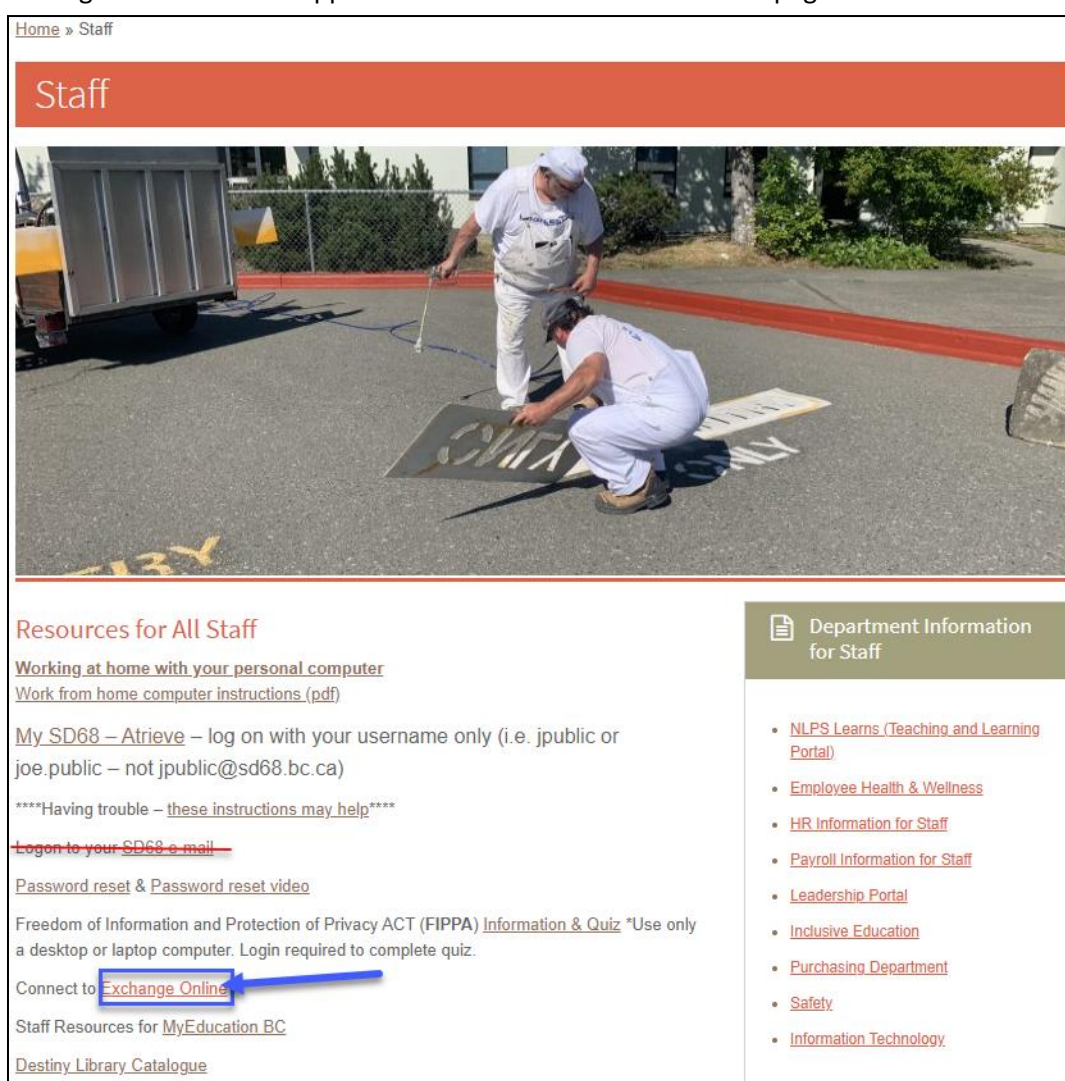# Exchange Online Adoption project

The IT Department is in the process of migrating all staff email accounts from our on-premises servers to Exchange Online – Microsoft's online email system.

There are several reasons this change is being made:
- Our on-premises servers are becoming low on space. Expansion of this space is very expensive, both for primary storage and backup storage.
- On-premises Exchange servers are no longer getting new features and improvements that are instead being directed to the Exchange Online environment.
- An increasing number of our users are approaching or exceeding the capacity limits of their mailboxes. Exchange Online mailboxes are capped at 100GB, so twenty times larger.
- Exchange Online offers Retention Polices that exceed our on-premises capability.
- Exchange Online is available anywhere you have an Internet connection, even if school district servers are unavailable.
- Exchange Online is available to the district as part of the Microsoft 365 suite of products purchased for the district through the provincial ERAC shared purchasing program.
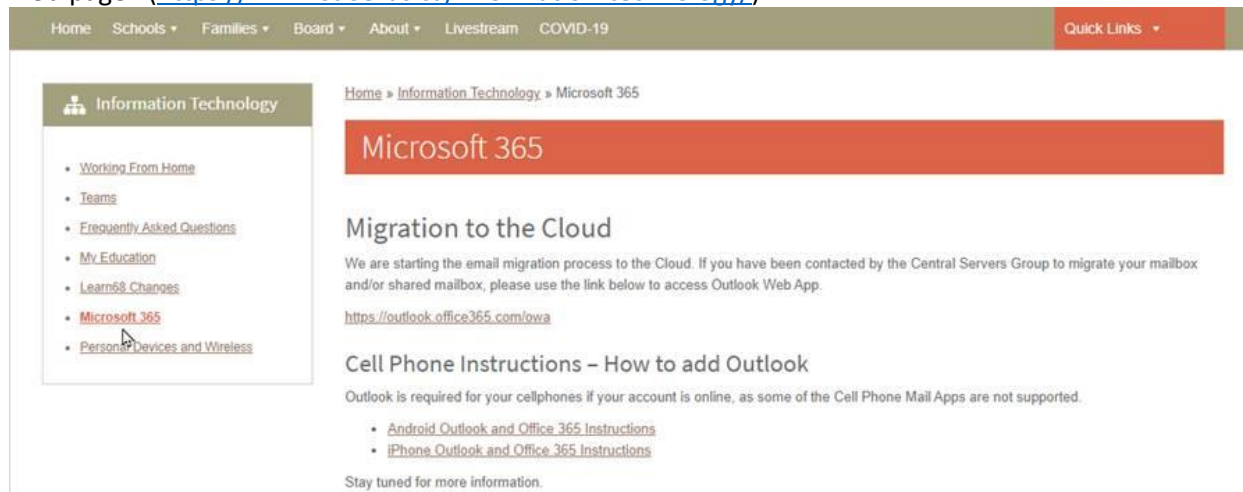
If users are connecting to Outlook Web App there is a different link on the Staff page to use:



If you wish to create a shortcut somewhere, the URL is https://outlook.office365.com/owa.

Information on using the Outlook App on smart phones can be found on the IT Department's web-page: (https://www.sd68.bc.ca/information-technology/)