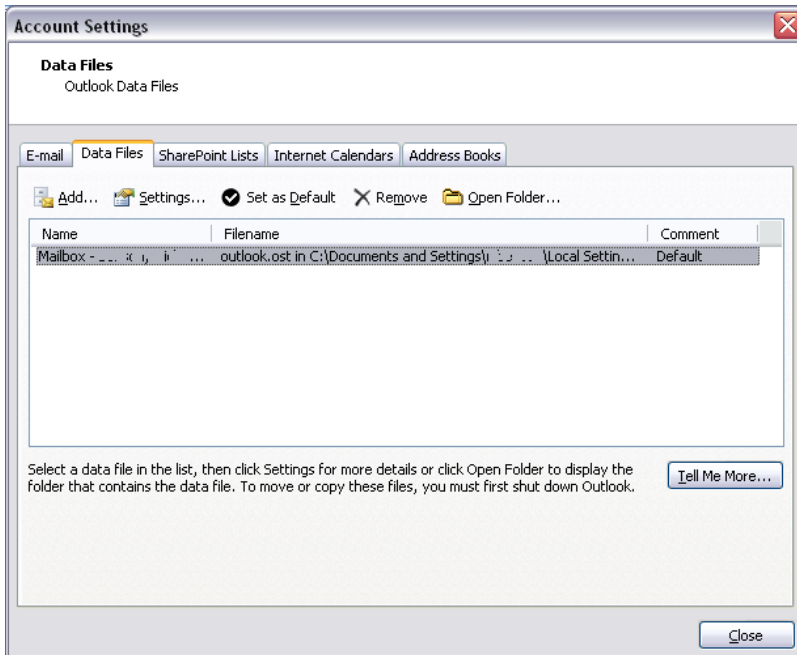
Step 4: Verify any connections to shared mailboxes

With your mail visible in Outlook:

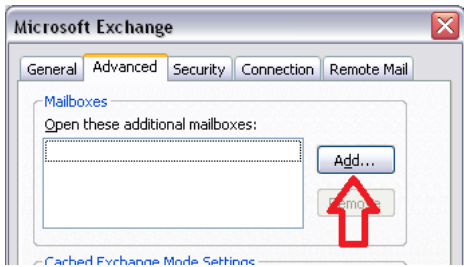
1. Select **F**ile | **D**ata File Management... from the menu.



2. Double-click the entry that starts with "Mailbox - ...".



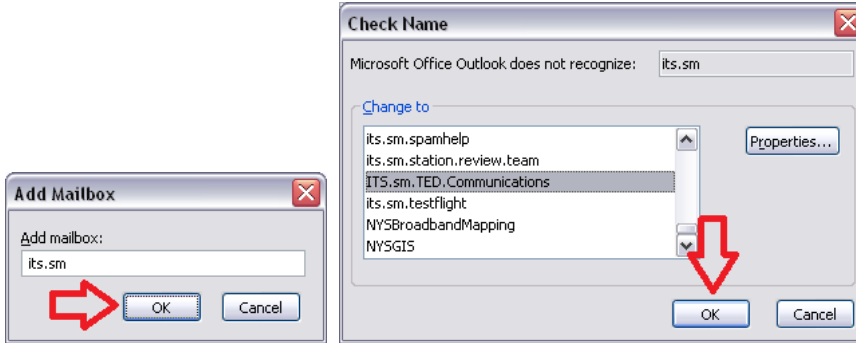
3. Click the **A**dvanced tab.
4. If you see no entries in the "Open these additional mailboxes:" section, click the **A**dd... button.



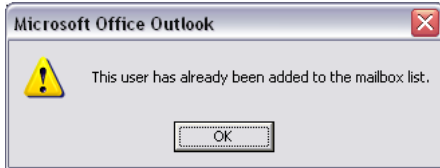
5. Enter the name of a shared mailbox in the Add mailbox: field and click the OK button.

NOTE1: If you followed the Pre-Migration Steps document, you may have made a note of the name.

NOTE2: If you enter the beginning of the name and click the OK button, a Check Name window will open so you can browse for the specific shared mailbox.



If you mistakenly attempt to add the shared mailbox a second time, you'll see a message similar to the one below. Click the OK button.

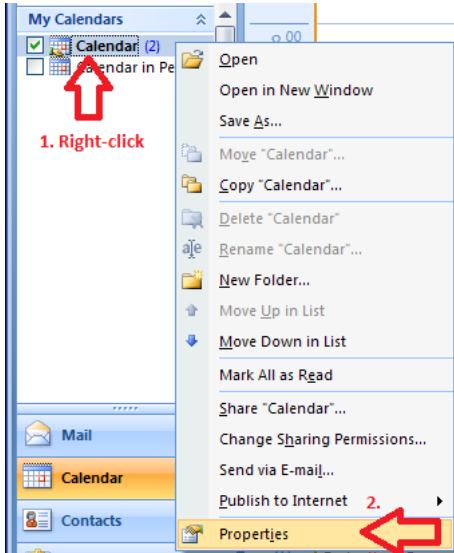


6. Click the OK button and close on any open windows to return to Outlook.

Step 5: Verify any calendar delegates, editors, contributors, etc.

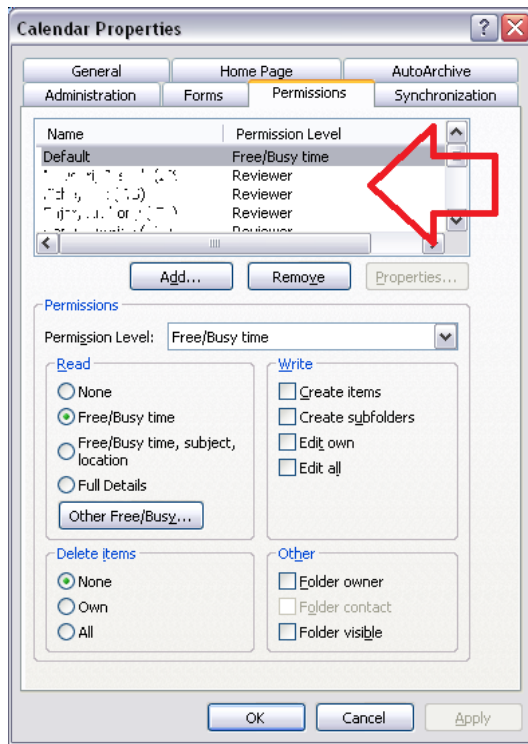
With your calendar visible in Outlook:

1. Right-click your calendar and select Properties.



2. Click the Permissions tab.

3. Using the notes you made during the Pre-Migration Steps document, verify the correct permissions are present.



4. Add a user to the list by clicking the Add... button.
5. When a particular user is selected, changes in the Permissions section of the window will affect only that user. Click the Apply button to confirm any changes.
6. Repeat steps 4-5 for all users who need permission to your calendar.
7. Click the OK button to return to your Outlook calendar.