

# OFFICE 365 EMAIL

HOW TO SET UP YOUR NEW OFFICE 365 EMAIL ACCOUNT



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FYI: Because everyone trying to follow these slides to set up their new Office 365 K12 email account could possibly be starting from a different stage, I have designed a set of flow charts for you to follow. Simply ask yourself the questions in the flow chart and then go to the appropriate slide for your particular situation.

Your new Office 365 K12 email password is tied to your Webtop account. So the password is the same for both.

The Webtop account is the same account that teachers use to access YouTube from school.

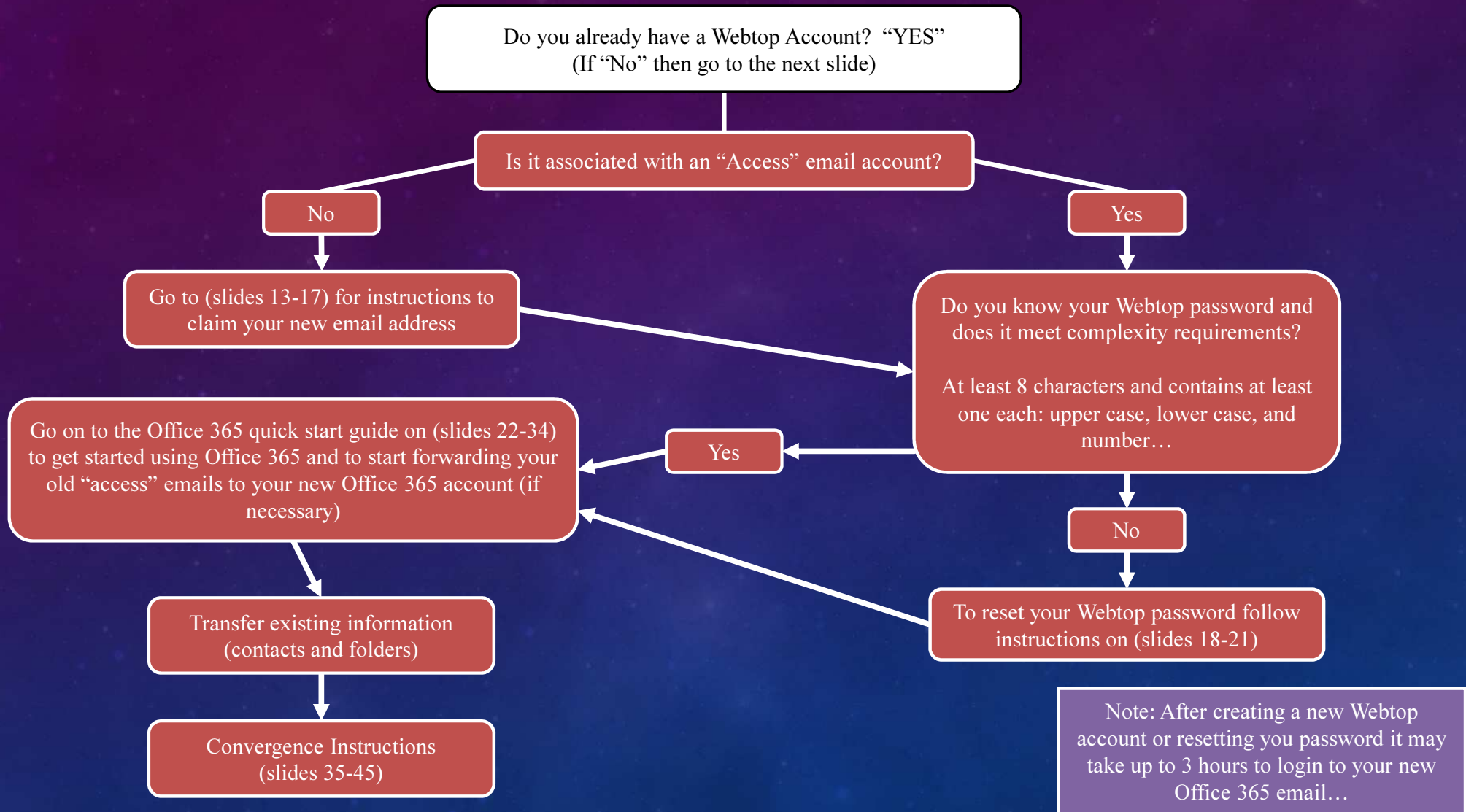
The URL address to Webtop is: <https://wvde.state.wv.us/webtop/>

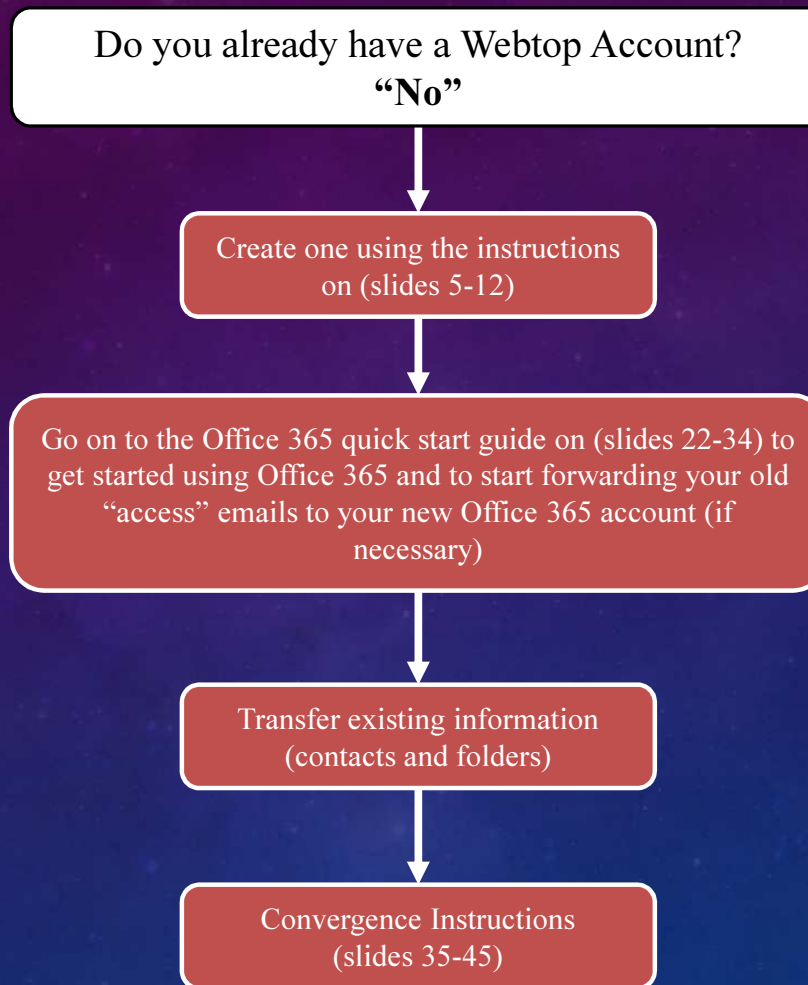


If you already have a Webtop account, or at some point in the past signed up for Webtop, even if you've never used it and don't know the password, then go to (slide 4)



If have NEVER had a Webtop account, and have Never signed up for one in the past, then go to (slide 5)





Note: After creating a new Webtop  
account or resetting your password it may  
take up to 3 hours to login to your new  
Office 365 email...

Creating a Webtop account for the first time?

Go to -- <http://wvde.k12.wv.us>

Click on the button  
"GET A WEBTOP"

The screenshot shows a web browser window with the address <http://wvde.k12.wv.us/>. The page features the West Virginia Department of Education logo at the top left, a search bar at the top right, and a navigation menu on the left. The main content area displays the 'WEB TOP K12 Portal' logo and introductory text. A red arrow points from the 'GET A WEBTOP' button in the left menu to the callout box.

**West Virginia Department of Education**

Search WVDE Sites

[K-12 Jobs](#) · [Teach 21](#) · [School Directory](#)

**Webtop**

- GET A WEBTOP**
- WEBTOP LOGIN
- WEBTOP TOOLS
- DOCUMENTATION
- FORGOT USERNAME OR PASSWORD
- YOUTUBE LIBRARY

**West Virginia Department of Education**

**WEB TOP**

**K12 Portal**

**What is the WebTop?**  
The WebTop is the West Virginia K-12 Education Portal. After you login your webtop, you will have access to 21st century online tools that the West Virginia Department of Education provides for educators. All tools are online and require no installation of software. The WebTop can be used from school, home and it works inside the WVEIS-Web interface if you have a WVEIS account.

