

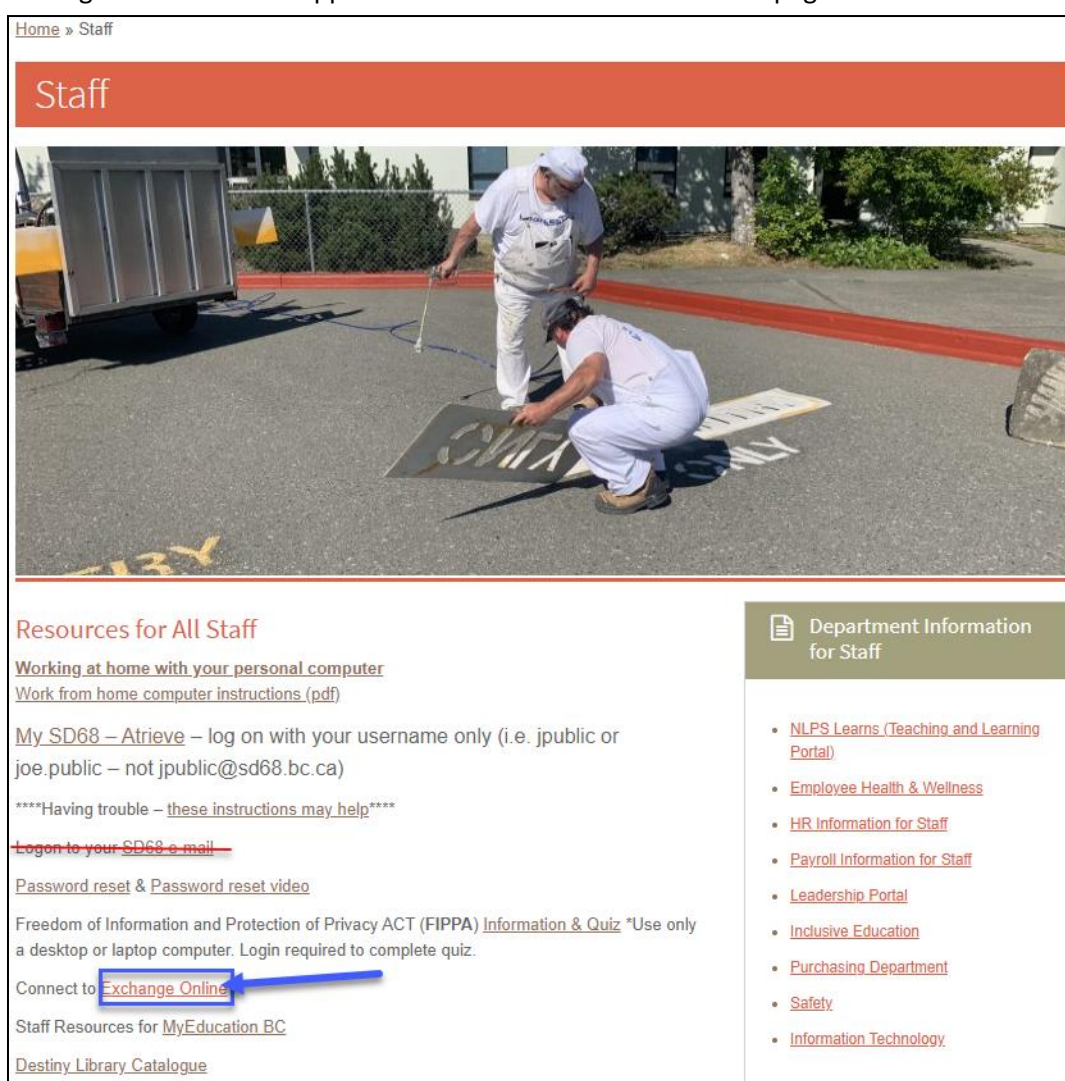
Exchange Online Adoption project

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 Policies 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.

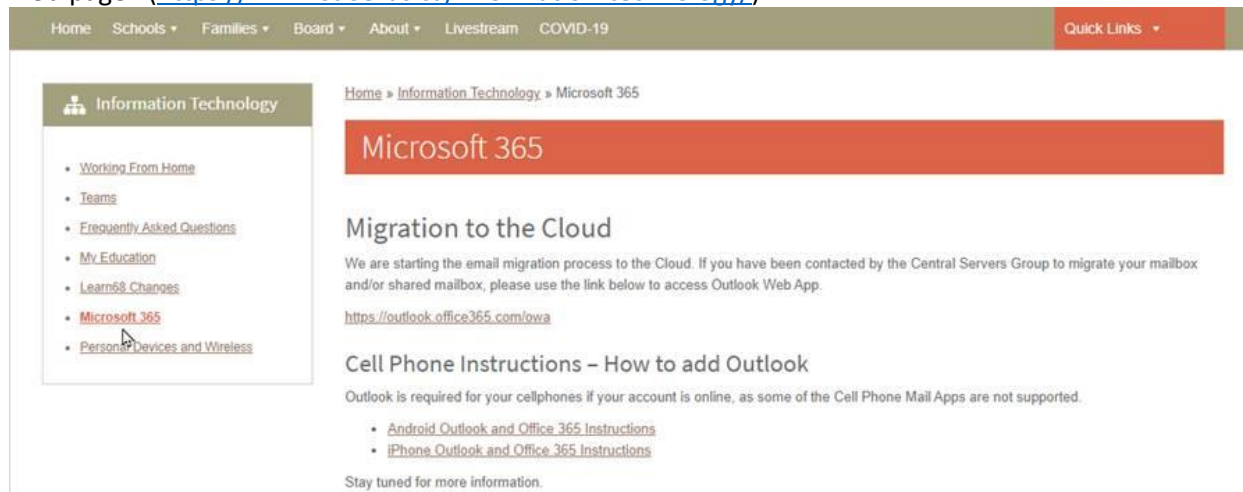
If users are connecting to Outlook Web App there is a different link on the Staff page to use:



The screenshot shows the 'Staff' page with a navigation bar at the top. Below the navigation bar is a large image of two workers in white uniforms painting a 'STOP' sign on a paved area. To the right of the image is a 'Department Information for Staff' sidebar with a list of links including 'NLPS Learns (Teaching and Learning Portal)', 'Employee Health & Wellness', 'HR Information for Staff', 'Payroll Information for Staff', 'Leadership Portal', 'Inclusive Education', 'Purchasing Department', 'Safety', and 'Information Technology'. On the left side of the page, under 'Resources for All Staff', there are several links. The link 'Exchange Online' is highlighted with a blue box and a blue arrow pointing to it.

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/>)



The screenshot shows the 'Information Technology' page with a navigation bar at the top. Below the navigation bar is a 'Microsoft 365' section with the heading 'Migration to the Cloud'. The text below the heading reads: 'We are starting the email migration process to the Cloud. If you have been contacted by the Central Servers Group to migrate your mailbox and/or shared mailbox, please use the link below to access Outlook Web App.' Below this text is the URL <https://outlook.office365.com/owa>. Below the URL is a section titled 'Cell Phone Instructions – How to add Outlook' with the text: 'Outlook is required for your cellphones if your account is online, as some of the Cell Phone Mail Apps are not supported.' Below this text are two links: 'Android Outlook and Office 365 Instructions' and 'iPhone Outlook and Office 365 Instructions'. At the bottom of the page is the text 'Stay tuned for more information.'