Office 365

Guidelines for Hinchingbrooke

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Contents

1 Office 365 Migration

The migration of email from Microsoft Exchange for staff and Google Apps for students will be taking place over the next 3 weeks. This is a complex migration of data and careful planning has taken place to safely and securely migrate your information to Office 365. Once complete, all staff and student email will be hosted on the Office 365 platform.

The reason we are doing this is so that we can fully exploit the collaboration and communication features within Office 365 which will provide the following benefits:

a) Access to email anywhere on any device with same login details you use in school
   - No need to remember mail.cambsed.net!
b) Access to collaboration feature like Sykpe for Business – chat to colleagues on line and create project discussion groups in Yammer
   - Both will reduce the need for blanket emails to all staff!
c) Access your files anywhere with OneDrive
d) Online access to web versions of Office Products
e) The ability to install the latest version of Office Products on up to 5 of your own personal devices
   - Free of charge!

This document includes information on the migration and how you will be able to access Office 365 once complete.

1.1 FAQ Staff Microsoft Exchange

1) When is this happening?
   The migration will begin the week of the 25th July and we expect to complete on the 5th August. Access to your email will continue throughout the migration.

2) How will it affect me?
   You should not notice any interruption to your emails whilst the migration takes place. Once completed, you will have access to a wide range of services in the Office365 portal as highlighted above.

3) Will I lose my old emails?
   We will be migrating all emails and calendars that are currently in your Exchange mailbox to Office 365. Anything that is stored in a local archive will not be automatically migrated,. Please contact the IT Technicians for assistance if you are unfamiliar with archive files.

4) What will be my login/password?

   - Username: *staffinitials@hinchbk.cambs.sch.uk*

   - Password: *your school network password*

Note if you have an existing Office 365 password this will automatically be updated to your school network password.

1.2   FAQ Students Google Apps

1. Will my emails be migrated?
   Yes, your email will be migrated to your new Office 365 account

2. Will my google email account be disabled?
   Yes, once the migration is complete

3. Will my google docs be migrated to OneDrive
   This will occur in the first month of the new term as we will require you to login to OneDrive before we can migrate your data. Further instructions will be communicated following the migration.

2 Accessing Office 365 from a Web Browser

Accessing emails on the move has never been easier. With Office 365 you can check your emails wherever you have internet. If you open up your web browser and go to:

https://portal.office.com

You will be able to sign into your office account here. If this is your personal computer, you can check the option for keep me signed in. Your user details are the same as those used to logon to the school:

- Username: *staffinitials@hinchbk.cambs.sch.uk*

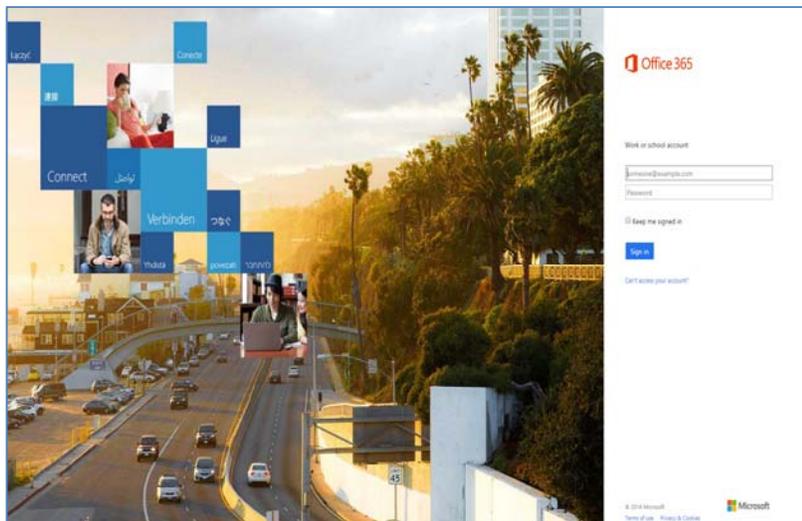- Password: *your school network password*

Figure 1: Office 365 Portal

Once signed in you will be taken to the main portal page. From here you can access your emails in Outlook, your files in One Drive and SharePoint along with other services.