**What Tools Are Available?**  
There is a set of basic tools to which anyone with a WebTop has access; there are also specific tools for different education roles such as teachers, principals, superintendents, etc. For a list of available WebTop tools visit the [Webtop Documentation](#)

#1. Type your First and Last Name in the appropriate fields

#2. Type your "Access" email address

#3. Create a new password for Webtop and Confirm your password by typing it again in the Confirm field

Note: This is the same password that your new Office 365 account will use...

#4. Make sure "K12 Employee" is selected and then click the "Continue" button

The screenshot shows the 'Registration' page of the West Virginia Department of Education website. The header includes the WVDE logo and navigation links for 'K-12 Jobs', 'Teach21', and 'School Directory'. A search bar is also present. The main heading is 'Registration', followed by instructions to fill out the form for a Webtop account. A red note states: 'Please note that you are creating a brand new account with a new password. You should not reuse any password belonging to any of your existing accounts, Access email or otherwise.' The registration form contains five input fields: 'First Name', 'Last Name', 'Email', 'New Password', and 'Confirm Password'. Below these is a dropdown menu labeled 'I am a:' with 'K12 Employee' selected. A blue 'Continue' button is at the bottom of the form. A mouse cursor is clicking the button. At the bottom of the page, contact information for the WVDE is provided, including the address '1900 Kanawha Boulevard East, Charleston, WV 25305', links for 'Staff Phone and Email by Name' and 'School Directory', an alphabetical index of links, and a footer with links for 'Department', 'Teachers', 'Parents', 'Students', 'Community', and 'Data'.

West Virginia Department of Education  
1900 Kanawha Boulevard East, Charleston, WV 25305  
([Staff Phone and Email by Name](#)) ([School Directory](#))  
pics: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)  
or suggestions, questions, problems contact the [webmaster](#)  
Please read our [disclaimers](#)  
[Department](#) | [Teachers](#) | [Parents](#) | [Students](#) | [Community](#) | [Data](#)



In order to verify your employment in the WV K12 school system, we need to get a little bit more information from you. Once you submit the form below we will verify that information against WVEIS.

Employee ID (ie 901001234):	<input type="text"/>
Date of Birth (YYYY-MM-DD):	<input type="text"/>
Last 4 of SSN:	<input type="text"/>
<input type="button" value="Verify My Information"/>	

#1. Type your Employee ID number..

If you don't know it, this can be found on your pay stub

#2. Type your Date of Birth

#3. Type the last 4 numbers of your Social Security Number

#4. Click "Verify My Information"

West Virginia Department of Education  
1900 Kanawha Boulevard East, Charleston, WV 25305  
([Staff Phone and Email by Name](#)) ([School Directory](#))

Topics: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

For suggestions, questions, problems contact the [webmaster](#)  
Please read our [disclaimers](#)

[State Board](#) | [Department](#) | [Teachers](#) | [Parents](#) | [Students](#) | [Community](#) | [Data](#)



Once you complete the registration process of Webtop you will get a verification email in your “Access” email inbox. Click on the verification link in that email to activate your Webtop account

Now you should be able to open an Internet Browser and go back to the Webtop website and log in using your new password

<http://wvde.k12.wv.us>



Click here to LOGIN

Now would be a good time to point out that with your new Webtop account you (the teacher only) can also access YouTube in the classroom by using the username and password you created for your Webtop Account.!!!



Type the Webtop Username and Password that you just created and then click the “Enter” button



The login screen features a dark blue rounded rectangle containing two white input fields. The top field is labeled 'Username' and the bottom field is labeled 'Password'. Below these fields is a button labeled 'Enter' with a circular arrow icon to its right. A hand cursor is positioned over the 'Enter' button. Below the login form is the 'West Virginia Department of Education WEB TOP K12 Portal' logo, which includes a green sunburst graphic and the text 'WEB TOP' in large green letters. At the bottom of the screen, there is a line of text providing instructions for users who do not have their own WebTop or cannot remember their password.

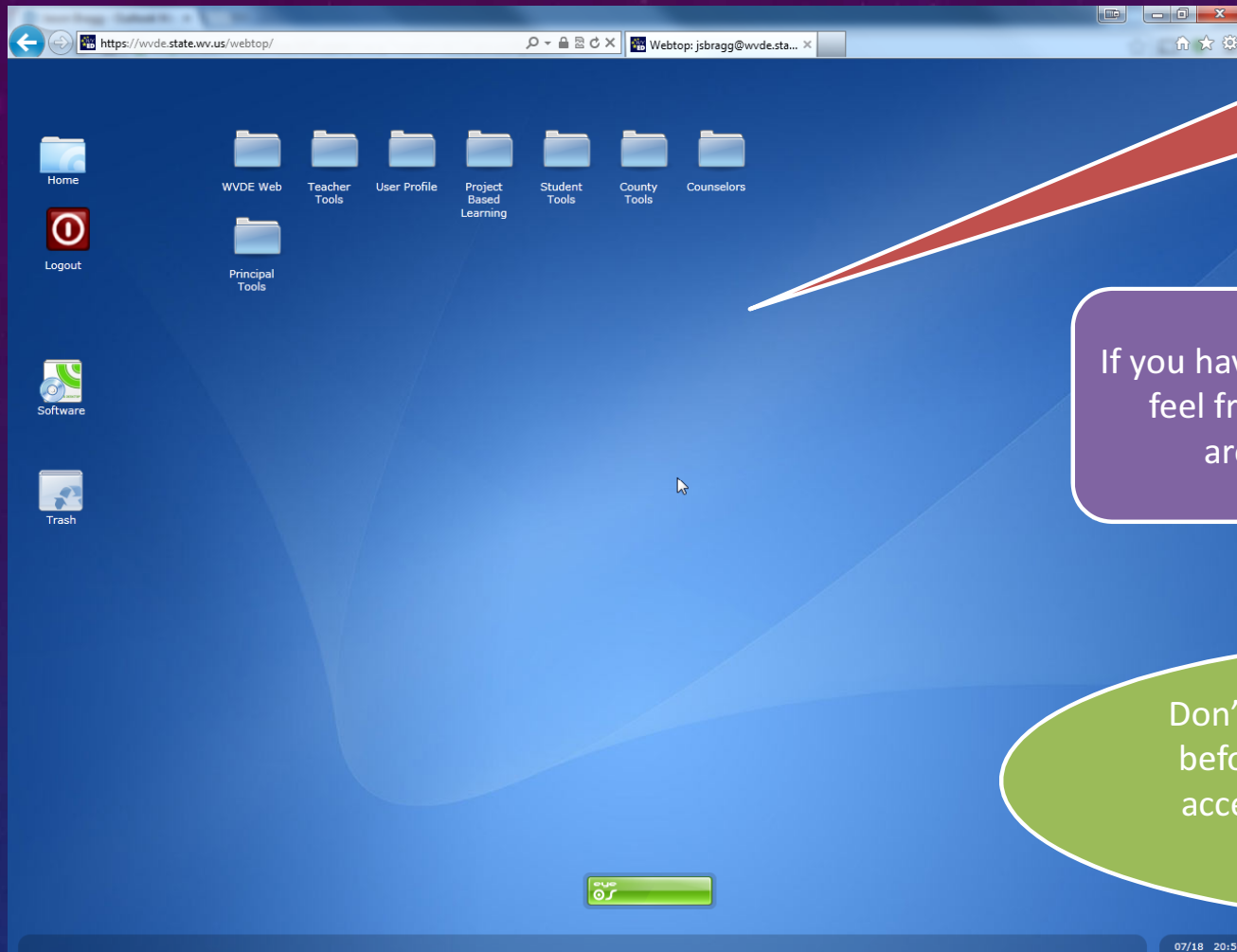
Username

Password

Enter 

West Virginia Department of Education  
**WEB TOP**  
K12 Portal

You don't have your own WVDE WebTop? \* \*  
Can't remember your password? \* Go and  
Visit <http://wvde.k12.wv.us>



