

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:

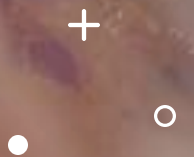
- **Administrative & Operational Depts: November 3-5**
- **Faculties: November 13 & 14**

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

The background features a blurred image of a UBC sign with the university's crest and the text 'THE UNIVERSITY OF BRITISH COLUMBIA'. The scene is filled with vibrant autumn foliage in shades of orange, red, and yellow. A semi-transparent blue rectangle is positioned on the right side of the slide, containing the UBC crest logo.

Highlight: New M365 Outlook Features & Functions



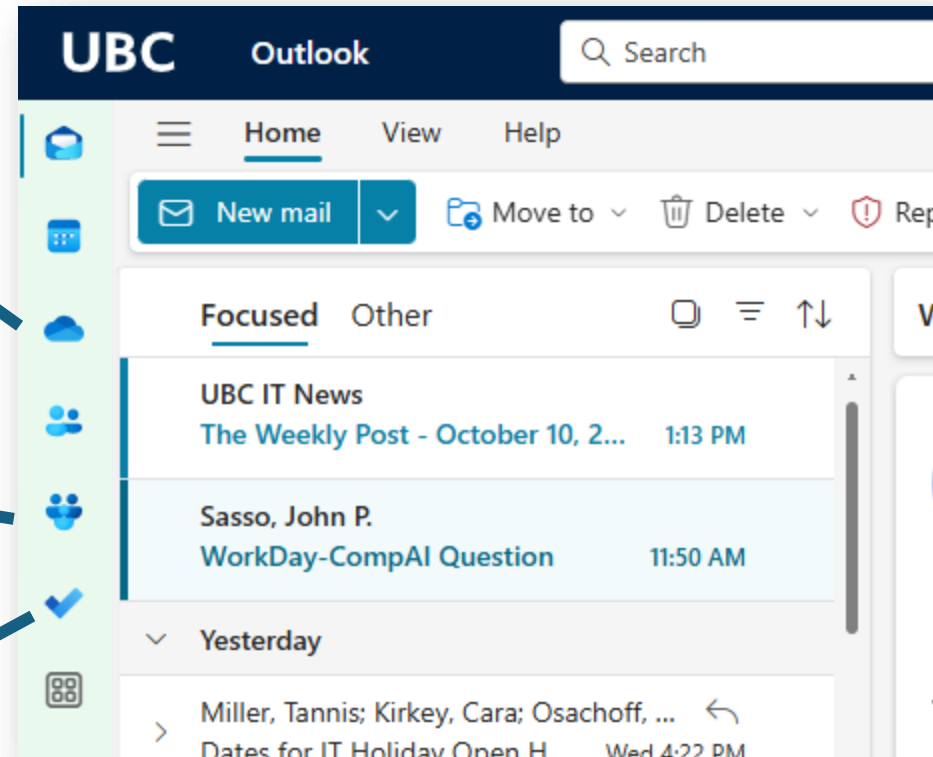
New Outlook Web Version

<https://outlook.office.com/mail/>

Files (Teams & OneDrive)

