

TECHNOLOGY DEPARTMENT - - IMPORTANT CHANGES AND INSTRUCTIONS:

This weekend (March 20 – 22) we will be moving our email to a newer cloud-based Outlook version. During this time, you may experience intermittent email issues as the mailboxes are transferred from our server to the new system. Once the transfer is complete, you should be aware of the following things that may be impacted.

1. If you are using our website link to access your email
 - a. Click on the website link
 - b. Enter your FULL email address (not just your username) ----
jhibbard@greenville.k12.pa.us vs jhibbard (previous)
 - c. Enter your normal password that you have been using
 - d. The view and functionality should be quite close to what you are used to

2. If you are using Outlook client on your computer.....
 - a. No changes should need to be made
 - b. HOWEVER – please leave your computer logged in and turned on over the weekend as the technology department will be spot-checking the conversion

3. If you are using email on your phone
 - a. If email does not work, please follow the steps below:
 - i. Go to Accounts
 - ii. Remove your current Corporate/Active Sync account
 - iii. Create a new account using the following steps:
 1. Email address : your email address
 2. Domain: leave blank
 3. Username: your email address
 4. Password: your email password
 5. Server: outlook.office365.com
 6. Use SSL checked
 7. If you receive a failure for security, check “Accept All Certificates”

The conversion is set to begin at around **4:00 p.m. Friday March 20th**. All mailboxes should be transferred by Saturday evening. We hope to make this transition as smooth as possible for all of you. If you are experiencing any issues on Monday morning please let us know and the technology department will be around to assist. Thank you for your patience.