



- ✓ New email ID name could be different from the old one. So please check the new email from the attached file. **(Attached #1)**.
- ✓ How to Logging. **(Attached #2)**.
- ✓ Email's password is same of your computer logon password.
- ✓ You will be taken to a screen for **additional security verification (Mandatory)** by receive code in a text message. You have to put your phone number not your colleague number for security concern.
- ✓ All your emails in your old inbox have been moved to your new inbox.
- ✓ If someone emails you to your old email id the message will reach you in your new email id inbox automatically.
- ✓ If you have redirect folders in your old inbox, kindly reconfigure it again in your new inbox.
- ✓ If you are on Outlook APP it will display your old contacts emails IDs, so kindly move to Office365 to avoid any confusion while emailing your contacts.
- ✓ All groups are under process, kindly wait until the migration process finish successfully.
- ✓ Your OneDrive, Stream, Forms, Teams and SharePoint are available by logon to your **old** office365 email id.
- ✓ Be informed, all the control of Office365 services are under HQ. For example:
 - Editing user display email
 - Editing user email id
 - Creating new email or group
 - Email logon issues
- ✓ If you have any questions, please do not hesitate to get in touch via the Helpdesk Service on Tel: **25686225**.