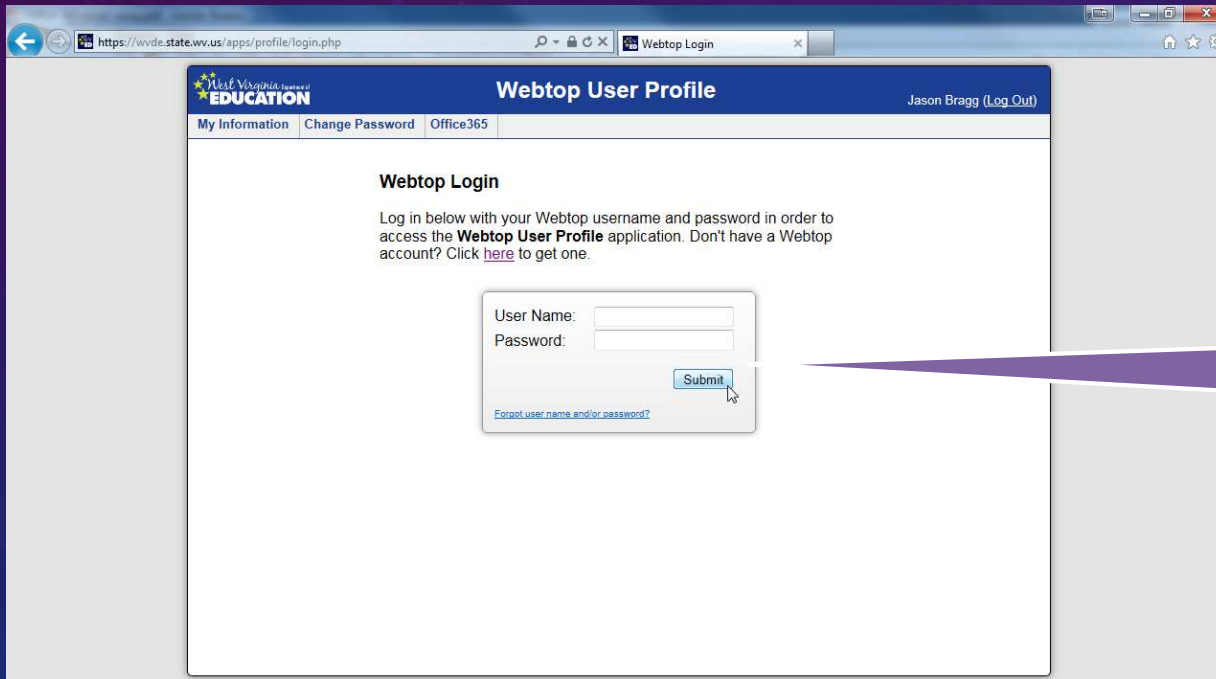
Once you've logged in successfully, you should get a screen that looks something like this

If you have never used Webtop before, please feel free to click on the folders and look around at the different features.

Don't forget, it could take up to 3 hours before your Office 365 account will be accessible after creating your Webtop account...

If you already have a Webtop account that was NOT originally associated with your “Access” email address, you will need to re-claim the Webtop account using your “Access” email address

#1. Open an Internet Browser and go to <https://wvde.state.wv.us/apps/profile/login.php>



The screenshot shows a web browser window with the address bar displaying <https://wvde.state.wv.us/apps/profile/login.php>. The page title is "Webtop User Profile" and the user is logged in as "Jason Bragg (Log Out)". The page has a navigation bar with "My Information", "Change Password", and "Office365". The main content area is titled "Webtop Login" and contains the following text: "Log in below with your Webtop username and password in order to access the **Webtop User Profile** application. Don't have a Webtop account? Click [here](#) to get one." Below this text is a login form with two input fields: "User Name:" and "Password:". A "Submit" button is located to the right of the "Password:" field. A link "Forgot user name and/or password?" is located below the "Submit" button.

#2. Login with your Webtop Username & Password



Click Office 365

Then click Claim

The screenshot shows the 'Webtop User Profile' page for the West Virginia Department of Education. The page has a blue header with the department's logo and name. Below the header is a navigation bar with tabs: 'My Information', 'Change Password', and 'Office365'. The 'Office365' tab is selected, and a dropdown menu is open showing 'Status' and 'Claim'. A yellow box with arrows points to the 'Claim' button, with text instructions: 'Click Office 365' and 'Then click Claim'. The main content area is titled 'Office365' and contains text about the transition to a cloud-based email system. It states that beginning in May 2014, the department is moving from the old Access email system to Microsoft Office365. It also mentions that only individuals employed in K12 education at the state, RESA, district, or school level are eligible for Office365 accounts. If a user registered for their Webtop account using their Access email account, their Office365 account should already be activated. If they registered under a different email address, they may claim ownership of their account [here](#). Finally, it says if a user is unsure whether or not they have an Office365 account, they may check the status of their account [here](#).

**West Virginia Department of  
EDUCATION**

**Webtop User Profile** [Help](#) [Webtop](#) (Log Out)

My Information Change Password Office365

Status  
**Claim**

### Office365

Beginning in May 2014, the Department of Education is transitioning away from the old Access email system and moving toward a cloud-based email system hosted on Microsoft Office365. Along with a mail system that provides more features and greater reliability, Office365 provides users with online collaboration and productivity applications and, for certain individuals, free downloads of Microsoft Office to use on their computers at home and in school.

At the present time, only individuals employed in K12 education at the state, RESA, district, or school level are eligible for Office365 accounts. If you registered for your Webtop account using your Access email account then your Office365 account should already be activated and available for you to use immediately. If you registered under a different email address, you may claim ownership of your account [here](#).

If you are unsure whether or not you have an Office365 account, you may check the status of your account [here](#).

FYI: Often times you will see Office 365 referred to as O365

My Information Change Password Office365

### Claim Your Office365 Account

If you already have an Access email address, you can claim your Office365 account by entering your Access email address below. If you do not currently have an Access email, you are not eligible to claim an Office365 account at this time.

@access.k12.wv.us

Enter the first part of your  
@access email address.

Then click "Claim"



## Webtop User Profile

(Log Out)

My Information Change Password Office365

### Claim Your Office365 Account

An email has been sent to your Access email with further instructions. If it does not arrive in your inbox within about 10 minutes, please check your spam folder to make sure it did not get filtered out accidentally.



Thu 5/22/2014 3:38 PM

donotreply@wvde.k12.wv.us

Claim Your K12 Email Address

To: [redacted]@access.k12.wv.us

This email has been sent to you from [redacted]. If you did not request this Office365 account.

[Click here to claim your K12 email address.](#)

If the link above does not work, go to the URL below and enter your claim code.

URL: <https://wvde.state.wv.us/apps/profile/office365/redeem.php>

Claim Code: 9ad33387fb5f2ff9858b887827fd331d

This messages asks users to verify their @access email.

You will receive an email from [donotreply@wvde.k12.wv.us](mailto:donotreply@wvde.k12.wv.us)

Click this link.

You may now use this user ID in office 365.

Your password for O365 is the same as your webtop password.

[Sign into the Office 365 Platform.](#)

**West Virginia Department of  
EDUCATION**

## Webtop User Profile

My Information Change Password Office365 (Log Out)

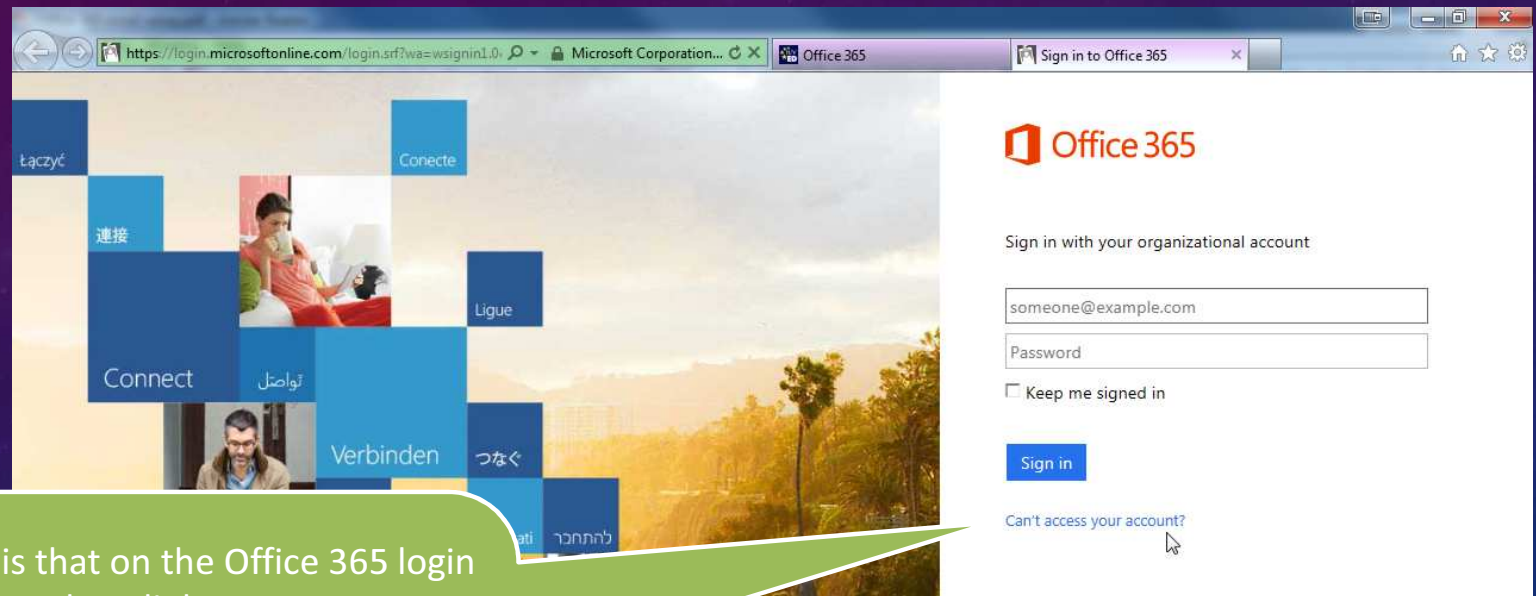
### Your account has been claimed

Your new Office365 username and email address is [redacted]@k12.wv.us

Please allow up to 3 hours for your account to be created.

