1. Webmail users who have been migrated can access your email via the IFSI website as usual: www.fsi.illinois.edu -mail icon in top right corner

2. You will then be directed to a redirect page if your mailbox has been migrated. Click the link shown below to proceed:
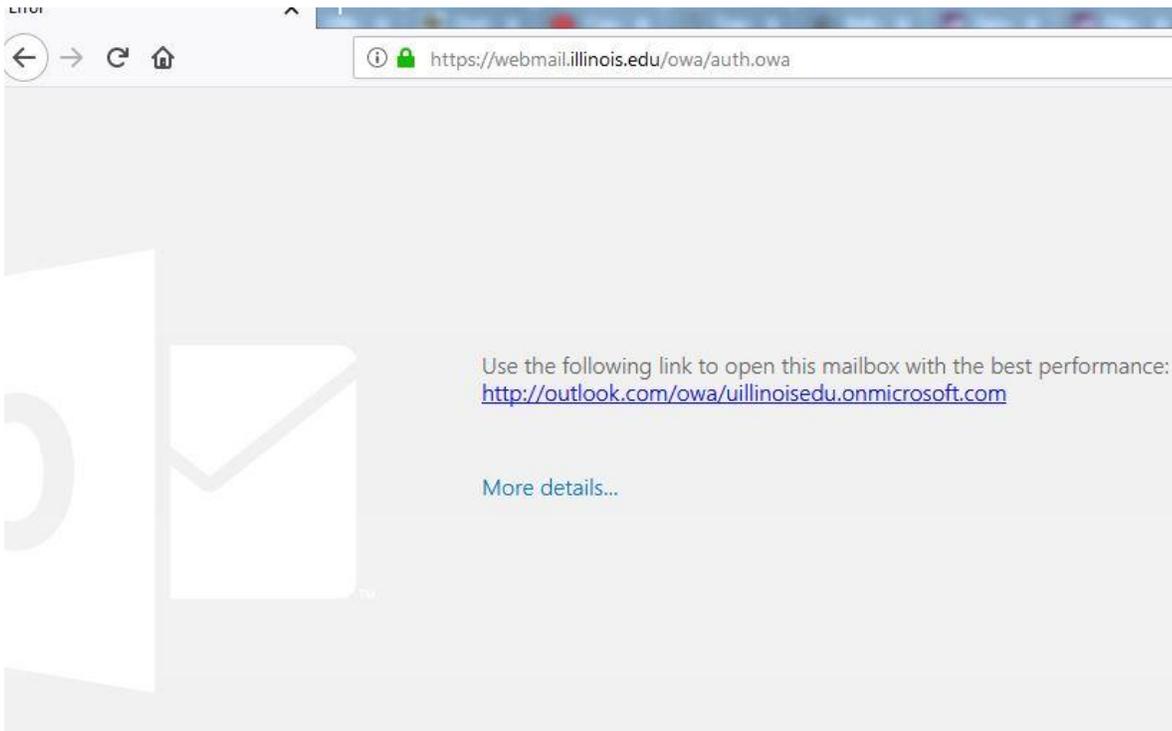
3. Once there you will presented with a new Microsoft login screen (shown below) where you should put in your full email address in the following format:
yourusername@illinois.edu (this step just directs office to go to our University of Illinois organization page)
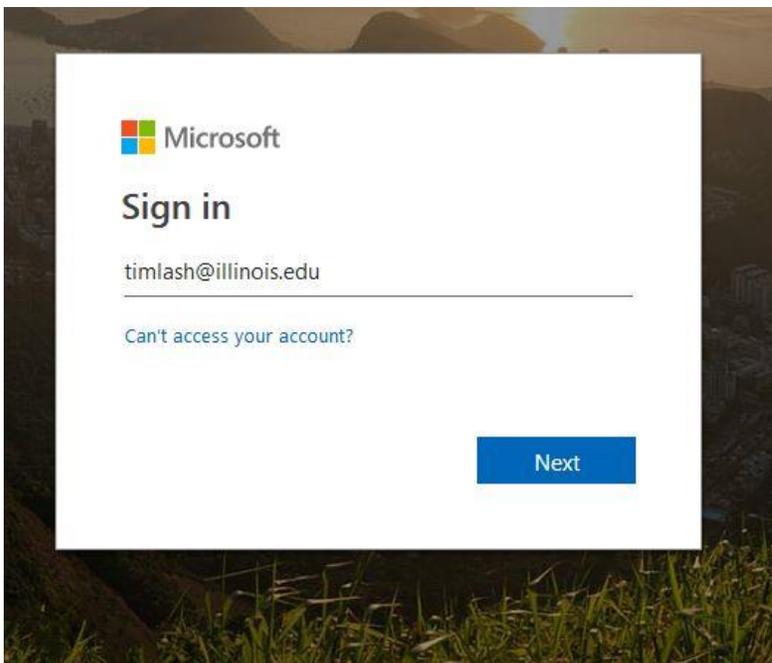
4. From there you will be taken to the Illinois login page shown below where you will login as usual with your username@illinois.edu and UOFI password to login to your account:

I ILLINOIS

Please use your NetID or NetID@illinois.edu email address as your user name, and your Active Directory password to sign in.

timlash@illinois.edu

·········

[Sign in]

Troubles logging in?
Change your password
Contact Technology Services Help Desk

Check the FAE Accessibility Score
Read the University of Illinois Web Privacy Notice