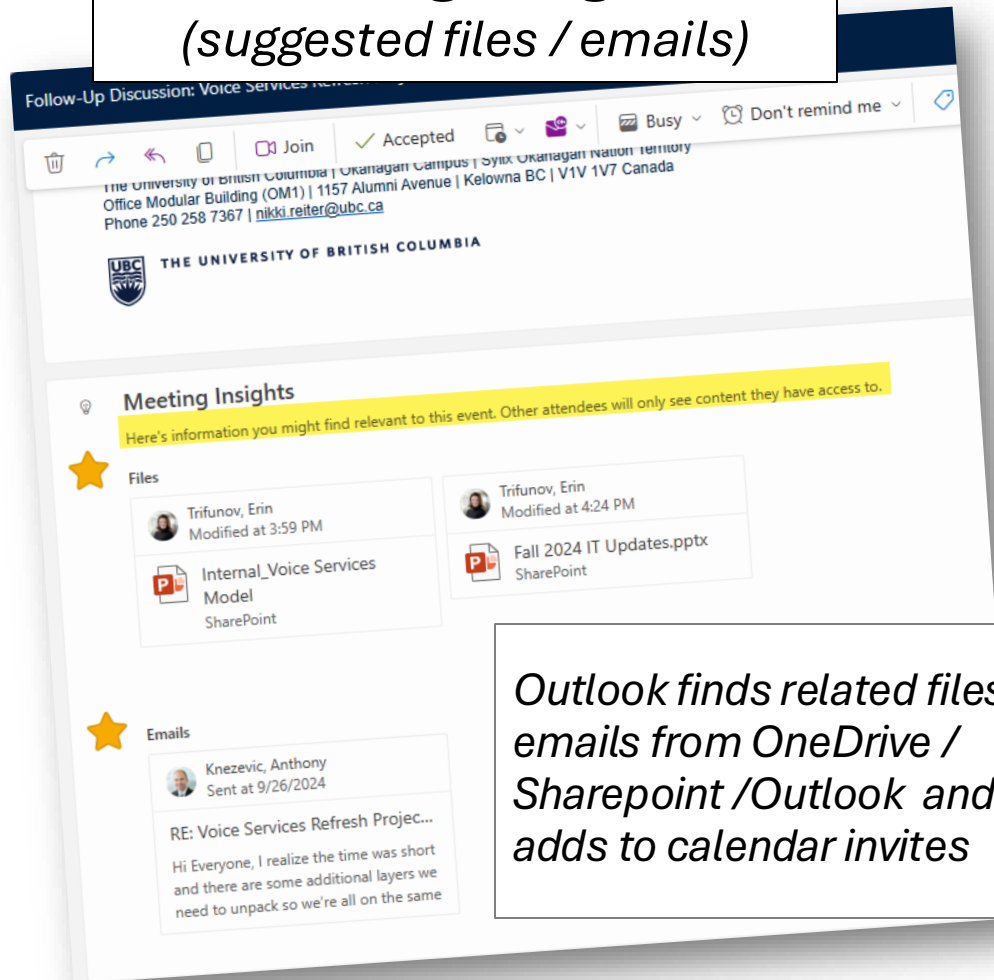
Teams / Groups

