

NOTES:

1. Your email address will NOT change
2. Your **PASSWORD** will NOT change
3. Rules and forwarding settings will NOT change

Frequently Asked Questions about Office 365

What is Office 365?

Office 365 is an online (“cloud”) Office application and exchanged online hosted email.

What are the limits of the new office 365 system?

Here are the new limits under Office 365. These are set by Microsoft and we cannot change any of them.

- Quota: 50 gigabytes (this is 50 times larger than what we used to have)
- Maximum number of recipients per message: 500
- Maximum size of attachment sent/receive: 25 megabytes
- Maximum number of recipients per day: 10,000

How will I change my password on the new system?

Because Town network login password and email password sync, you can only change your password at the network level.

Press CTRL + ALT + DELETE to select **change a password**

Will mailbox and calendar sharing permissions be migrated or will they have to be set up again?

Sharing permissions will migrate, but will require that users with the sharing permission be migrated together. TOBIT has been collecting information prior to the migration.

I check my mail using my smart phone, Will that work with the new system?

Yes, but you may have to enter some new server information for the device to find your mailbox in its new location in the cloud. Documentation has posted on town website under employees links at the bottom of town home page.

I check my mail using web mail. What will change for me?

The web mail client will be significantly improved. The log in address is also changed. The correct webmail page with the new system is outlook.office365.com rather than the old link (mail.brookfieldct.gov)

Do I need to upgrade my browser?

Windows users should upgrade to at least Internet Explorer 8. Most modern browsers will work fine for web access.

According to Microsoft, the complete set of features available in Outlook Web App will be available in the following browsers:

- Internet Explorer 7 and later versions.
- Firefox 3.0.1 and later versions.
- Chrome 3.0.195.27 and later versions.

On a computer running Mac OS X 10.5 and later versions, you can use:

- Safari 3.1 and later versions.
- Firefox 3.0.1 and later versions.

On a computer running Linux, you can use:

If you use a Web browser that doesn't support the full feature set, Outlook Web App will open in the light version.

What about my archived mail / PST files?

If you currently have archive files, they will continue to work as before, stored on your local PC, or you may choose to upload them to the server

Will the new system have spam and virus filtering?

Yes, spam and virus filtering are built in., spam will be delivered to your Junk Mail folder for you to examine, and the system will learn as you tell it some things are not junk.