Once you have finished claiming your account and you have allowed the 3 hours for account creation you should now be able to log into your new Office 365 Account at <http://portal.microsoftonline.com>

## How to reset your Webtop and Office 365 Password



The first thing to note is that on the Office 365 login page there appears to be a link to reset your password. This link is disabled for WVDE users.

WVDE account passwords are tied to your Webtop password. So you must reset your Webtop password in order to reset your Office 365 password.



To reset your Webtop and Office 365 password, first open an internet browser and go to <http://webtop.k12.wv.us/password/>



The screenshot shows a web browser window with the address bar displaying <https://webtop.k12.wv.us/password/>. The page header features the West Virginia Department of Education logo on the left and a search bar on the right. Below the header, the main content area is titled "Request Password Reset" and includes a prompt to enter the primary email address. A text input field labeled "Email:" is followed by a "Submit" button. A green callout bubble points to the "Submit" button.

West Virginia Department of  
**EDUCATION**

Search WVDE Sites

[K-12 Jobs](#) · [Teach21](#) · [School Directory](#)

### Request Password Reset

Enter the primary email address associated with your account below.

Email:

Type your "Access" email address and then click the "Submit" button



Check your @access email. You will receive an email from [donotreply@wvde.k12.wv.us](mailto:donotreply@wvde.k12.wv.us)

Click this link to reach the password reset page.

Someone has requested a password reset on your account. If this was you, click on the link below  
forward this email to Chris Casto at [chris.casto@access.k12.wv.us](mailto:chris.casto@access.k12.wv.us)

Your username is ~~jsmith~~

[Click here to change your password.](#)

If the link above does not work, go to the URL below and enter your verification code.

URL: <https://webtop.k12.wv.us/password/reset.php>

Verification Code: 44aabf485e13a846e012f1ce303cb37b

## Change Your Password

Enter your new password below, then enter it again to confirm. Your password:

- MUST be at least 8 characters long
- MUST have at least one number
- MUST have at least one uppercase letter
- MUST have at least one lowercase letter
- SHOULD have at least one non-alphanumeric symbol (ie " ! @ # \$ % ? - \_ ^ & " )

If possible, consider using a password vault like [LastPass](#) or [KeyPass](#) to generate and store unique and secure passwords for all of your online services.

Password:

Confirm:

Submit

Enter a new password, retype the password to confirm, click submit.

Log in to [portal.microsoft.com](https://portal.microsoft.com) with your @k12.wv.us user ID and *new* password.

**\*Please Note:** Password resets are automated but may take up to 3 hours to sync to Office 365.

## Getting started with Office 365

<http://portal.microsoftonline.com>

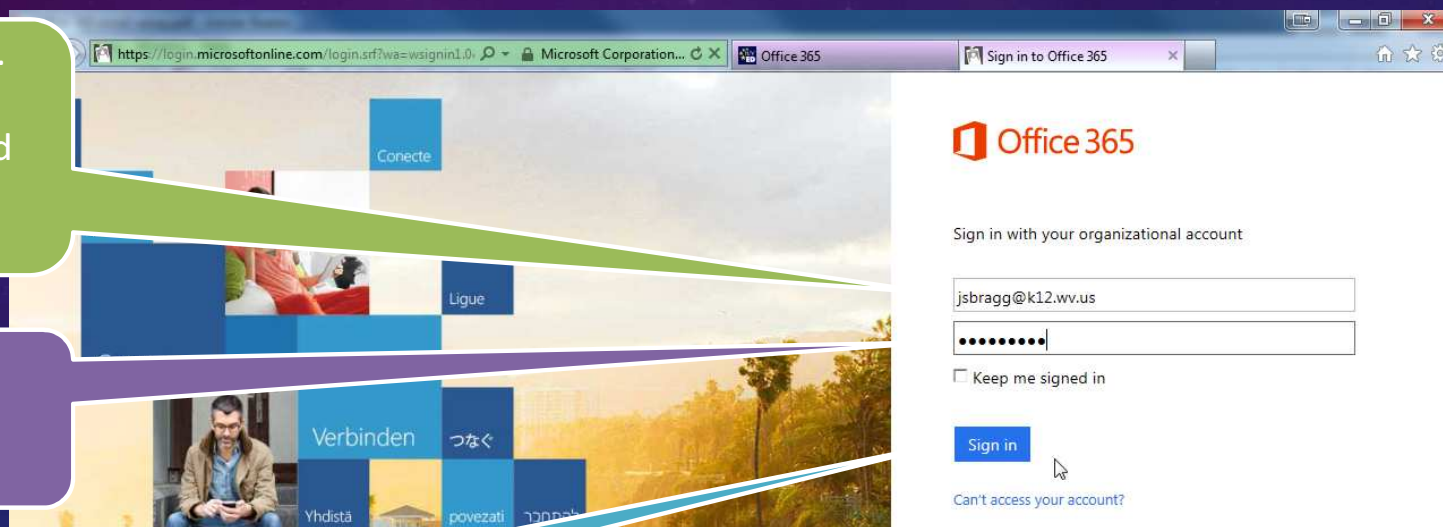
Now that we have sorted out your Webtop access you should be good-to-go for accessing your new Office 365 Email!!!!

#1. Type your new email address.

Note: This is the same as your old email address except remove "access."

#2. Type your Webtop password

#3. Click "Sign In"



The first several times you log in you will see this "Getting Started" page..

The screenshot shows the Office 365 'Get started' page in a web browser. The browser's address bar shows the URL `portal.office.com/IWGetStarted15.aspx?DisableIWLanding=true`. The page has a blue header with the 'Office 365' logo and a navigation menu containing 'Outlook', 'Calendar', 'People', 'OneDrive', 'Tasks', and a user profile 'Jason Bragg'. The main content area is titled 'Get started with Office 365' and features three large blue tiles: 'online' (with a globe icon), 'PC & Mac' (with a computer icon), and 'Phone & tablet' (with a phone icon). Below these tiles are sections for 'email', 'share documents', and 'communication'. A red callout box points to the 'Outlook' link in the top navigation menu. A green callout box points to the 'Get started with Office 365' title. A white notification box in the top right corner says 'It's all about you' and 'Go to Office 365 settings to change your personal settings or download software.'.

Office 365

Outlook Calendar People OneDrive Tasks ... Jason Bragg

## Get started with Office 365

online  
Learn what you can do with Office 365

PC & Mac  
Connect it to Office

Phone & tablet  
Set up Office 365 to work on your mobile device

email  
Learn how to use Outlook Web App or Outlook, and import your e-mail and contacts.

share documents  
Save documents to OneDrive for Business and collaborate with others.

communication  
Use Lync for online meetings, IM, and to share your desktop.

Watch the video  
[Welcome to Office 365](#)

Learn more about Office 365  
[Get started with Office 365](#)  
[Set up your Mac or iPad for Office 365](#)  
[Change your account settings in Office 365](#)

It's all about you  
Go to Office 365 settings to change your personal settings or download software.  
1 of 3 [Next](#)

Your apps are listed in the menu at the top right.

Click on "Outlook" to go to your new email.

The first time a user launches an Office 365 web app, they will be asked to set some preferences. Select the appropriate language and time zone, then click "Save."

# Outlook® Web App

Choose your preferred display language and home time zone below.