Tasks / To-Do



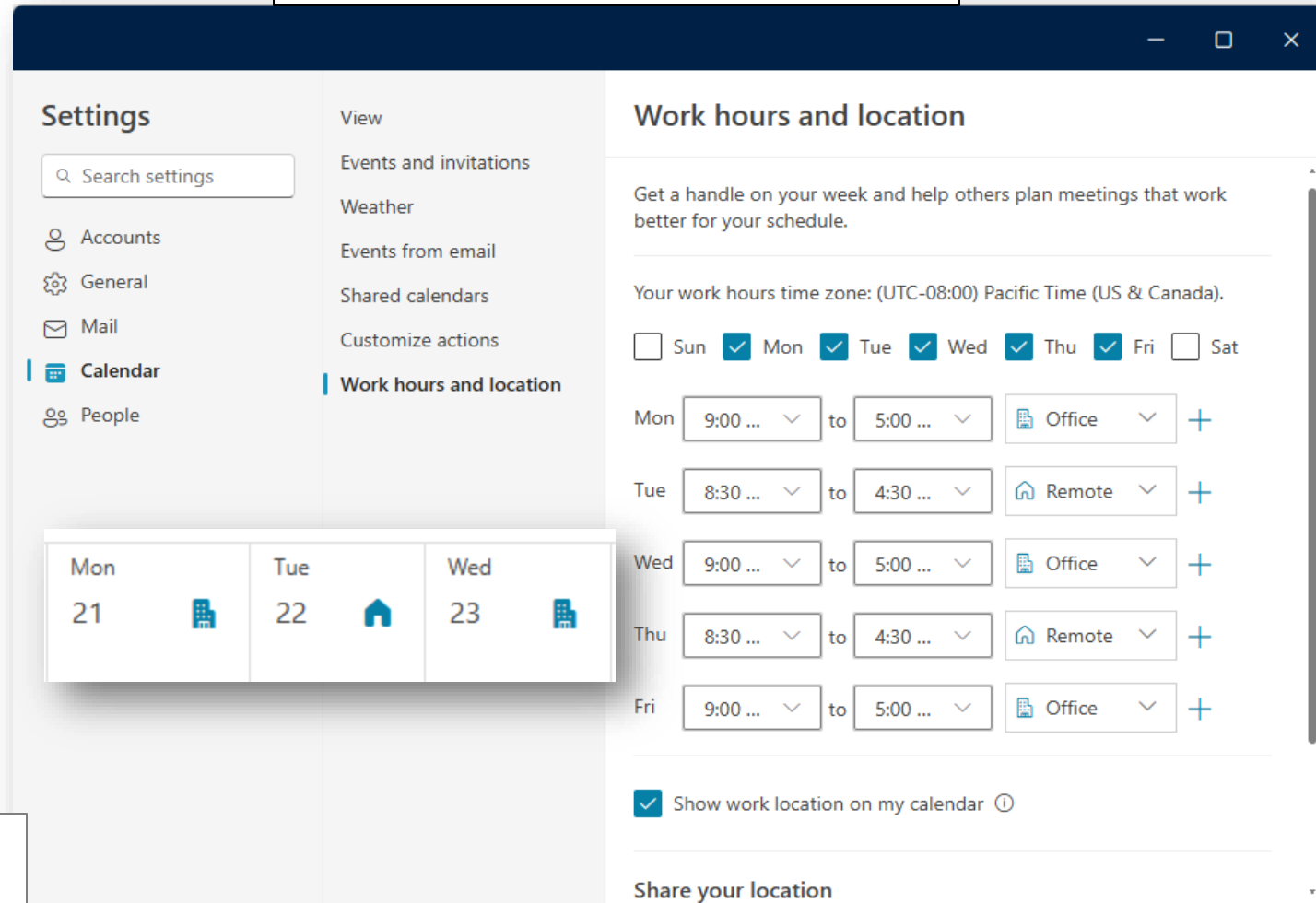
New functions!

