

The background features a photograph of autumn foliage in shades of orange, red, and yellow. A dark sign with the UBC crest is visible in the center. The text is overlaid on this background.

# Fall 2024 Migration to M365

UBCO IT Engagement Services



# Migration to Exchange Online (FASmail)

- Required to fully implement M365 across UBC
- Advanced security & data protection
- Integrated with other M365 tools (Tasks/Planner, OneDrive, Teams)
- Increased storage (from 8GB to 50 GB)
- New mobile app (combines email, calendar, files, teams)
- Eliminates ability to auto-mail forward to commercial email systems (i.e., Gmail) to comply with UBC Information Security Standards

## **TIMING for UBCO:**

- **Administrative & Operational Depts: November 3-5**
- **Faculties: November 13 & 14**

# Anticipated Impact to Users: *minimal*

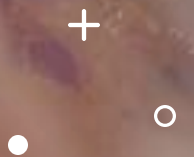
- 1 Week & 1 day **BEFORE** migration: UBC IT will email instructions
  - Ensure using MS Office 2021 ([How to check / upgrade](#))
  - Clean up mailbox (delete & purge deleted items)
  - Close Outlook at end of day night before
- **AFTER** migration: UBC IT will email new set-up guides
- Full details, videos & guides can be viewed [HERE](#) including:
  - What to Expect
  - Actions Before & After Migration
  - Connecting your mobile device





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# Highlight: New M365 Outlook Features & Functions



