

MIGRATION  
DAY is  
Monday,  
March 20

# Office 365 at MPS



## Your MPSRI WEBMAIL Changes This Spring – What you Need to Know

Office 365 webmail is coming to Middletown Public Schools employees and students this spring. Office 365 will upgrade your web-based MPSRI email. In addition to email, Office 365 provides students and employees with a number of optional productivity and collaboration tools. These include the ability to install Microsoft Office on up to 5 PCs or Macs and cloud storage with OneDrive.





### TRAINING MINI-SESSIONS & WORKSHOPS (tentative)

Location	March 20 (mini)	March 21 (mini)	March 23 Workshops
Oliphant PD Comp Lab	10:00am – 10:20am 10:20am – 10:40am	1:00pm-1:20pm 1:20pm-1:40pm	2:00pm-3:00pm 3:00pm-4:00pm 4:00pm-5:00pm
MHS Comp Lab 108	1:50pm – 2:10pm	7:00am – 7:20am 1:50pm – 2:10pm	
Gaudet Library	2:20pm-2:40pm	7:15am-7:35am 2:20pm – 2:40pm	
Forest Ave Comp Lab	3:00pm – 3:30pm	8:00am – 8:20am 3:00pm – 3:20pm	
Aquidneck Art Room	3:00pm – 3:20pm	8:00am – 8:20am 3:00pm – 3:20pm	

## ✓ What do I need to do?

Once the migration is complete for your mailbox (your mailbox will no longer open using the quicklinks>mpsri webmail login), you will need to complete a few steps to get started:

1. **Login to Office 365** from our MPSRI.NET QUICKLINKS > Office 365 and enter your full MPSRI email address and password. Select the waffle icon  and select the mail icon . The first time you login, you will be prompted to select your time zone.
2. **Reconfigure email on your mobile device.** (Information is available on our [FAQ](#) document)
3. Read through our [Getting Started Guide](#) and the [FAQ](#).
4. If possible, **attend one of the trainings.**
5. Visit Microsoft Outlook Support Page to learn more: <https://support.office.com/en-us/outlook>
6. Help your students (gr 7-12) with the transition.

## MOBILE DEVICE INFORMATION

### Exchange Account

Server Address: [outlook.office365.com](https://outlook.office365.com)

Domain\Username: [\username@mpsri.net](#)



\*Note – you will need to delete your existing account and then re-add your new account using this information.

### When will I be migrated?

**All students and staff will be migrated on March 20, 2017.**

### Where supports are available?

Please visit our Office 365 webpage for more information

[www.mpsri.net/office365](http://www.mpsri.net/office365)

Download the MPSRI Getting Started Guide:

[http://www.mpsri.net/uploaded/documents/central\\_office/asstsuper/academictech/technology/O365/O365GettingStarted\\_MPSRI\\_final.pdf](http://www.mpsri.net/uploaded/documents/central_office/asstsuper/academictech/technology/O365/O365GettingStarted_MPSRI_final.pdf)

Download the MPSRI FAQ:

[http://www.mpsri.net/uploaded/documents/central\\_office/asstsuper/academictech/technology/O365/O365FAQ.pdf](http://www.mpsri.net/uploaded/documents/central_office/asstsuper/academictech/technology/O365/O365FAQ.pdf)

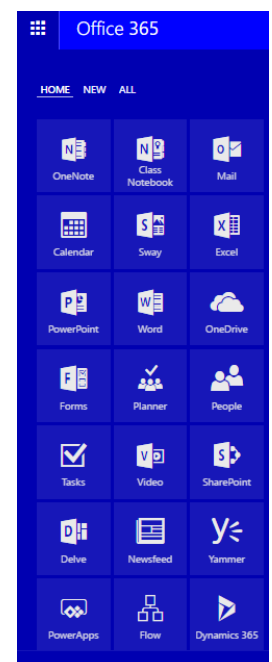
Attend a training!

## Waffle (Office 365 Applications)

(App Launcher)  
Waffle Icon



(Settings)  
Gear Icon



[www.mpsri.net/office365](http://www.mpsri.net/office365)