

**SETTINGS/RESOURCES**

Knowledge Base articles: [kb.ucdavis.edu](http://kb.ucdavis.edu)  
 —Search for “Office 365 Email Help”

 **Web Browser Access:**

OWA: <http://outlook.com/owa/ucdavis.edu>  
 Note: If you go to <http://owa.ucdavis.edu> and login with your ad3\loginid, you will receive a redirect link to the new site. Click on the link to continue.



**Android Setup:**

Delete old account – add new active sync account  
 Server: [m.outlook.com](http://m.outlook.com)  
 Domain: [ucdavis.edu](http://ucdavis.edu)  
 Knowledge Base article: [kb.ucdavis.edu](http://kb.ucdavis.edu)  
 —Search for “Office 365 Email Help”



**iPhone Setup:**

Delete old account – add new active sync account  
 Server: [m.outlook.com](http://m.outlook.com)  
 Domain: [ucdavis.edu](http://ucdavis.edu)  
 Knowledge Base article: [kb.ucdavis.edu](http://kb.ucdavis.edu)  
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 **Email Client Setup:**

	IMAP	SMTP
Server	<a href="http://outlook.office365.com">outlook.office365.com</a>	<a href="http://smtp.office365.com">smtp.office365.com</a>
Port	993	587
Encryption Method	SSL	TLS

**MIGRATION INSTRUCTIONS**



**Congratulations on your upcoming move to Microsoft Office 365!**

Your IT support should notify you when your move will begin. During the move, you will be able to continue the normal business of sending/receiving email and calendar invites. You can monitor your progress at: <https://user.uinform.ucdavis.edu/office365>.

**IMPORTANT:** When logging into your Office365 mailbox, you will need to use your email address instead of your Kerberos account as your login. Your login will be [mailid@ucdavis.edu](mailto:mailid@ucdavis.edu) instead of [ad3\loginid](mailto:ad3\loginid).

When the migration is complete, Outlook clients may not be able to connect to your mailbox for a few hours while the account synchronizes across the Active Directory/Cloud. Your mobile device and OWA will function immediately after being reconfigured.

You may have issues opening shared calendars and meeting rooms that are still on the on-premise Exchange service. If you have continued issues opening a calendar that you were previously able to open, please contact your department IT support or let us know via [ithelp@ucdavis.edu](mailto:ithelp@ucdavis.edu). This issue will continue until everyone has migrated to Office 365, or until you have deleted and re-entered the shared calendar. Instructions on how to do this for your version of Outlook are available at Microsoft’s Office support site at [office.microsoft.com/en-us/support/](http://office.microsoft.com/en-us/support/).

We are not changing your email routing so those of you with “special” setups will continue to function as you are now, but your Exchange mailbox will be in the cloud instead of on-premise.

If you have any questions about setup, contact your departmental IT support. You can also contact IT Express at [ithelp@ucdavis.edu](mailto:ithelp@ucdavis.edu).