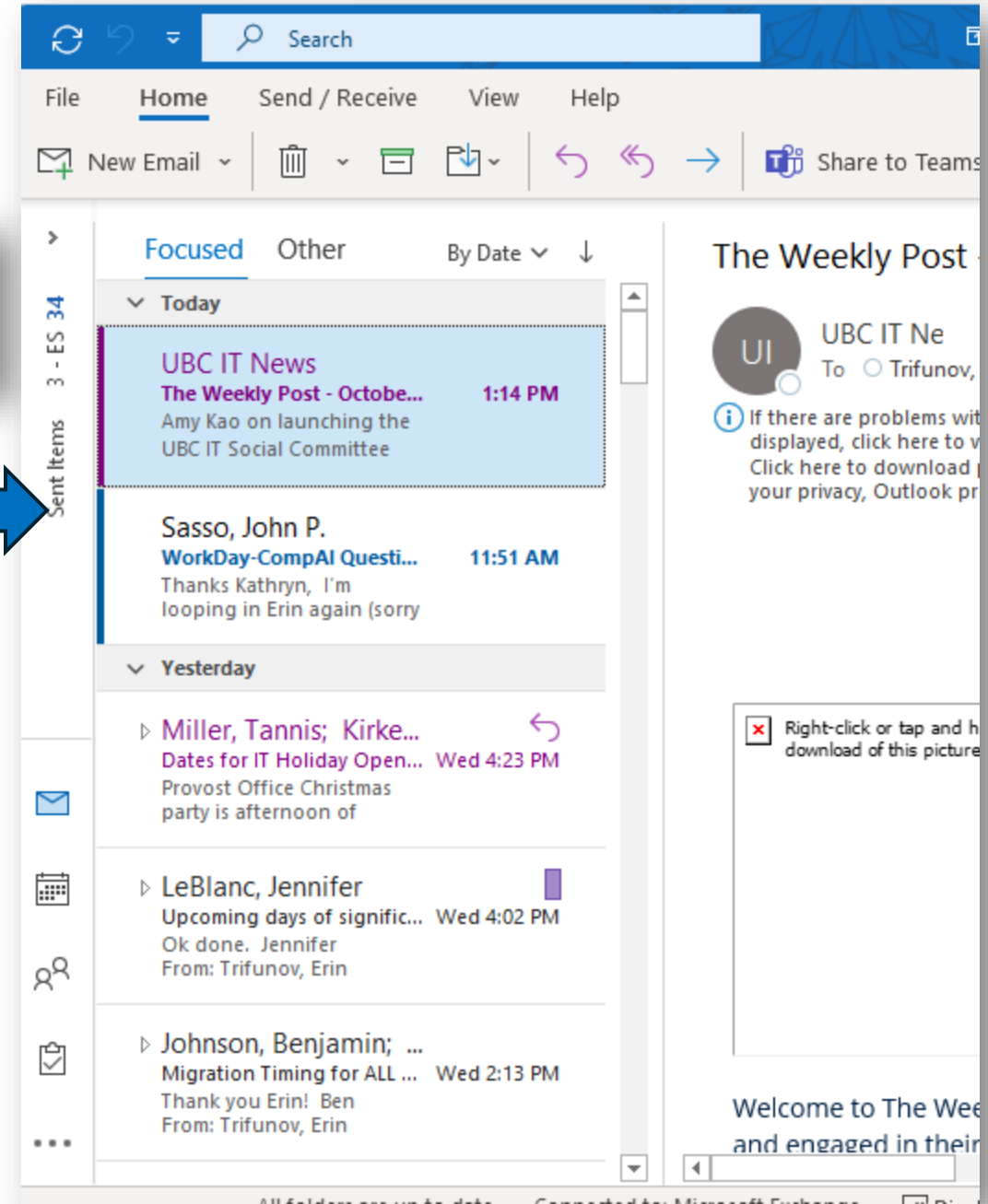
