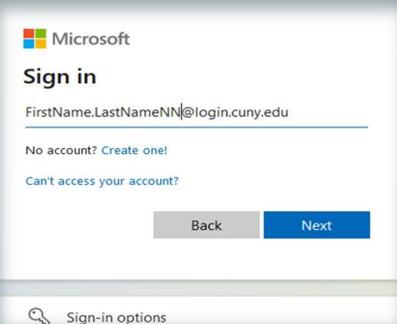


Step 1

Using your CUNYfirst credentials (FirstName.LastNameNN@login.cuny.edu) from any browser login to Office.com.



If you are not already logged in you will see the above image, click “**Sign in**” and next see the **Microsoft Sign in email landing** page, put your full CUNYfirst credentials there with **@login.cuny.edu** as your email account. You will be redirected to the CUNY web applications sign in page next.



Login again using your CUNYfirst credentials. If you have any trouble **Contact IT for Info**>

Step 2

While in **Office.com** setup your multi-factor authentication (MFA).

MFA for short is an added level of security that requires you to provide two or more different ways of proving your identity before allowing access into your devices or accounts.

MFA is turned on in this 365-cloud environment.

While logged in to Office.com go to go to your profile: (top right)



Select “**Security Info**”, and add your phone numbers.



Do not just put your office number as sometimes you may work from home, add more than one so you can select which number is best at the time of authentication.

helpdesk@york.cuny.edu

Step 3

With steps 1 & 2 completed you are now ready for bigger moves.

Learn all the following actions:

- Learn how to add the M365 Outlook Cloud profile to your existing Outlook client.
- Empty your junk and deleted items mail folders. This will speed up the migration.
- Print out your calendar before migration for a least one week of appointments.
- Copy your email signature to a file for later recovery.
- Export your Outlook rules if you have any to a file on your computer.
- Alert your students of possible brief gap during email cutover.
- Review your primary college affiliation in CF. Which ever one it is, will be the one email is coming from

To learn all these go to the main link below



<https://www.york.cuny.edu/m365>



KEYS TO SUCCESS



YORK College

OUTLOOK MIGRATION



INFORMATION TECHNOLOGY



On November 7th, 2022 York Outlook email will be migrating to Microsoft 365 Cloud based Outlook. While Outlook itself is not going away, how you access email will change. This brochure is the most current information for what you need to do to prepare in order to have a seamless experience on migration day.

This brochure provides three critical steps that everyone should take now so that you are well prepared before the migration date.

In addition, visit the Migration web page at <https://www.york.cuny.edu/m365> for all the key information everyone needs to be aware of.

During the migration we will have the IT Virtual Window available dedicated for this support at:

<https://www.york.cuny.edu/itvirtual>

IT Virtual Hours QR



IT ServiceDesk 718-262-5311 helpdesk@york.cuny.edu
YConnect <https://www.york.cuny.edu/yconnect>