

What is happening and when?

Across the weekend of 2-5 August 2013, IT Services will be working with Microsoft to transfer student email accounts from the current Microsoft Live@edu service, to the new Microsoft Office 365 service.

What does this mean for our students?

Normal access to email via [My Manchester](#) will be interrupted at times between 2-5 August and a temporary URL will be displayed that they can use to access their email.

A student who is logged in to their email at the point of their transfer should not notice any disruption.

A notice will be in place on My Manchester news feed throughout the changeover period.

Accessing email after the change

Once all accounts have been successfully transferred (5 August) all students will be able to access their email as normal, via [My Manchester](#). After the change, student email will continue to be hosted outside of the UK, as with the previous Live@edu service (in Microsoft data centres located in Dublin and Amsterdam).

Could this be scheduled to happen at a different time?

IT Services have been given an upgrade window by Microsoft of 17 June-16 August and have been advised the migration will take 3 days. After consultation the weekend of 2-5 August was considered the most suitable, taking various factors into account.

Will students keep their SkyDrive account?

Existing students that have a SkyDrive account associated with their Live@edu email account will still be able to access this; however it will now be separated from their University email account and managed independently (not by the University). As at present, SkyDrive accounts may be hosted anywhere in the world.

Their existing login details will remain the same, however they will now need to access this via: <https://skydrive.live.com>

The University continues to promote the standard P: drive as the prime storage location for students. Students using the SkyDrive facility do so at their own discretion.



What are the benefits of Office 365?

In addition to email and calendar functionality, over the coming months several collaboration tools (such as Lync) will also become available, as well as the integrated Office 365 web apps which are browser based versions of Word, Excel and PowerPoint.

Will our applicants be affected?

Communications to applicants through Campus Solutions will not be impacted, as Campus Solutions will continue to use the applicant's personal email address as the 'preferred' email option, until the applicant has fully registered with the University.

I have email communications scheduled for students that weekend, what should I do?

The disruption to students during this process is expected to be relatively low, however if your scheduled communications could be brought forward or delayed to avoid sending between 2-5 August, then this would be advised.

If you do need to contact students by email between 2-5 August please be assured that your message will still be delivered in the normal way.



Further advice


If you have any other questions around the email transfer that are not covered above, please direct these to the Office 365 project manager, Peter Smith via: peter.smith@manchester.ac.uk.


As always, if you have any other IT related queries please contact the [IT Service Desk](#).



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