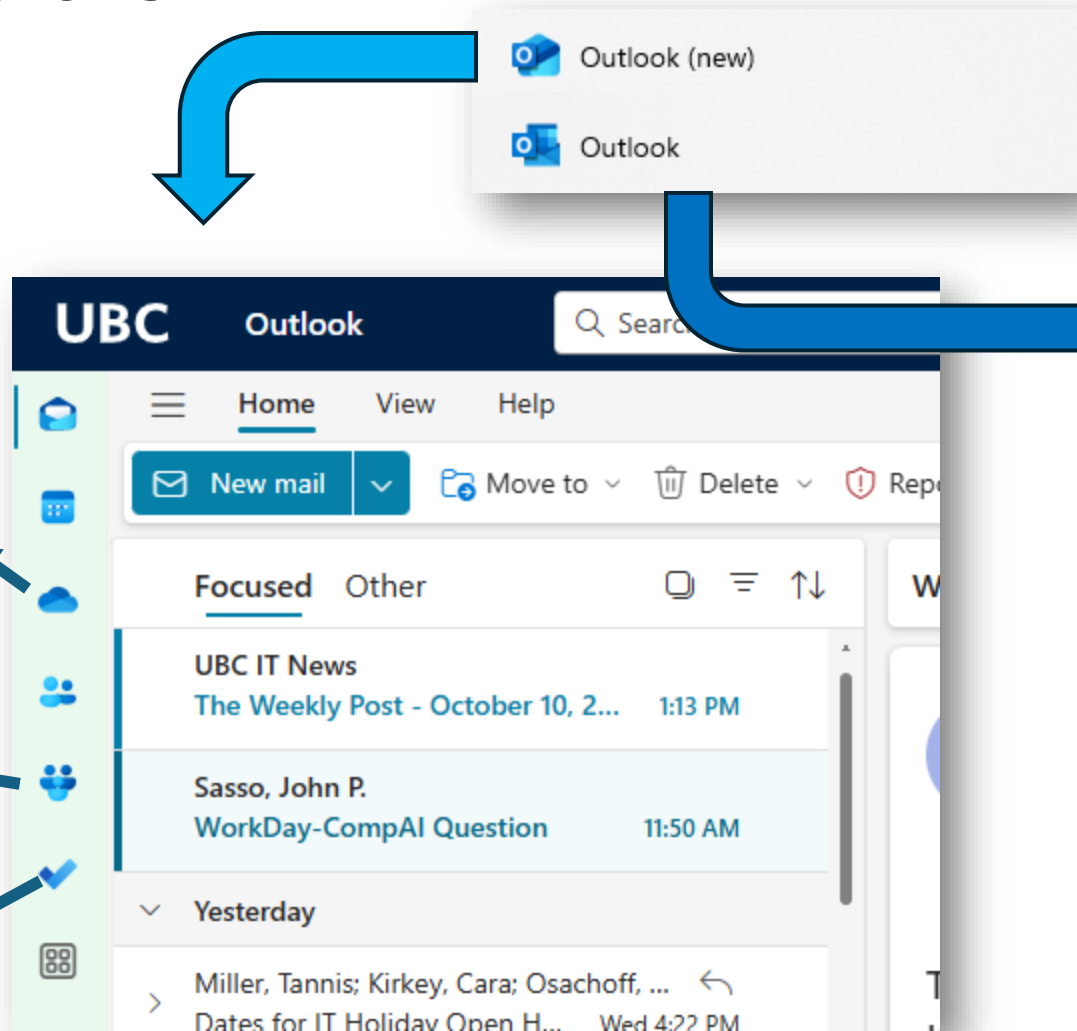
# New Desktop App Available