Meeting Insights (suggested files / emails)



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

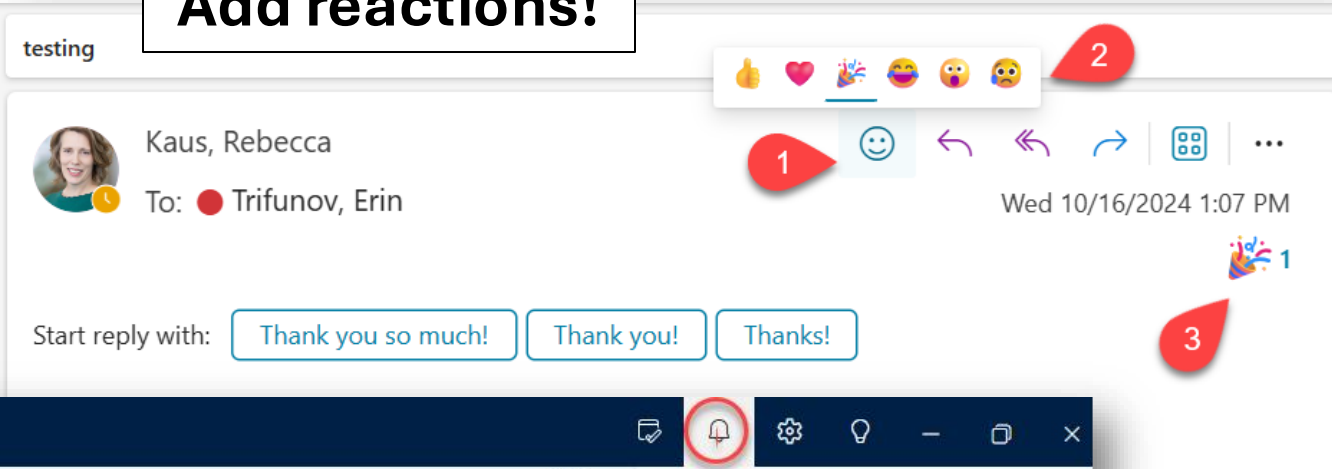
Set your Location



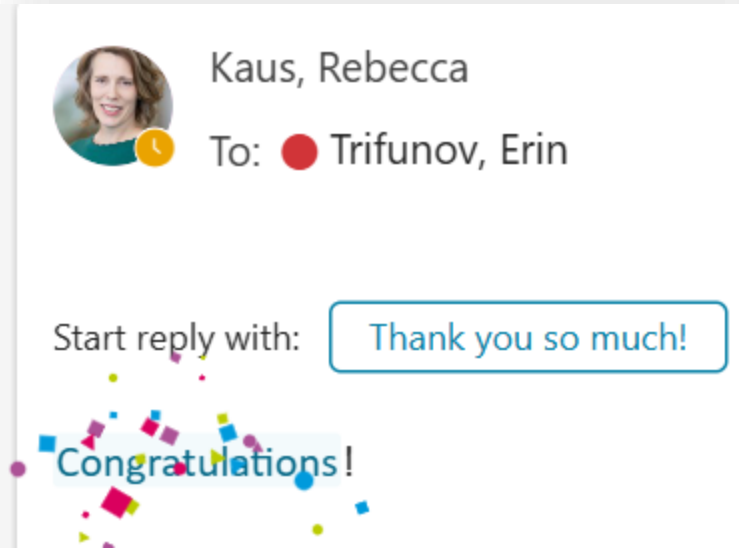
- Users can set work hours and location
- Location is visible to others when coordinating meetings

More Functions – Reactions, Notifications, Animations

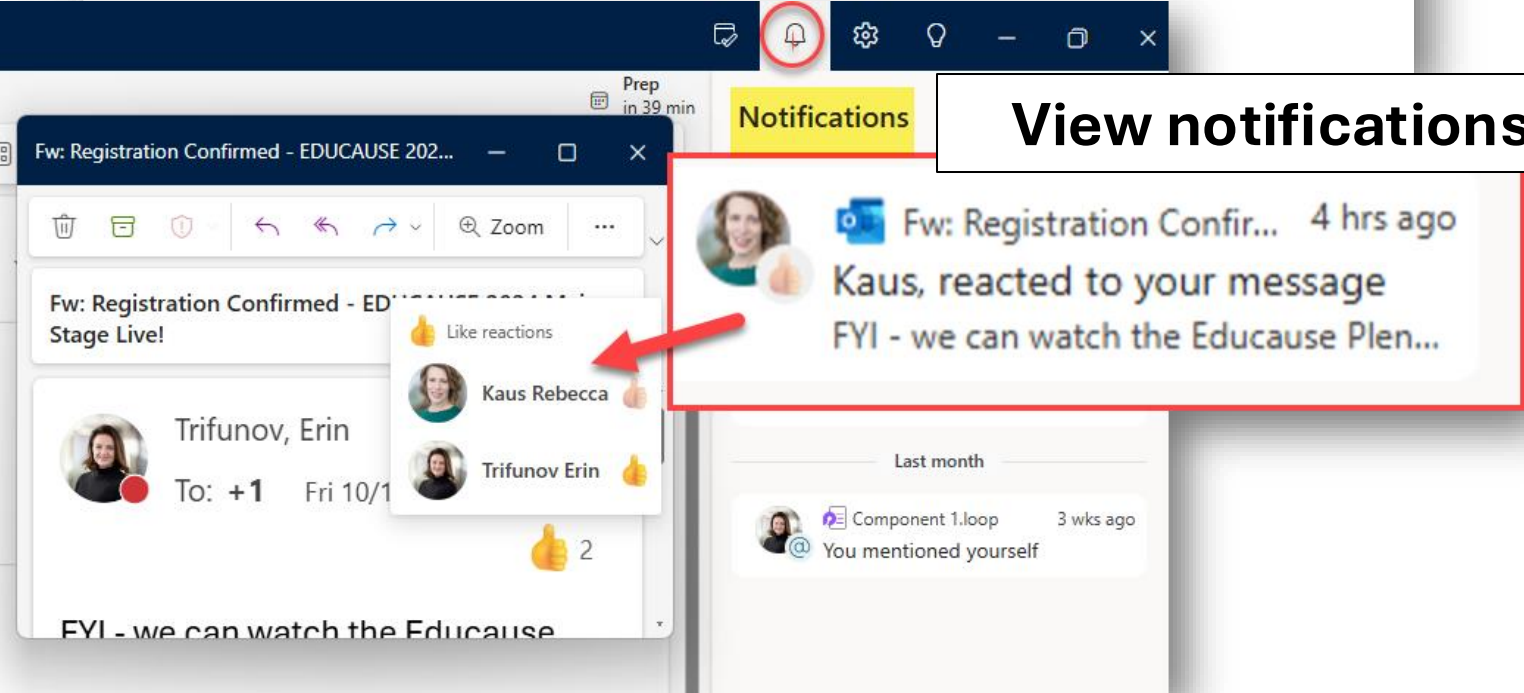
Add reactions!



