

Setup Instructions: for Cloud Email – Office 365

Note: During the email migration you may use your trumbullps.org email account, however you may be prompted to make changes. Just follow the instruction on the screen.

The following items will be different once you are migrated to the cloud email system

- 1) The new web address to check your email will be <http://outlook.com/owa/trumbullps.onmicrosoft.com>
- 2) When signing into Office 365 (For Mail) your log on account will be your log in ID [@trumbullps.org](mailto:jsmith@trumbullps.org) for example if you log onto your computer (In School) with jsmith then your Office 365 Mail log in would be jsmith@trumbullps.org . The password will be the same as the password you log onto your school computer with.
- 3) Once your account is migrated to Office 365 Mail your Google log on will change from smithj@trumbullps.net to jsmith@trumbullps.net. This will change when the Google Account Information updates in the evening (10pm) so your log on to the Google domain will change the day after you have been migrated to Office 365 Mail.
- 4) Once your account has been migrated the Outlook client on your school desktop should notify you that it needs to restart (close Outlook and reopen), once restarted it should automatically connect you to your new Office 365 mailbox. If there are any issues please put in a work order and a tech will be able to fix your profile so it is connected properly.
- 5) Phones and all mobile devices (IPADS, Laptops, and Tablets) will need to be reconnected to the new mail server in the cloud. The fields you will need are as follows.

***Username** is the same as the web log in user ID [@trumbullps.org](mailto:jsmith@trumbullps.org) (ex jsmith@trumbullps.org)

***Email Address** must be the same as the username (ex jsmith@trumbullps.org)

* **Password** is the same password you log onto the computer with

* **Server** is mail.trumbullps.org



* **Or**, use the Microsoft App. For your device

Note: You will notice a default folder called “Clutter”. Clutter is a feature in Office 365 designed to help you focus on the most important messages by moving lower priority messages from your Inbox folder to a new folder named 'Clutter'. Clutter learns from your actions to determine the messages you are likely to ignore. As less important messages arrive, they are automatically moved to the Clutter folder. A notification email will then be sent to your account once a week notifying you which sender addresses have been marked to move to Clutter automatically.