Language:

English (United States) ▼

Time zone:

(UTC-05:00) Eastern Time (US & Canada) ▼

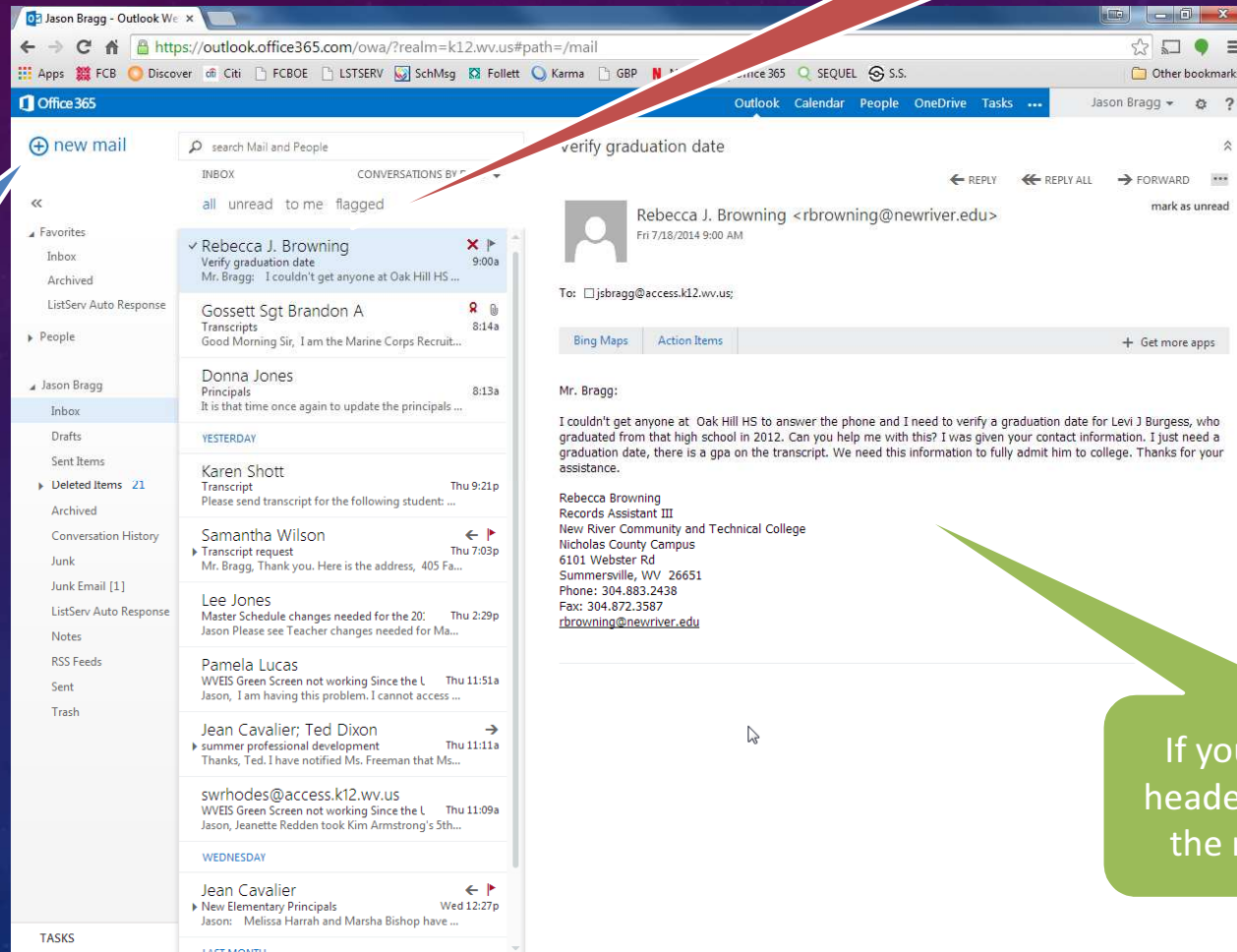
 save



This is what your new Office 365 Outlook Inbox will look like...

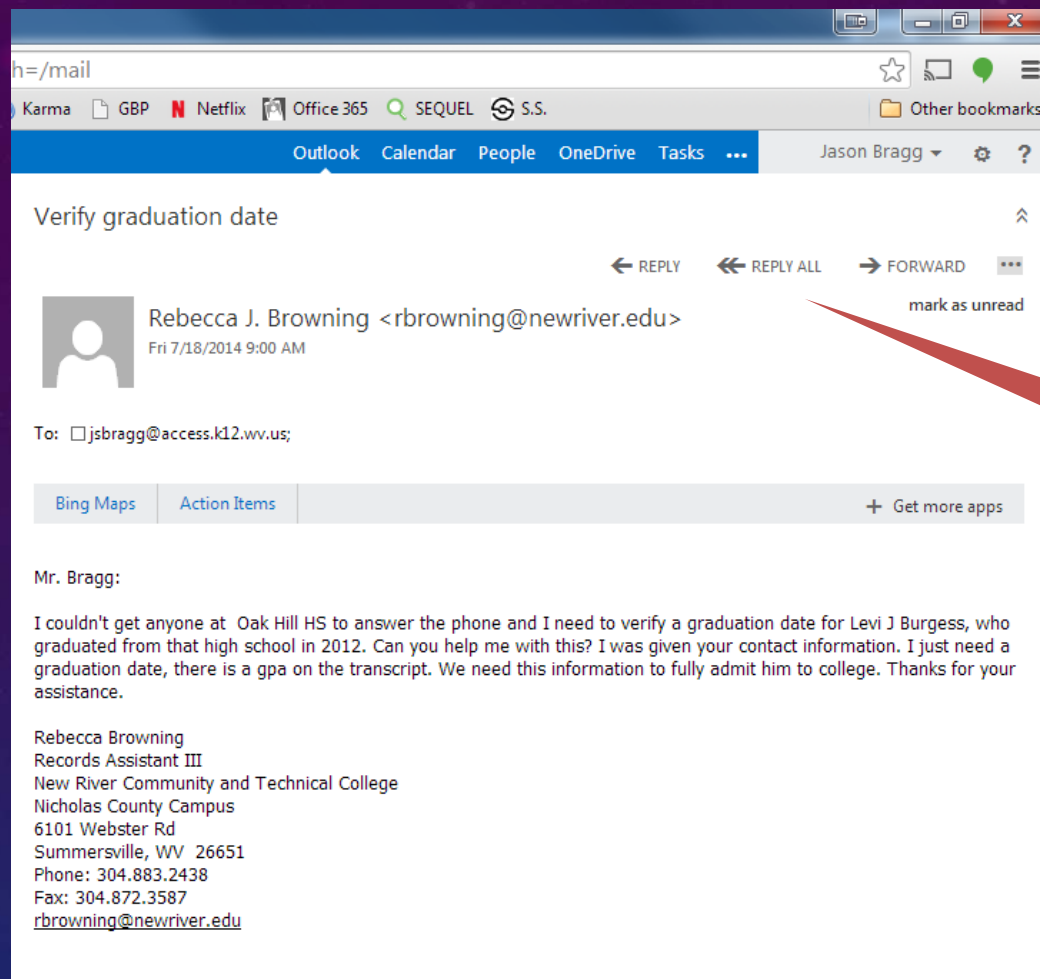
A list of email messages appear here

Compose a new email with this button



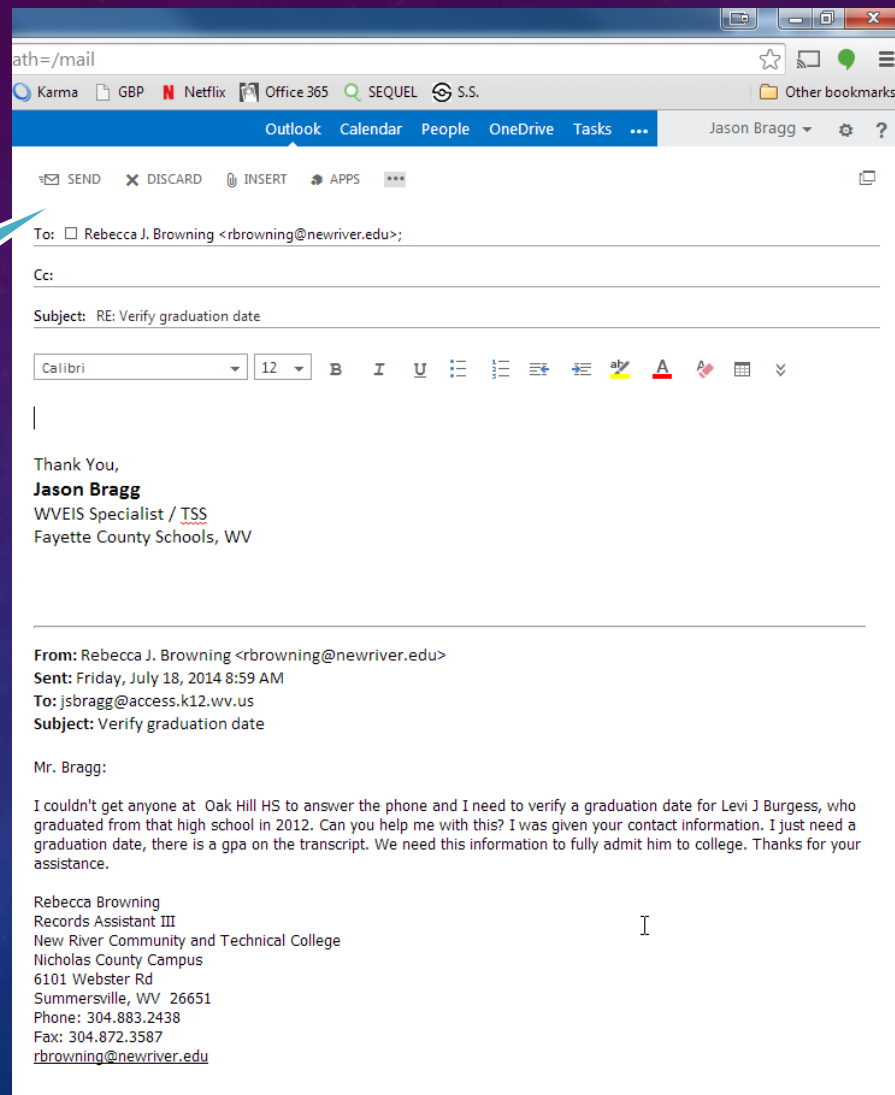
If you click on an email header it will expand into the reading pane here