(not mandatory to switch)

Files (Teams & OneDrive)

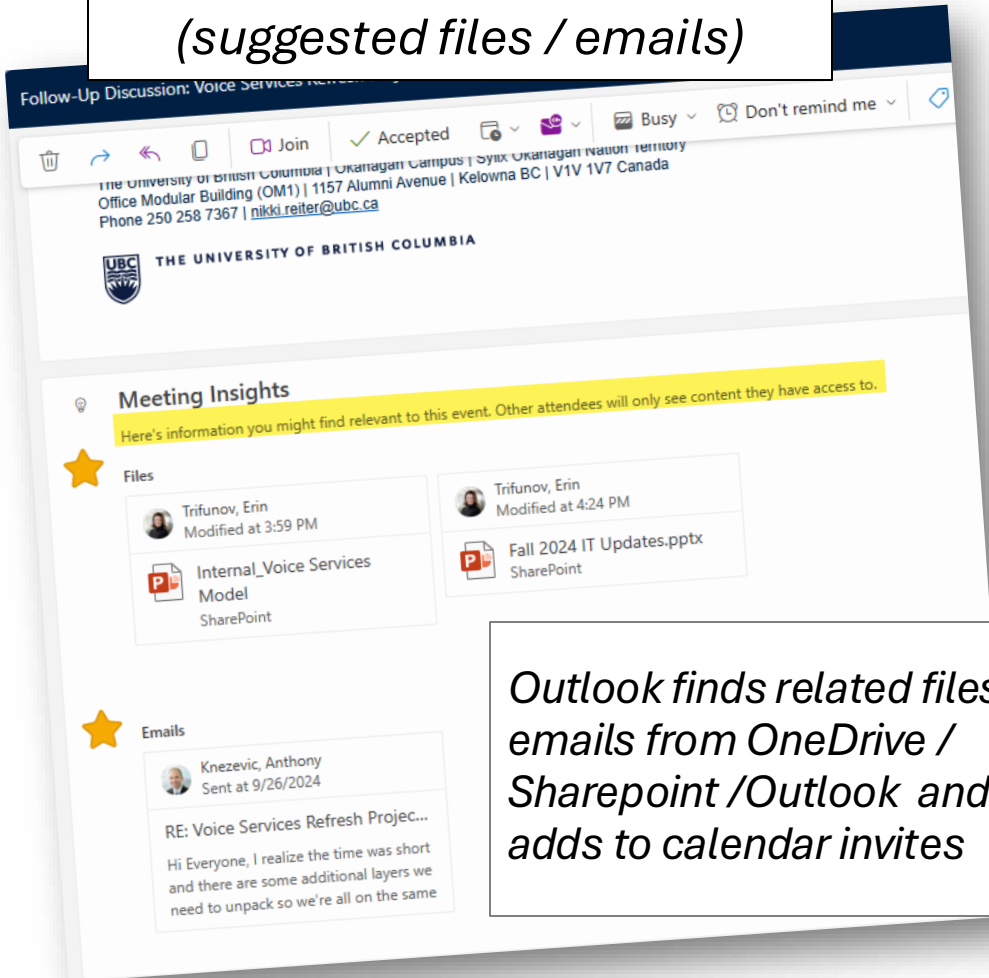
Teams / Groups

Tasks / To-Do



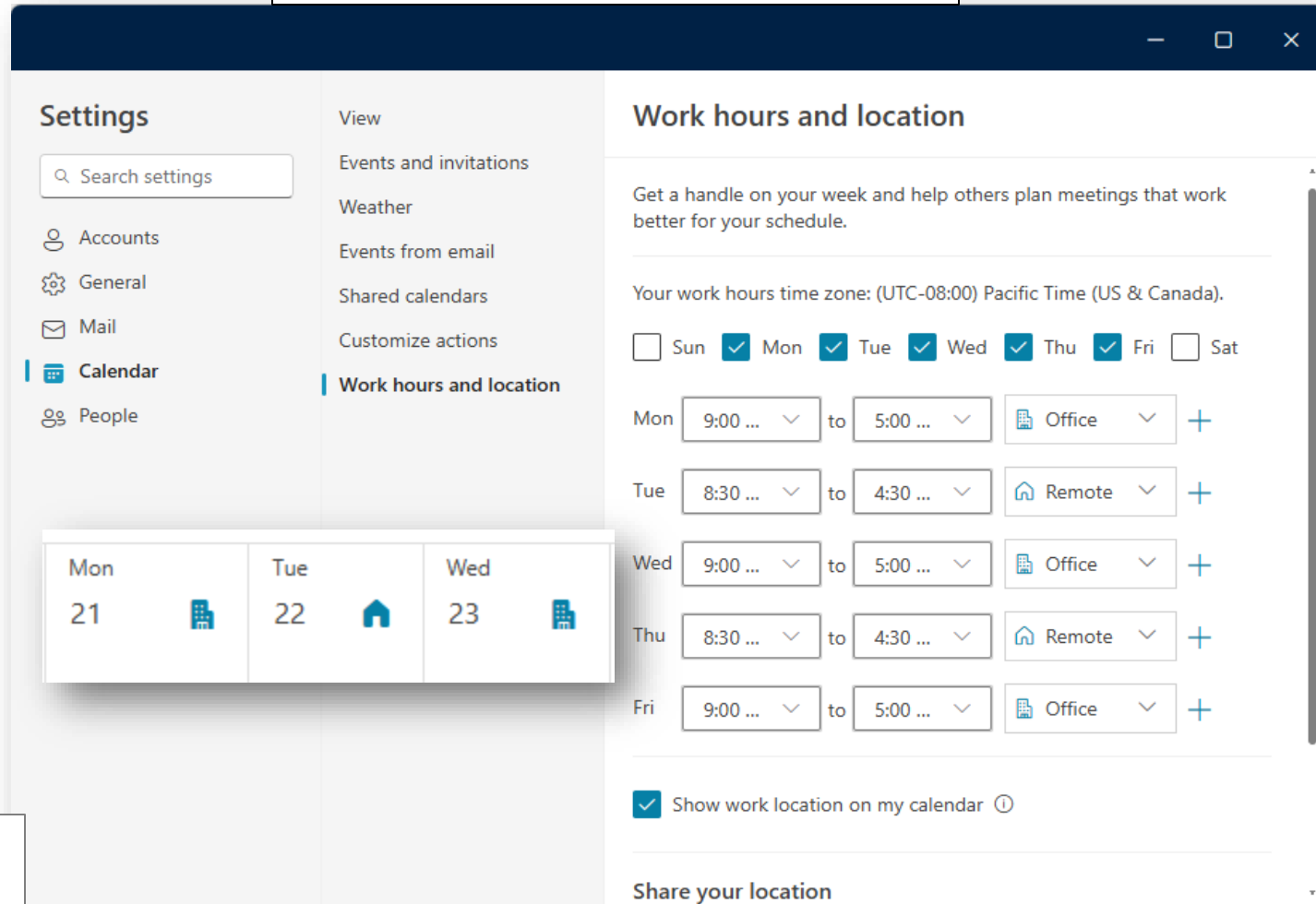
# New functions!

