In an effort to better serve our students and protect your email accounts from SPAM, we will be migrating to Microsoft Office 365 beginning July 1st. The process is expected to take 30 days (possibly longer) and will be performed alphabetically by user name beginning with the letter “A”.

During migration, email accounts will be accessible from all devices.

**Web Access:** Students will be presented with a redirect page when they visit the Outlook Web App page https://owa.limestone.edu to view email in a web browser.

Simply click the redirect link in the window and the new Office 365 login screen will be presented.

1. Enter your student email address (example: fdsnowman1224@limestone.edu)
   
   NOTE: If you have previously installed Office 365 software on your computer you will need to delete the username from the automated prompt (ex: fdsnowman1224@limestone.onmicrosoft.com) and replace it with your Limestone user name (ex. fdsnowman1224@limestone.edu).

2. Enter the student network password

**Mobile Devices:** Most mobile devices will detect the migration process and will automatically update settings, but if not, remove the existing email account from the device and recreate it.

These instructions are specific to the iPhone because the iPhone is currently the standard device issued to Limestone faculty and staff. However, the basic settings should translate to any smartphone.

**Go to:** Settings -> Mail -> Add Account -> Exchange

**Email (enter the Limestone email address. Example: fdsnowman1224@limestone.edu)**

**Password (enter the password for the email account).**

**IMPORTANT:** Note that Limestone policy forces a password change every six months. When people change their email password it must be updated in the phone or else email will stop coming in. They should be prompted to enter their new password on the phone.