Reply and Forward options  
are available in the top right  
of each message

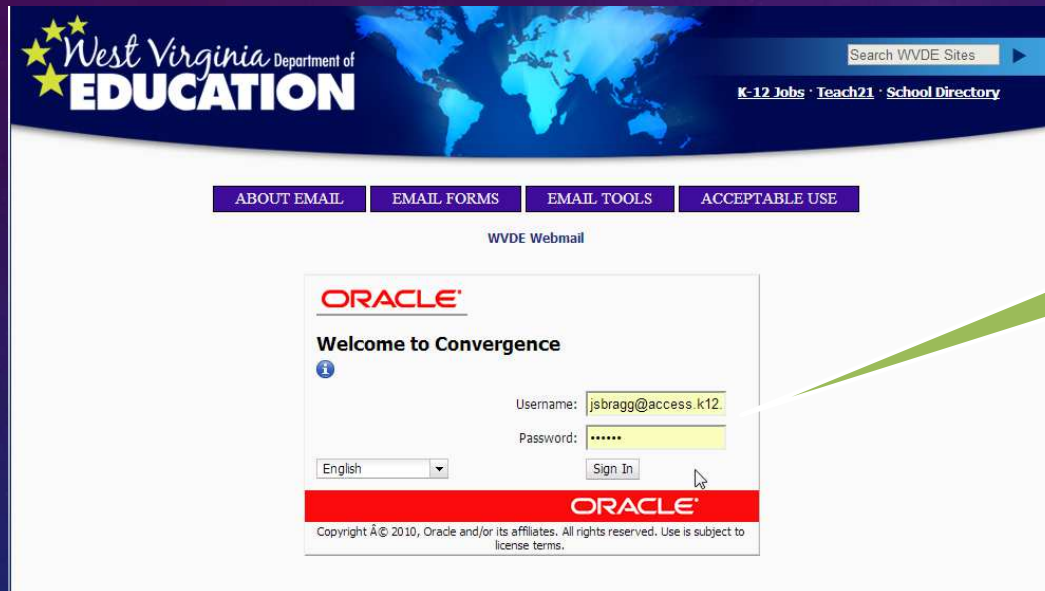
Send, Discard, and Insert (attachment) buttons are located at the top of all outgoing messages.



So now that you have started using your new Office 365 mail you will probably want to forward your old “Access” emails to your new email so you only have to check one account.

#1. Open up a browser and go to <http://access.k12.wv.us>

#2. Sign into your Access Convergence webmail



The screenshot shows the WVDE Webmail login interface. At the top, there is a header for the West Virginia Department of Education with a search bar and links for K-12 Jobs, Teach21, and School Directory. Below the header is a navigation bar with links for ABOUT EMAIL, EMAIL FORMS, EMAIL TOOLS, and ACCEPTABLE USE. The main content area is titled "WVDE Webmail" and features an Oracle logo and a "Welcome to Convergence" message. The login form includes fields for Username (jsbragg@access.k12) and Password (masked with dots), a language dropdown set to English, and a Sign In button. A green callout bubble points to the Sign In button.

West Virginia Department of  
**EDUCATION**

Search WVDE Sites

[K-12 Jobs](#) · [Teach21](#) · [School Directory](#)

[ABOUT EMAIL](#) [EMAIL FORMS](#) [EMAIL TOOLS](#) [ACCEPTABLE USE](#)

WVDE Webmail

**ORACLE**

Welcome to Convergence

Username: jsbragg@access.k12

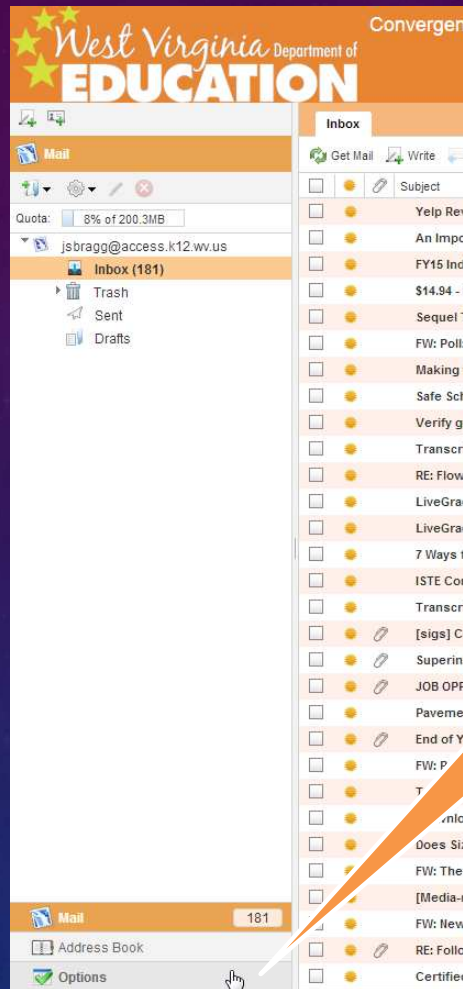
Password: \*\*\*\*\*

English

Sign In

**ORACLE**

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Click on the “Options” button at the bottom left of the screen

Now click on the “Forwarding”  
button



#1. Click to put a check in the box for "Enable automatic forwarding"

#2. Type your new Office 365 email address here

#3. You can choose to keep a copy of your messages here in your old inbox as well as forward a copy to your new email. But keep in mind your old inbox will fill up fast and once it reaches 100% it will lock up and not forward anymore

The screenshot shows the 'West Virginia Department of EDUCATION' Convergence portal. The user is logged in as 'Jason Allen Bragg'. The left sidebar shows the 'Options' menu with 'Forwarding' selected. The main content area is titled 'Forwarding' and contains the following sections:

- Enable Automatic Forwarding**
  - ☒ Enable automatic forwarding
  - Forward to:
  - Separate multiple addresses with commas
- Keep a Copy of the Message**
  - ☒ Keep a copy of the message

At the bottom right, there are two buttons: 'Save Preferences' and 'Cancel'.

#4. Once you have complete the configuration, click the "Save Preferences" button



At this point some users will also choose to set up an auto-reply message to let anyone sending an email to their old “Access” email address know that they have switched to a new email address.

**West Virginia Department of EDUCATION** Convergence

Welcome Jason Allen Bragg Help Sign out

**Vacation Message...**

**Auto-reply to Incoming Mail**

☐ Enable auto-reply

**Vacation Duration**

Start Date: 11/20/12

End Date: 11/20/12

**How Often Will I Receive an Automated Reply**

Hours between replies: 300

Each sender will receive an automated reply to their first message. The value determines how often they receive a reminder. Hours between replies should be a positive integer between 1 and 300.

**Auto-reply Message**

Subject: 1

Message to co-workers: 1

Message to other senders: 1

Save Preferences Cancel

To set an auto-reply message click on the “Vacation Message” button

#1. Check to "Enable auto-reply"

#2. Enter a "Start date" and "End date"..  
I would recommend setting the end date  
for at least a year into the future

#5. Type the same message into  
the two message boxes...

#6. Click the "Save  
Preferences" button

Vacation Messa...

This form contains unsaved changes

**Auto-reply to Incoming Mail**

☒ Enable auto-reply

**Vacation Duration**

Start Date: 07/18/15

End Date: 07/18/16

**How Often Individual Senders Receive an Automated Reply**

Hours between replies: 300

Each sender will receive an automated reply to their first message. The value determines how often they receive a reminder. Hours between replies should be a positive integer between 1 and 300.

**Auto-reply Message**

Subject: My Email Address has changed...