## Meeting Insights (suggested files / emails)



*Outlook finds related files & emails from OneDrive / Sharepoint / Outlook and adds to calendar invites*

## Set your Location

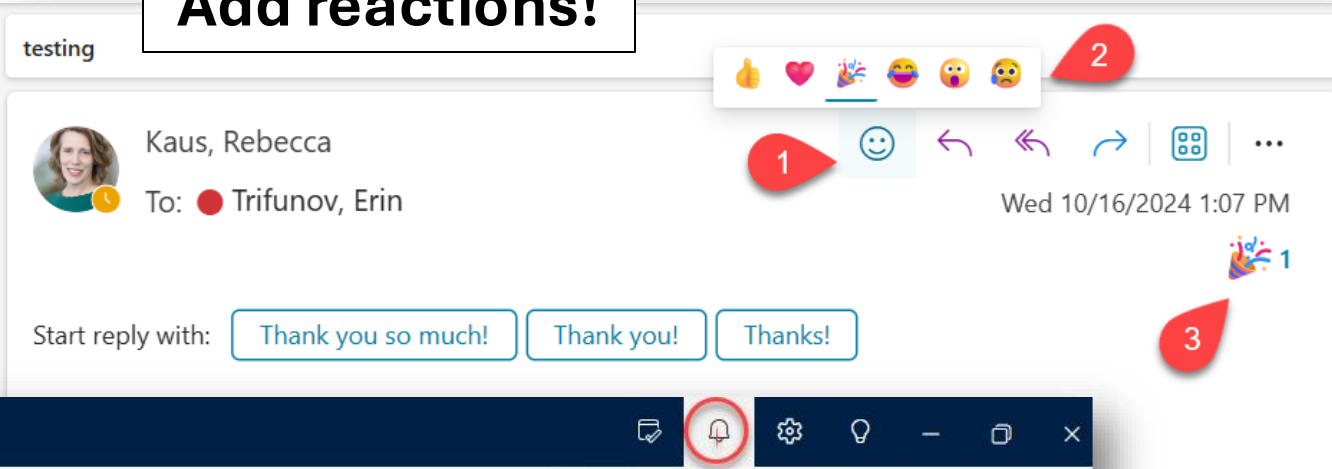


- Users can set work hours and location
- Location is visible to others when coordinating meetings