Add animations



View notifications

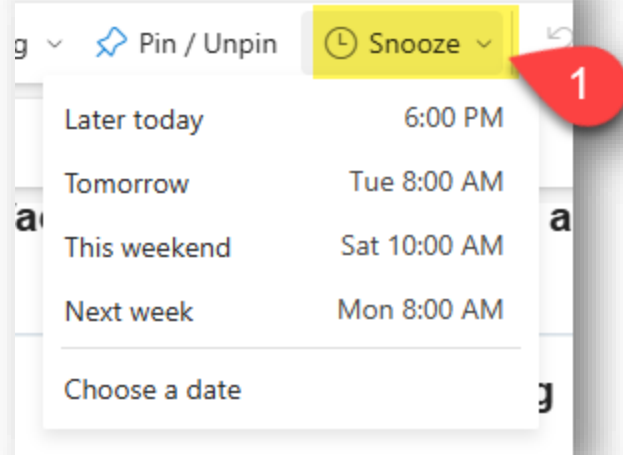


Joyful Animations Phrases:

- Congratulations
- Congrats
- Happy Birthday

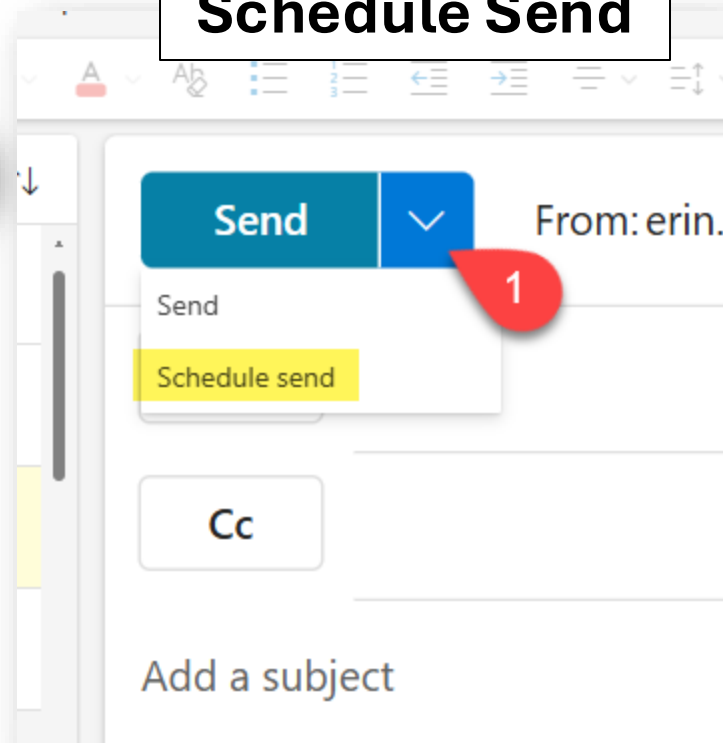
More features: snooze, schedule delivery, pin