Message to co-workers: My email address has changed, please update your records to my new email address jsbragg@k12.wv.us

Message to other senders: My email address has changed, please update your records to my new email address jsbragg@k12.wv.us

Save Preferences Cancel

#3. Set this to  
the max of  
300

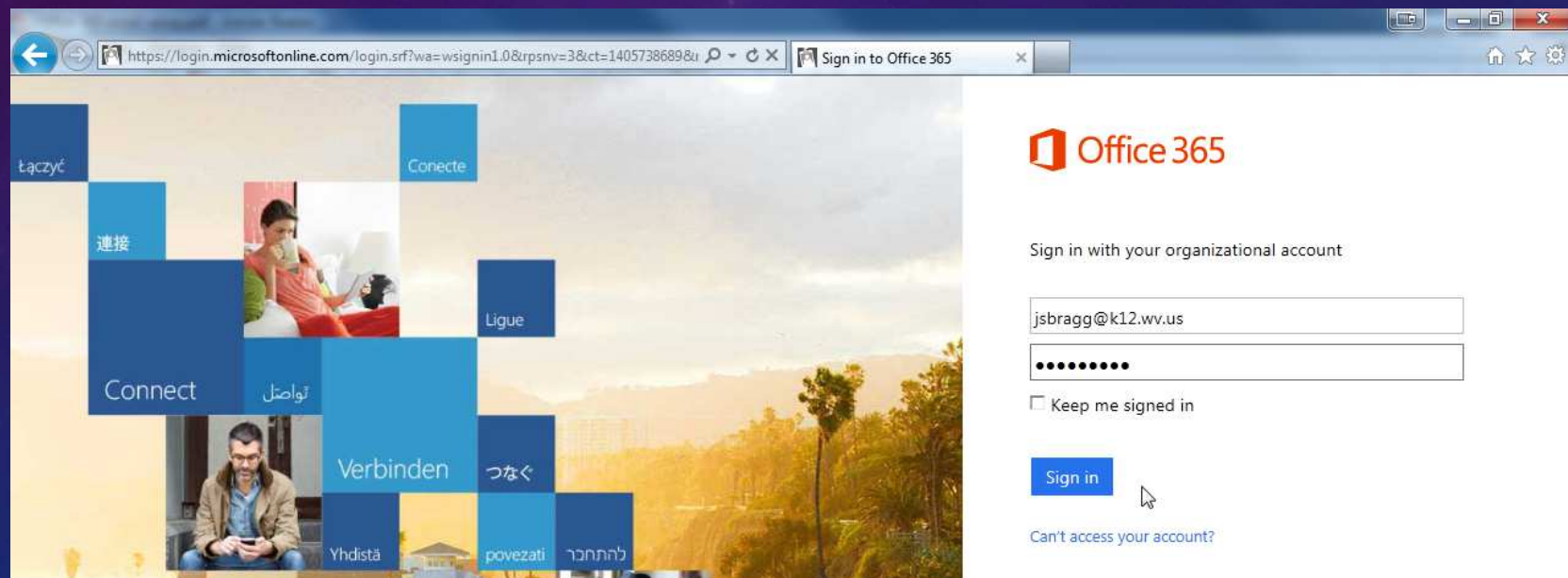
#4. Type a Subject

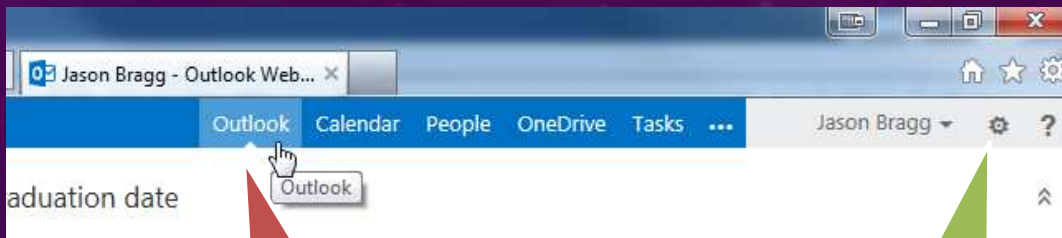
Once you have completed the settings on the previous slide all new emails that you receive to your OLD “Access” email address will get forwarded to your new Office 365 email address and also at the same time an auto-reply message will go back to the sender letting them know that you have changed your email address...



## How to move old Emails from Convergence to Office 365

If you have an important collection of old emails and custom folders in the Convergence system and you want to move it all to Office 365. First log into your Office 365 account at <http://portal.microsoftonline.com>

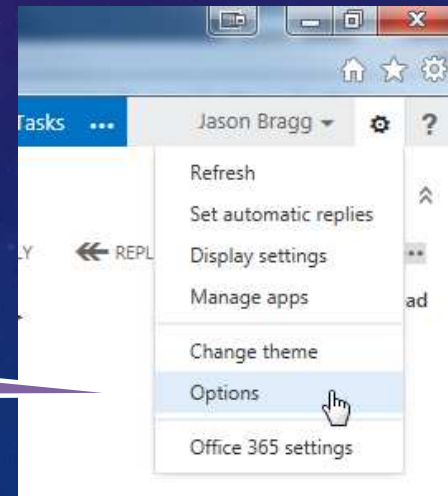




#1. Click the  
“Outlook” button

#2. Click the “gear” button  
beside your name

#3. Click on “Options”



← → <https://outlook.office365.com/ecp/?rfr=owa&owaparam=modurl%3D0&p=account>


Office 365

options

- account
- organize email
- groups
- settings
- phone
- block or allow
- apps

my account connected accounts

Photo

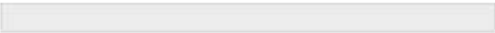


General

Display name: Jason Bragg

User ID: jsbragg@k12.wv.us

Mailbox Usage



145.17 MB used. At 49.5 GB you won't be able to send mail.

Click on "Connected Accounts"



Office 365 Outlook Calendar People OneDrive Tasks ... Jason Bragg

options

- account
- organize email
- groups
- settings
- phone

my account **connected accounts**

If you have multiple email accounts and want to interact with all your mail in one place, click New. To forward your mail to another account, set up forwarding below.

You can connect your Outlook Web App account to your other email accounts. This lets you use your Outlook Web App account to send and receive mail from the connected accounts.

+ ✎ 🗑️ ↺

New	Name	Status	Action
There are no items to show in this view.			

Click on the “+” button

Type your "Access" email address and Convergence password and then click "Next"

new account connection - Windows Internet Explorer

https://outlook.office365.com/ecp/PersonalSettings/NewSubscription.aspx?reqId=1405739062715&pwmcid=2&ReturnObj

new account connection Help

\*Email address:

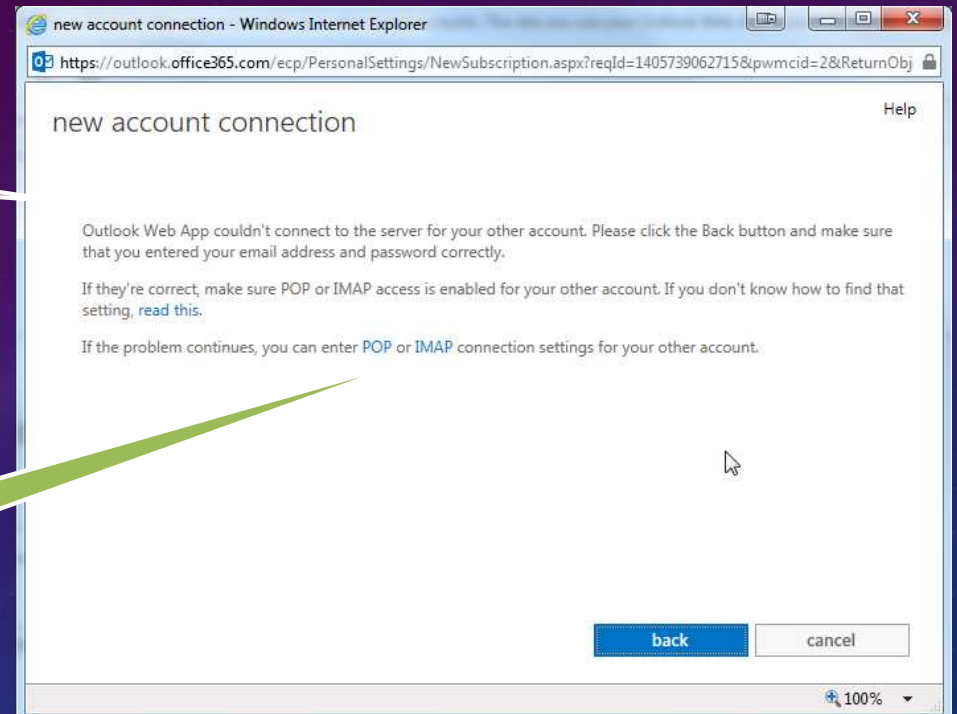
\*Password:

This is the password you use to log on to the account you're connecting to.

https://outlook.office365.com/ecp/PersonalSettings/NewSubscription.aspx?reqId=1405739062715&pwmcid=2& 100%

You will get this error message  
This is normal

Click "IMAP"