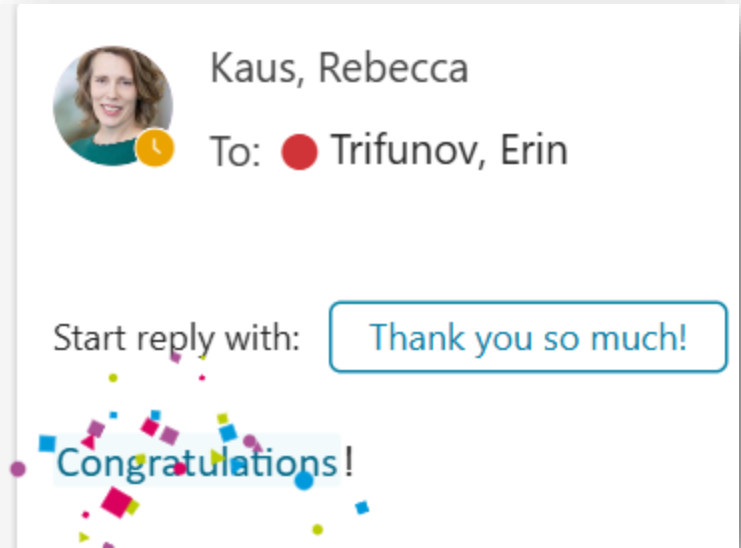


# More Functions – Reactions, Notifications, Animations

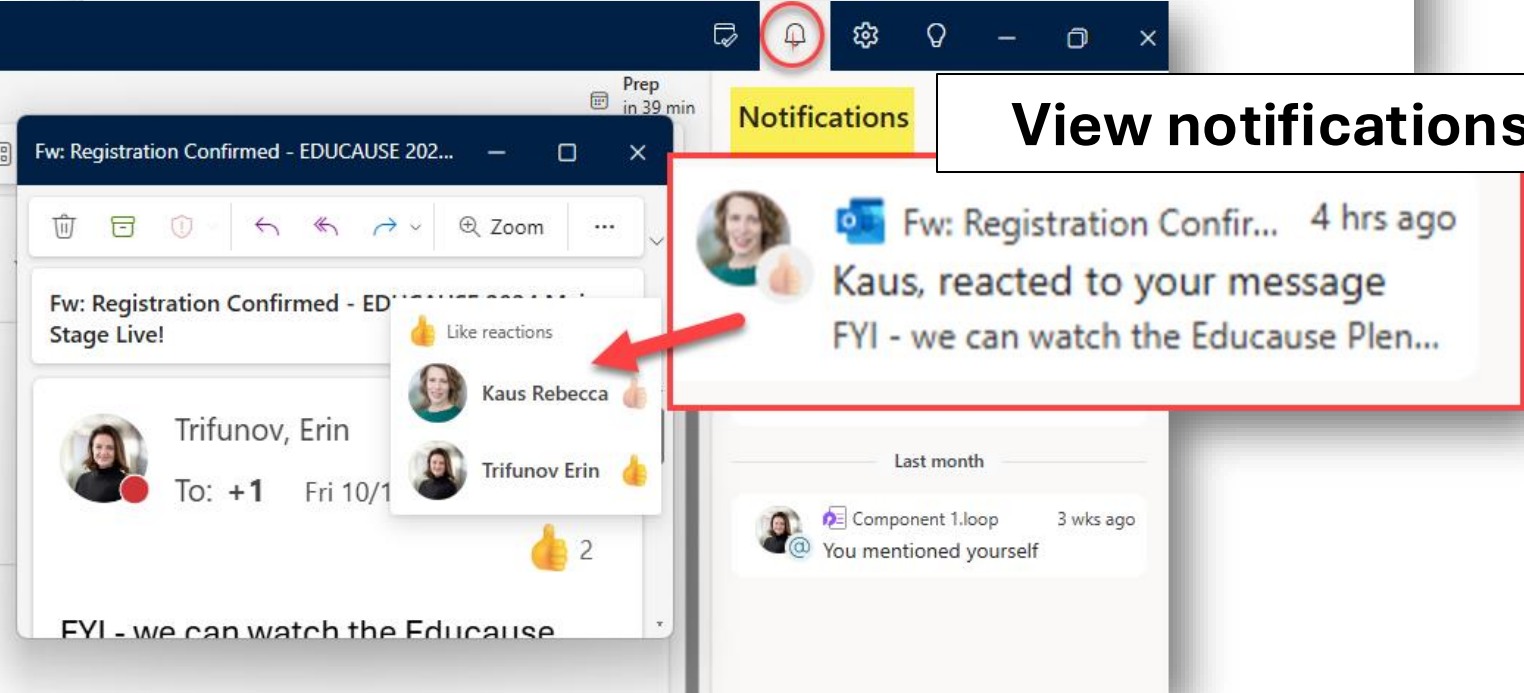
**Add reactions!**



**Add animations**



**View notifications**

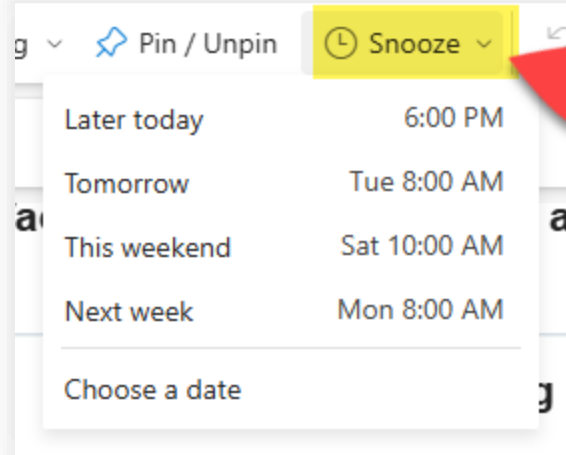


**Joyful Animations Phrases:**

- Congratulations
