**Subject: Email Migration, Software Upgrade**

Hello everyone,

This is a follow-up message to remind you that later this month your mailbox will be migrated to the Microsoft Office 365 cloud environment.

**About Your Email Migration:** The migrations of the College of Arts and Sciences mailboxes will occur Friday, March 27 – Tuesday, March 31. During the migration period, you may experience brief periods of inaccessibility while your email is migrated; however, there is no action required of you during the migration.

**Upgrade Software**: Before your mailbox is migrated, your Office software should be upgraded to the latest version, Office 365 ProPlus. Users with domain-joined PC machines can download ProPlus from the Software Center on your computer. Users with Mac machines, or any computer where Software Center is not installed, can visit <http://portal.office.com/> to download Office ProPlus. Instructions for both are available on the OIT website at <http://oit.ua.edu>.

By upgrading your own software, you can ensure your software is upgraded at a time that works with your schedule. **Please perform this software upgrade before March 13**.

**How to Prepare for Migration**: Please visit the Office 365 Email Migration webpage at <https://oit.ua.edu/o365/>. This website has information about the migration, as well as instructions for configuring devices post migration.  We will send another reminder after spring break with more information about the migration. The IT Service Desk and OIT Desktop Support is available to assist you through this transition.  If you have any questions or concerns, please contact the IT Service Desk at 205-348-5555 or [itsd@ua.edu](mailto:itsd@ua.edu).

Thanks,

Ruth

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