New IMAP Account Connection - Windows Internet Explorer

https://outlook.office365.com/ecp/PersonalSettings/NewImapSubscription.aspx

### New IMAP Account Connection

Help

▶ account information

server information

\*Display name:  
Jason Bragg

\*Email address:  
jsbragg@access.k12.wv.us

\*User name:  
jsbragg@access.k12.wv.us

\*Password:  
●●●●●●●●

This is the password you use to log on to the account you're connecting to.

save cancel

100%

Type your "Access" account information as shown and then click "Server Information"

New IMAP Account Connection - Windows Internet Explorer

https://outlook.office365.com/ecp/PersonalSettings/NewImapSubscription.aspx

### New IMAP Account Connection

Help

account information

server information

\*Incoming server:  
access.k12.wv.us

Authentication:  
Basic

Encryption:  
None

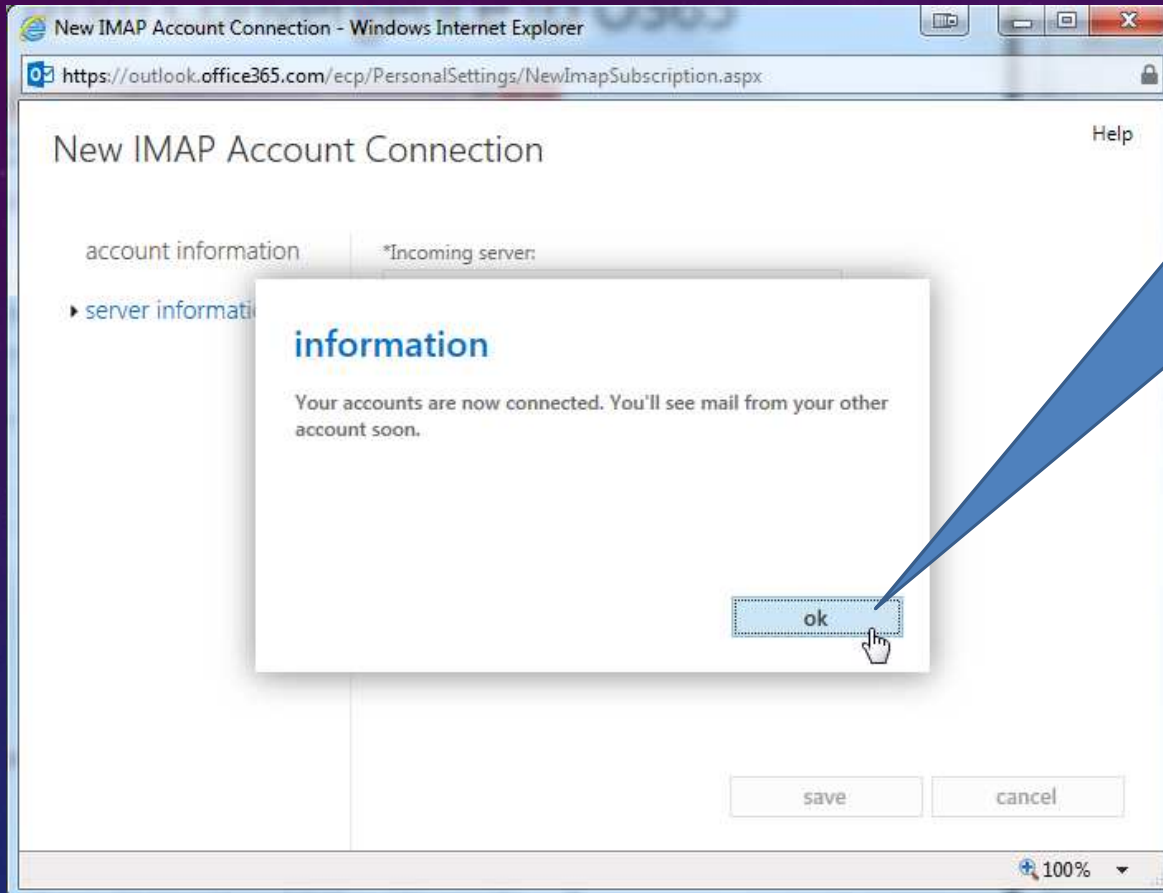
\*Port:  
143

By default, this is set to 993. If you need to obtain the port number, see the Help or contact the provider of the account you're connecting to.

save cancel

office365.com/ecp/PersonalSettings/NewImapSubscription.aspx 100%

Enter the server information exactly as shown here and then click the "Save" button



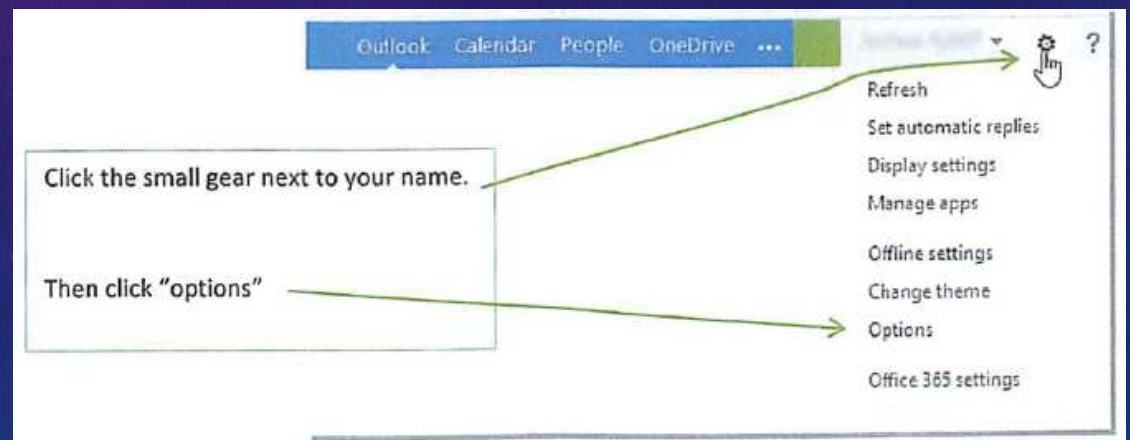
You should get this message now stating that your old account is now connected. Click "OK" to continue



Even though this IMAP connection will “fetch” emails from @access, most users will probably still choose to forward @access mail to Office 365.

Once all your email is copied to Office 365, you may choose to disable the IMAP connection. Leaving the IMAP on for now will not cause any problems. However, when the @access system is taken down, you may start to see errors from Office 365 stating that it can no longer communicate with @access email. Therefore, we suggest removing the IMAP connection once mail migration is complete.

To remove your IMAP connection to the old @access Convergence system



my account: **connected accounts**

If you have multiple email accounts and want to interact with all your mail in one place, click New. To forward

You can connect your Outlook Web App account to your other email accounts. This lets you use your Outlook



New

jsmith@access.k12.wv.us

Click "connected accounts" then  
click the small trash can.

Click "yes"

All of your mail will stay in  
O365 even after you trash  
your IMAP settings.

### warning

If 'jsmith@access.k12.wv.us' is set as your default reply address,  
you won't be able to reply to messages using that address anymore.  
Are you sure you want to stop connecting to it?

## Migrate Google Calendar to Outlook

Two Methods – both have pros and cons:

### Open Method

1. Open Google Calendar
2. Click the drop down next to the calendar you wish to work with
3. Go to Calendar Settings
4. Scroll down to the “private address” line and click the green ical button
5. Copy that link
6. Open Outlook Calendar (web or client)
7. RIGHT CLICK on the words “My Calendar” on the left side
8. Click “Open Calendar”
9. Paste the link from step 5 into the box that says “Internet Calendar”
10. Click Open
11. Wait about 10 seconds

The Pro of this method is that it establishes a one-way link between the two calendars. If the Google calendar changes it will be seen in Outlook.

The Con of this method is that the Outlook copy will be read-only. A work around is to change this new Outlook calendar to “list view”, select all events and drag them to another Outlook calendar. This is a bit clunky.

## Import Method

1. Open Google Calendar
2. Click the drop down next to the calendar you wish to work with
3. Go to Calendar Settings
4. Scroll down to the “private address” line and click the green ical button
5. Save that file to your computer (don’t just copy the link)
6. Open Outlook calendar (client only)
7. Click FILE – OPEN & EXPORT – Import/Export
8. Choose “Import an iCalendar (ical) .....

The Pro of this method is that it creates a one time, snapshot import of the events in the Google calendar. The new Outlook calendar is fully editable.

The Con of this method is that no link is established. Updates to the Google calendar will not be reflected in Outlook.

Some of screen shots for this presentation were acquired from the WVDE Office 365 Support page and from RESA 4 documentation.

The state Office 365 support page offers this and much more support information for your new Office 365 system!

<http://wvde.state.wv.us/office365>





END