- Congrats
- Happy Birthday

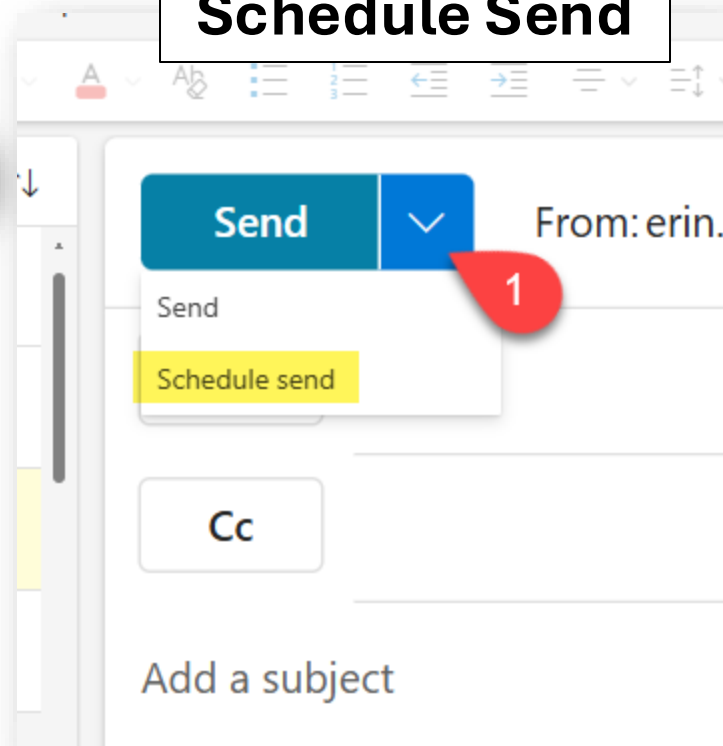
# More features: snooze, schedule delivery, pin

## Snooze



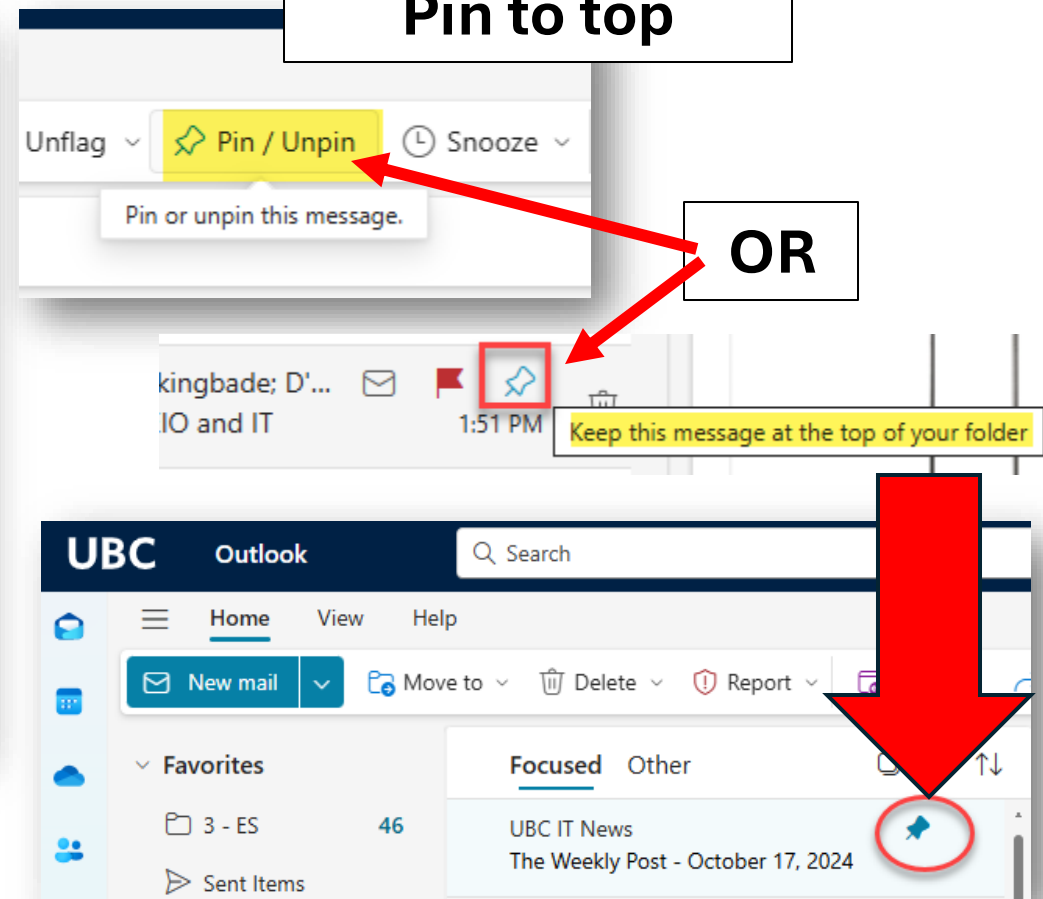
*Hide email until a future time to "redeliver" (removes from Inbox until scheduled reminder time)*