Figure 2: Office Portal Home Page
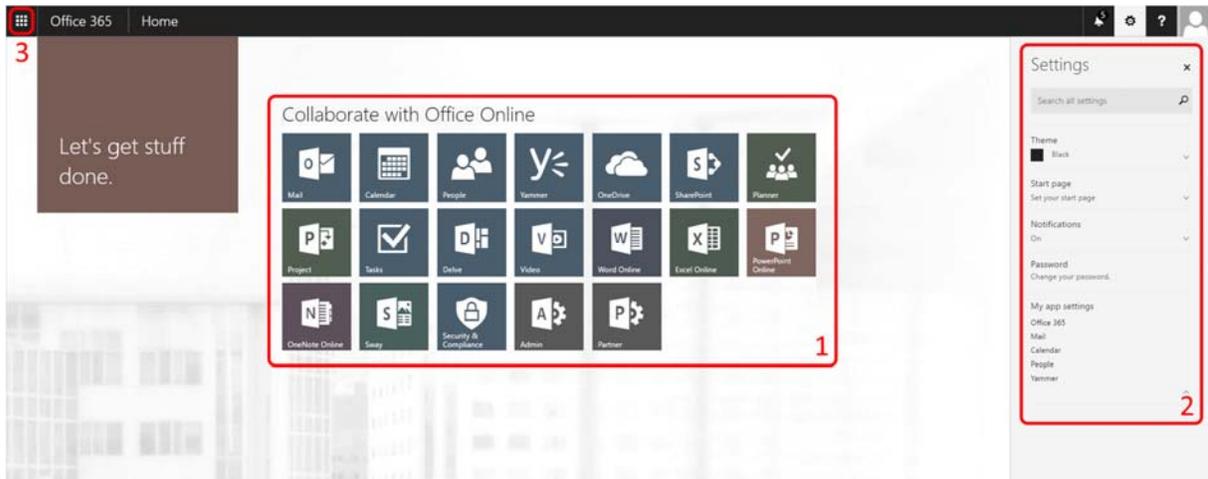
2.1   Navigating the Portal

Figure 3: Sections to the Portal

The portal is not just for checking emails, it is possible to store documents, browse SharePoint sites, edit calendars and more.

1. Apps – All apps available to you will be displayed on the main screen. There may be more or less than this depending on what you have access to.

2. Settings Panel – Minor Customisation and settings. You are able to set your home page for the portal. You can go straight into Outlook for example. You are also able to change your password here.

3. App Launcher – The app launcher is in the top left of the screen, if you are in one of the other apps then you will be able to switch apps using this.

2.2   Accessing emails from the web.

To access the emails from a web browser, log into the portal, and select the outlook "Mail" App.
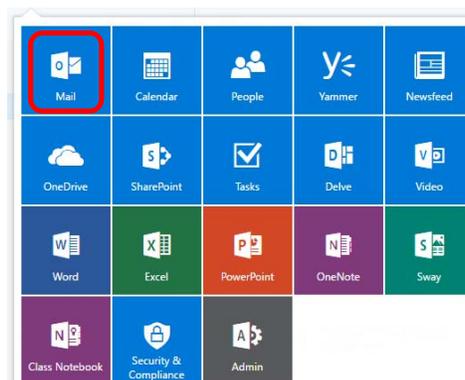

Figure 4: Select the Mail App

This view should look reasonably similar for those that have used Outlook. The Email structure will be the same as your Outlook. To locate your email folders, press the drop down arrow next to the Inbox.
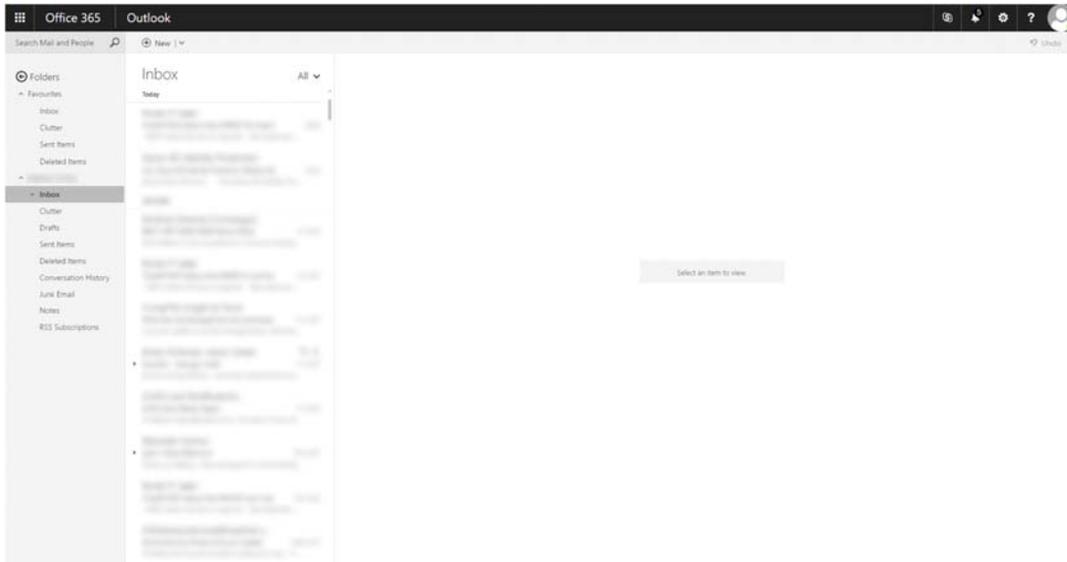

