

# City of Easton



## Information Technology Manager

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Good Morning:

This Friday, March 13, 2015, at 4:30 pm we will begin the migration to the new **OUTLOOK 2013** email service with Windstream. Email service will be suspended as the migration takes place. Beginning Saturday morning you can check to see if your mail service is back online. This process will take the entire weekend as we have 278 email accounts to migrate.

Monday morning will be chaotic as we start to access the email service. Your desktop will not access the new service as we must configure each user desktop to point to the Windstream mail servers. Cell Phones and IPADs must also be configured.

Below are some instructions and information for you to configure your own computers and devices if you choose to do so.

We are using **Microsoft OUTLOOK 2013** There is a learning curve to this. There are a number of configuration options as well so you can set this to display in the manner you prefer. I encourage everyone to use the online product versus the desktop version. Reason is simple, you can access this from any computer or connected device and whether you check your email at work or at home it will look the same.

OUTLOOK 2013 will take time to learn! It is email and you cannot damage the program so I encourage everyone to play with this and learn it. WE will eventually install OUTLOOK 2013 at the desktop but that requires a much larger organization change.

*We have a number of tasks to perform after the email migration.*

- 1) Manually move personal contacts.
- 2) Re-Build calendar sharing.
- 3) Clean Up mailboxes, the data conversion is creating items and folders we need to remove.
- 4) Configure Cell Phones and IPAD's

**VERY IMPORTANT!** Monday and Tuesday will be very busy days reactivating accounts. **PRINT YOUR CALENDARS!**

**1) Training: We are working to setup user accounts for online "at your pace" training videos.**

**2) This link will take you to some online video training**

<https://support.office.com/en-us/article/Outlook-2013-training-courses-videos-and-tutorials-f83e8e60-0bab-47eb-8f6e-c2ecb73124d8>

**3) We will hold some internal training once the migration is complete.**

### **Information to know**

1) Your email name and email address with the City will remain the same.

2) Your password has changed, it has a prefix of **CoE1 in front of your existing password.**

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As an example if your current password is PD0101 it is now CoE1PD0101 . Yes upper and lower case is important. If you do not remember your password contact my office at extension 6684.

3) Online email mail client for access is : [Owa.msoutlookonline.net](https://owa.msoutlookonline.net)

4) Cell Phone and IPAD users, setting up email access. Create a new account under “Exchange” add your account name which is your full email name add your password. We have auto-connect configured and your phone should synch with the mail-server. If it DOES NOT, enter the mail server outgoing server as east.exch081.serverdata.net and enter the same for incoming server name.

5) Shortcut can be made to the online mail server using [owa.msoutlookonline.net](https://owa.msoutlookonline.net)

### Accessing email online

From your browser type in [owa.msoutlookonline.net](https://owa.msoutlookonline.net) you should see the screen below.

A screenshot of the Outlook Web Access (OWA) user account settings page. The page has a blue header with the text "OUTLOOK WEB ACCESS & USER ACCOUNT SETTINGS". Below the header, there are radio buttons for "My Services settings for your mailbox", "Outlook Web Access (OWA)", "Public or shared", and "Private computer". The "Outlook Web Access (OWA)" option is selected. Below this, there are input fields for "Email" (containing "email@domain.com") and "Password". At the bottom, there are three checkboxes: "Remember email address", "Remember email address and password", and "Use Outlook Web Access Light". A "Sign In" button is located at the bottom left.

The “Use Outlook Web Access Light” is an option to brighten the screen for those using older computers.

In the Email box, enter your full email account name example: [myname@easton-pa.gov](mailto:myname@easton-pa.gov)

Password CoE1????? (????? Is your current password)

If we missed migrating some emails, contacts. Calendar items, don’t PANIC, we still have access to our old server and can find the items and bring them into your new account.

Myself, Bob, Tim and Frank Chisesi will be available Monday and making the rounds so be patient.

Definitely call my extension if you have an issue. Extension is 6684