## Schedule Send



*Working late? Schedule delivery during "working hours" regardless of your own working hours*

## Pin to top

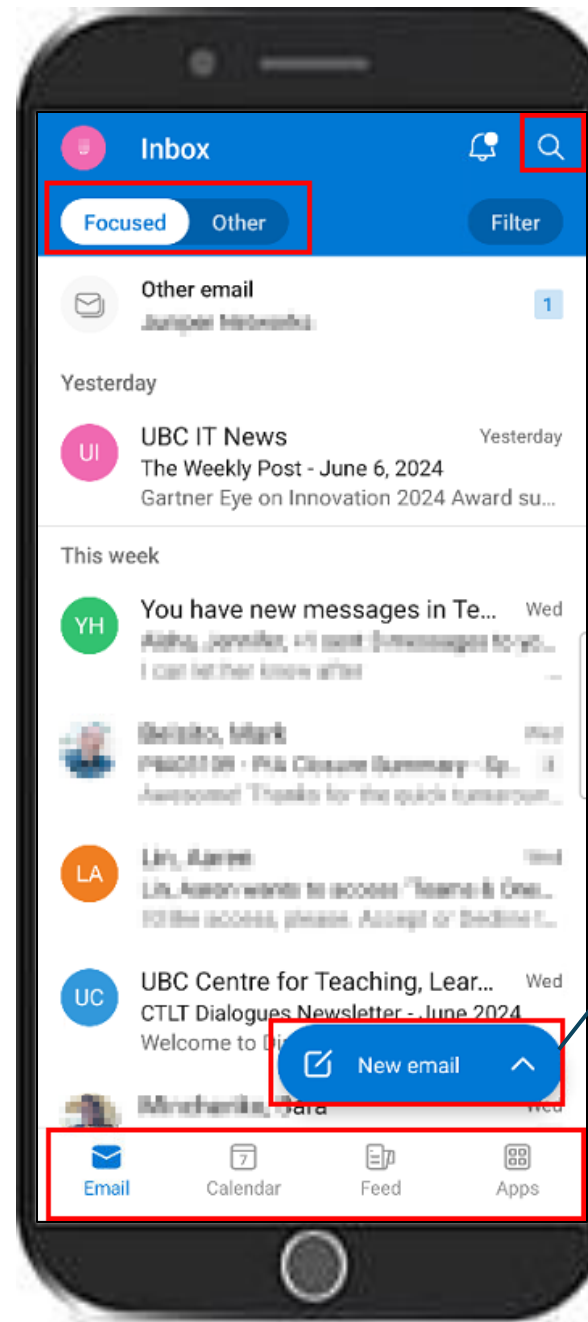


*Keep important emails at the top of your folder for easy reference.*



# Outlook Mobile App

- M365 provides access to an easy-to-use Mobile App for Outlook, available for Apple iOS and Android devices.
- Outlook also integrates via the Calendar function with MS Teams.



**Quick Action Button**  
Clicking on up arrow  
reveals:

