

# Example of Office 365 Announcement/Email

Rainy River

**Faculty, student, and staff email accounts will migrate to the Office 365 environment on [Sunday, November 29].**

This change will allow all email users to access Microsoft Office applications on their personal digital devices free of charge. It will also dramatically increase both file and email storage capacity, offer Outlook email, Skype for Business (messaging and video), OneDrive for Business (document storage and sharing), and mobile connectivity. Find more information by clicking on [Office 365] on [our campus website].

**On Monday, November 30 – Email login information:**

## **Students – Access your email via the web:**

Click <https://portal.office.com>

Username: [starid@go.mnscu.edu](mailto:starid@go.mnscu.edu)

Password: Your StarID password

**Forgot** your StarID? <https://starid.mnscu.edu>

## **Faculty and Staff – Access your email via the web:**

Click <https://portal.office.com>

Username: [starid@mnscu.edu](mailto:starid@mnscu.edu)

Password: Your StarID password

For Office 365 links, tips and other information please visit our website. Click on Office 365 on the home page: [www.rainyriver.edu](http://www.rainyriver.edu)

**On Monday, November 30, James will assist campus faculty and staff with reconfiguring the Outlook application on the desktop. Please use the web to access your email until your desktop has been updated.**

Technical problems? Please call James.