Snooze



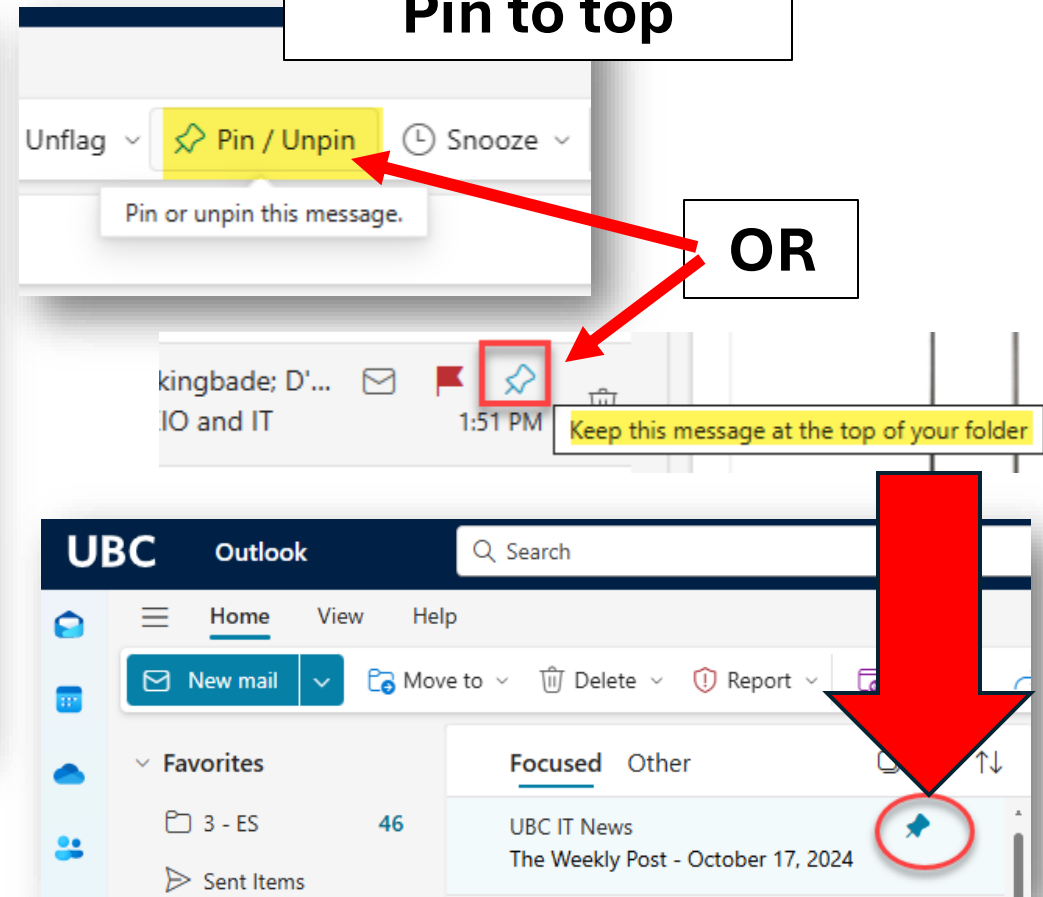
Hide email until a future time to "redeliver" (removes from Inbox until scheduled reminder time)

Schedule Send



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

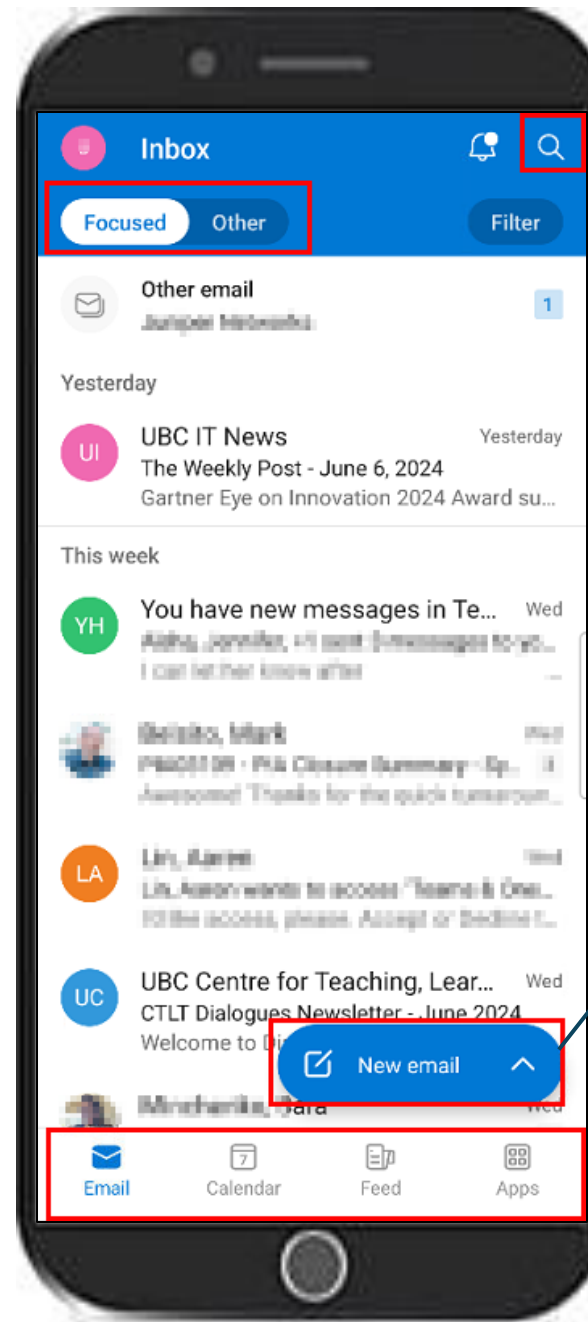
Pin to top



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:

