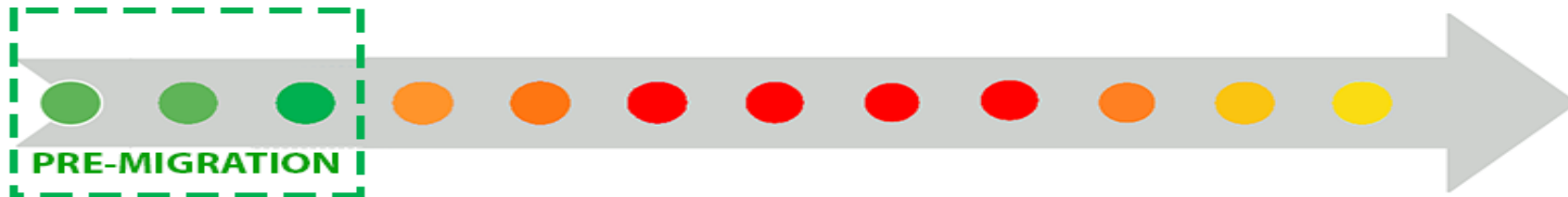


STAFF - O365 Migration Information



Steps to take: Before 4:00 p.m. on Thursday, April 19

1. **SIGN-OUT:** All email, Office applications and any apps linked to your "@bellevue.kyschools.us" account
2. Clear all internet browsers' cache (Chrome, Microsoft Edge, Internet Explorer, Firefox, Safari)

ONCE THESE STEPS ARE COMPLETED ON THURSDAY, DO NOT USE YOUR INTERNET OR EMAIL ACCOUNTS UNTIL AFTER MIGRATION.

STEP 1: Sign-out all email and office applications.

MAIL



WebMail

1. In the upper right corner of the browser window, select your name or picture
2. Select **View Account**
3. Select **Sign out**

Microsoft Office



Office 2016 Products - Windows

- Note: Signing out of one Office app will sign you out of all apps
1. In the Office Application (Word, Excel, PPT), select **File > Account**
 2. Under the **User Information**, select **Sign Out**

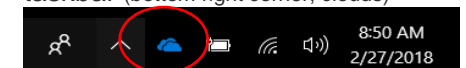
One Drive



OneDrive

Windows


1. Right Click the OneDrive icon in taskbar (bottom right corner, clouds)



2. Click Settings
 3. Select the Account Tab
 3. Click Stop Sync
 4. Click Unlink Account
- Note:** Files will stay on your computer



Outlook App - iOS

1. Launch Outlook App
2. Tap the menu  icon
3. Tap the settings icon (gear)
4. Tap your name
5. Tap **Delete Account**
6. Confirm Delete Account



Office Products – iOS

Note: Signing out of one Office app will sign you out of all apps

1. Launch App (Word, Excel, PPT)
2. Tap Account
3. Tap your @bellevue.kyschools.us email account
4. Tap Sign Out

OneDrive Mobile

1. Open OneDrive mobile App
2. Tap Me (bottom right)
3. Tap **Sign Out** (Android) or **Sign Out of this Account** (iOS)



iOS Mail

1. Launch **Settings**
2. Tap **Account & Passwords**
3. Tap **Exchange** (or other Label for school email. Exchange is default label)
4. Tap your @bellevue.kyschools.us email address
5. Tap **Delete Account**
6. Confirm Delete Account




Office Products – Android

1. Launch App (Word, Excel, PPT)
2. Tap your Name or photo in the top right
3. Tap your Name or photo
4. Tap **Sign Out**



Skype for Business

1. Launch Skype App
2. Click on the arrow next to the gear icon  (top right)
3. Click File
4. Click on Sign Out
5. Click the Delete my sign-in Info link
6. Click Yes to confirm




Android Mail

Email apps on Android devices vary. Depending on your device:

1. Launch Android Mail App
2. Open settings
3. Locate your @bellevue.kyschools.us email account
4. Remove or forget this account



Outlook App - Android

1. Launch Outlook App
2. Tap the menu  icon
3. Tap the settings icon (gear)
4. Tap your name
5. Tap Delete Account
6. Confirm Delete Account

STEP 2: Clear your web browser cache.

Clear Browser Cache

Chrome

1. Open the Chrome browser
2. Select the menu (3 vertical dots) in upper right corner
3. Select History
4. New popup window, select history again at the top of the window
5. Select Clear browsing data on the left side
6. At the top of the "Clear browsing data" window, click Advanced.
7. Select the following:
 - a. Browsing history
 - b. Download history
 - c. Cookies and other site data
 - d. Cached images and file
 - e. Passwords
8. In the same window, select the "Time range" drop-down menu, choose the period of time to clear cached information. Select All time
9. Click CLEAR DATA.
10. Exit the browser.

Internet Explorer 11

1. Open Internet Explorer
2. Select the Settings (Gear) in the upper right hand corner
3. Select Internet Options
4. Under Browsing history select delete

5. Check every box
6. Select delete
7. Select OK


Microsoft Edge

1. In the top right, click the Hub icon (looks like star with three horizontal lines).
2. Click the History icon (looks like a clock), and then select Clear history.
3. Select
 - a. Browsing history
 - b. Cookies and saved website data
 - c. Cached data and files
 - d. Passwords
4. Click Clear.
5. After the "All Clear!" message appears, exit browser

Safari

1. Launch Safari
2. Click History
3. Click Clear History
4. in the Clear, drop-down menu, select All History
5. Click Clear History
6. Quit the Safari Application (COMMAND+Q or Safari to Quit) and re-open the browser

Firefox

1. Select the menu  in the upper right corner
2. Select History (looks like a clock)
3. Select Clear Recent History
4. From the Time range to clear: drop-down menu, select everything
5. Next to "Details", click the down arrow to choose which elements of the history to clear, select all items (checkboxes)
6. Click Clear Now
7. Exit/Quit all browser windows/tabs and re-open the browser