Figure 5: Outlook Mail App

2.3 Accessing emails with Outlook on the desktop

To access emails using outlook you should not need to take any action as it will automatically reconfigure to point to Office 365. If you have any issues following the migration, contact the support team.

3 Office 365 – Apple IOS and Android

3.1 Set up Office 365 email in the iOS Mail app

If you have an Office 365 work or school account, use these instructions to set up your email with your iOS device.

1. Go to Settings, scroll down to Mail, Contacts, Calendars, and then tap Add Account.

2. Select Exchange.

3. Enter your email address, your password, and a description of your account. Your email address should be the same as the account you use to logon to your computer in school.

   - Username: your.name@hinchbk.cambs.sch.uk

   - Password: <your school password>

4. Once your credentials have been entered, tap Next.

5. *If you're prompted to enter additional server settings the following will be required:*

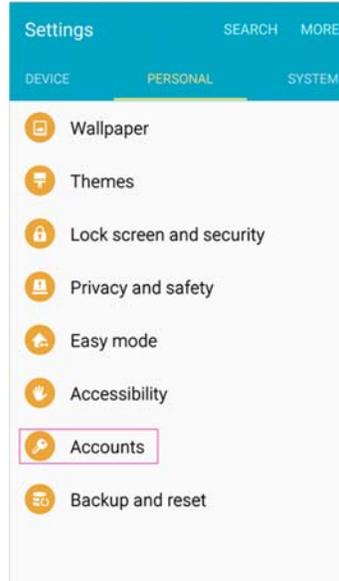|	Server name	Port	Requires SSL (TLS)
Incoming Mail (IMAP) Server:	outlook.office365.com	993	Yes
Incoming Mail (POP) Server:	outlook.office365.com	995	Yes
Outgoing Mail (SMTP) Server:	smtp.office365.com	587	Yes

5. Choose the apps you want your email account to sync with your iOS device and then tap Save. Your email account is now ready for use with the iOS Mail app.

NOTE: If you're prompted to create a passcode, tap **Continue** and type a numeric passcode. If you're prompted and don't set up a passcode, you can't view this account on your device. But you can set up a passcode later in your settings.

3.3 Android – Setting up the Built-in Mail app

If you have an Android phone or tablet, you can use email and Office apps like Word, Excel, PowerPoint, and OneNote almost anywhere. Further information on Android configuration can be found here: https://support.office.com/en-gb/article/Set-up-Office-apps-and-email-on-Android-6ef2ebf2-fc2d-474a-be4a-5a801365c87f

1. Tap Settings > Accounts > Add account > Email.

2. *Type your full email address, for example your.name@hinchbk.cambs.sch.uk, type your password, and then tap Next.*

3. Select the Exchange option.
4. Depending how the Office 365 administrator in your organization set up your account, you might receive a message about additional security features. Select OK to continue.
5. Once the device verifies the server settings, the Account Options page opens. Accept the defaults or select the options for how you want to receive and send your mail, and then tap Next. (You may need to scroll down to see Next.)
6. On the Set up email page you can change the name of your account. When you're finished tap Done.

If you synced your calendar and contacts in step 5 you can go to those apps on your phone to view any items that might be there. If you synced tasks as well, you should see them in the calendar app on your device. It might take a few minutes for everything to sync.

If your device can't connect make sure you typed your email address and password correctly and try again. If you still can't connect try setting it up following the Manual Setup below.