

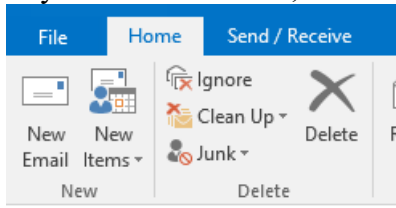
Syncing UMSL MyConnect to New Office 365 Account January 2021

When your account has been migrated, you should see the following per the December 14 email from UM System:

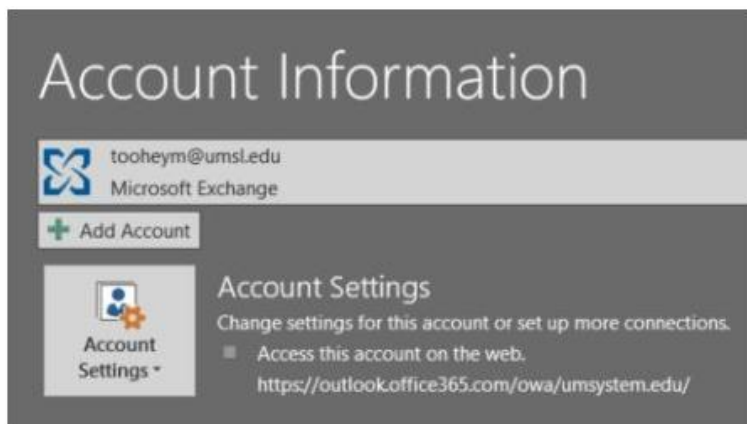
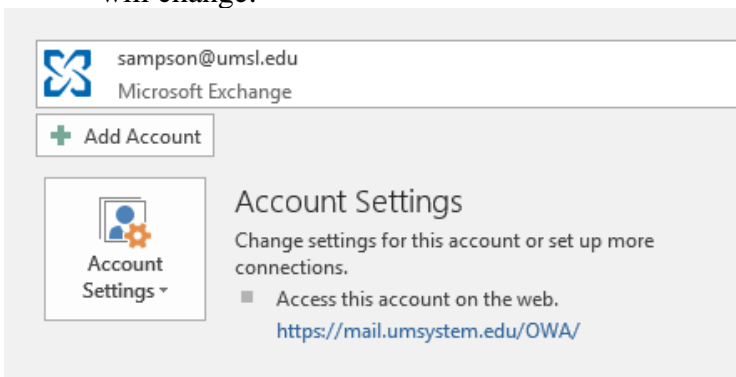
1. You will receive a pop-up message that says, "The Microsoft Exchange administrator has made a change that requires you quit and restart Outlook."
2. After quitting and restarting the program, you may be required to re-enter your credentials.
3. You may also be prompted to recreate your mail profile on your mobile device.

How can I tell if the migration happened and I have a new Office 365 account?

1. In your Outlook email, click on "File" in the menu bar.



2. Your account information will be at the top of the page. The address to access the account on the web will change:

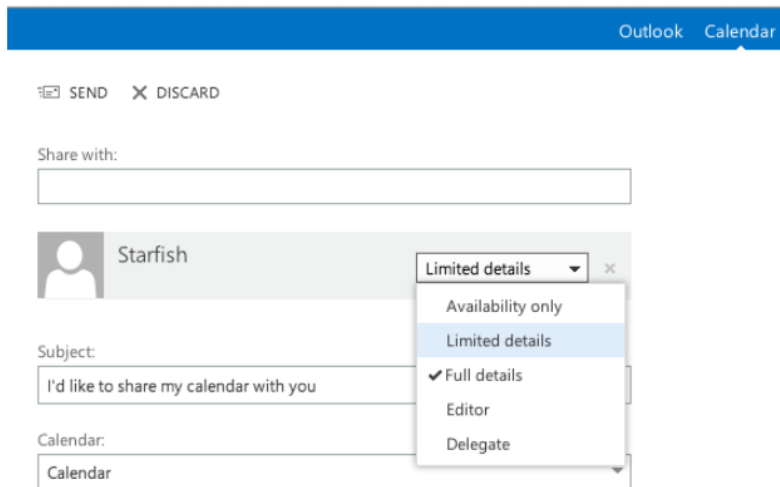


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To Share through Microsoft 365, follow the instructions below and share your calendar with:
O365_Starfish@mail.missouri.edu

[Calendar Sharing in Microsoft 365](#)

1. In your **Microsoft 365 Calendar**, select the **Share > Share This Calendar** option.
2. Add the Starfish calendar user in the **Share With** field and select the **Full Details** option. Otherwise, this will not work properly.



The screenshot shows the Microsoft 365 calendar sharing interface. At the top, there is a blue navigation bar with "Outlook" and "Calendar" tabs. Below the navigation bar, there are "SEND" and "DISCARD" buttons. The "Share with:" field is empty. Below it, a user card for "Starfish" is visible. A dropdown menu is open over the user card, showing options: "Availability only", "Limited details", "Full details" (which is selected with a checkmark), "Editor", and "Delegate". The "Subject:" field contains the text "I'd like to share my calendar with you". The "Calendar:" field contains the text "Calendar".

For additional assistance, please contact Betsy Sampson at sampson@umsl.edu.