Office 365 Email for Faculty and Staff

Following a successful upgrade of students in 2015, representing 75% of all TTU email accounts, the TTU IT Division will upgrade all faculty, staff, and functional email accounts to the cloud-based Office 365 email over the course of the summer. Office 365 provides the same email service faculty and staff are accustomed to with TechMail, while adding a wide range of new services, including more email storage (100 GB!) and enhanced anti-spam tools. Learn more about Office 365 at [https://www.askit.ttu.edu/office365](https://www.askit.ttu.edu/office365).

Details about the upgrade:

The upgrade process will begin on June 1, 2017, and continue until all remaining mailboxes are upgraded. We anticipate it will take about 6-8 weeks to move the 12,000 remaining mailboxes.

During the time your mailbox is being upgraded, you may experience a brief service interruption of less than an hour.

All mailbox contents, including email messages, contacts, tasks, notes, and calendar, will be moved to Office 365 with no action on your part.

Your eRaider username, password, and @ttu.edu address will remain the same.

Once your mailbox move is complete, the following changes will go into effect:

**New address for checking email online:** To check your Office 365 email online, sign in to [https://office.com](https://office.com).

**New settings for mobile devices:** To check email on your tablet or smartphone, update the following settings:

- Mail Server: outlook.office365.com
- Username: Your TechMail address (e.g. raider.red@ttu.edu)
- Tip: Configure your username on your mobile devices now to help avoid interruptions when your mailbox is moved.

**Outlook:** No changes are needed, as Outlook automatically updates when you first connect.

We will provide periodic updates to the campus community as these projects progress. For questions or additional information, please contact IT Help Central at (806) 742-4357 (HELP) or via email at ithelpcentral@ttu.edu.