5. The new webmail interface will look a little different, but it shouldn't take you long to get the hang of things. The folder list is still on the left, the message list in the middle, and preview area to the right. Navigation to and from Mail, Calendar, Contacts, and Tasks is all done by clicking the icons in the bottom left corner of the screen. Settings changes are done by clicking the gear icon in the top right-hand corner of the screen. Searching is done in the top left. (See the picture below for reference):

6. First thing I recommend when you login is turning off the new "Focused Inbox" feature. In the message list, click on "filter" in the top middle of page and make sure "show focused inbox" is <u>unchecked</u>.
(see picture below)
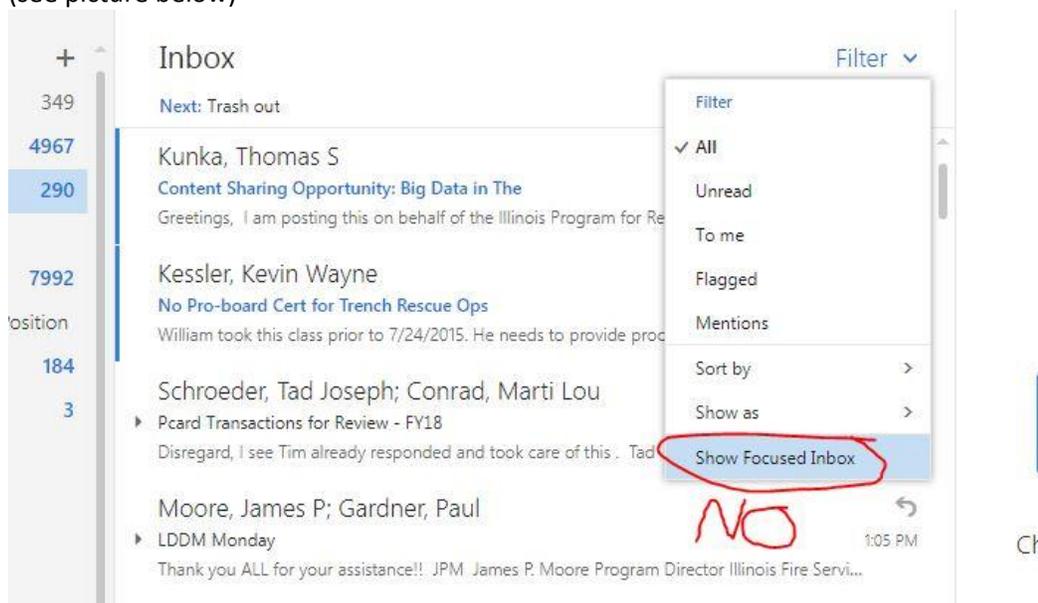
7. I would also recommend turning off "show as – conversations". In the message list, click on filter and make sure "show as – Messages" <u>IS</u> checked. (see image below)
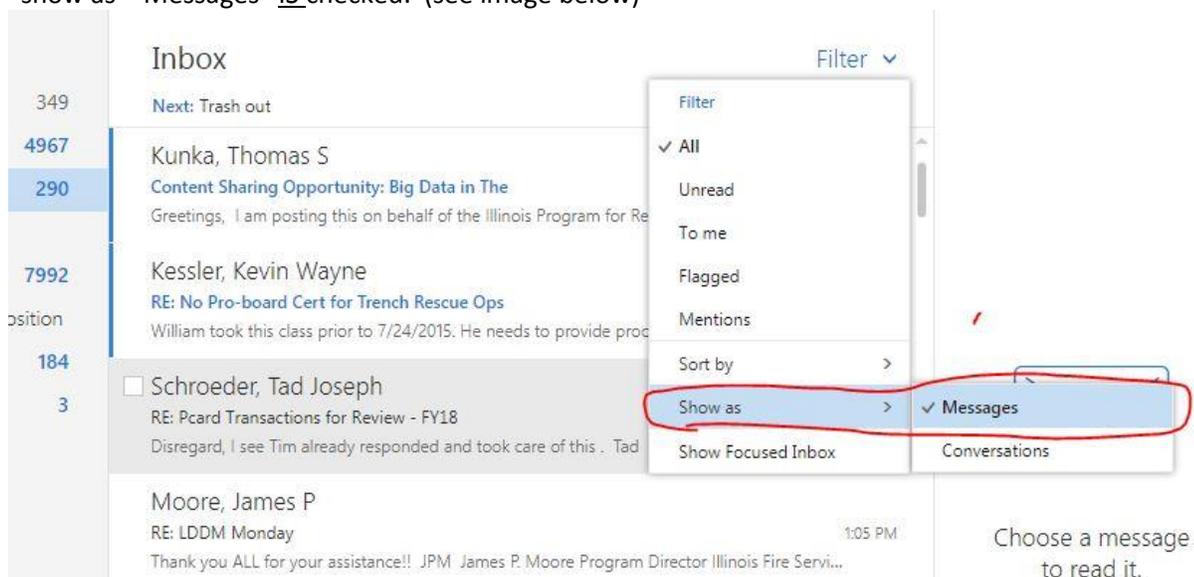
8. Once you are migrated you should see invites to the shared calendars you should have access to such as FSI-Facilities Calendar, FSI-HR Calendar, etc....   These are taking the place of the public folder calendars of the past and will be accessible in the calendar area after you accept the invitation you will receive after your account has been migrated
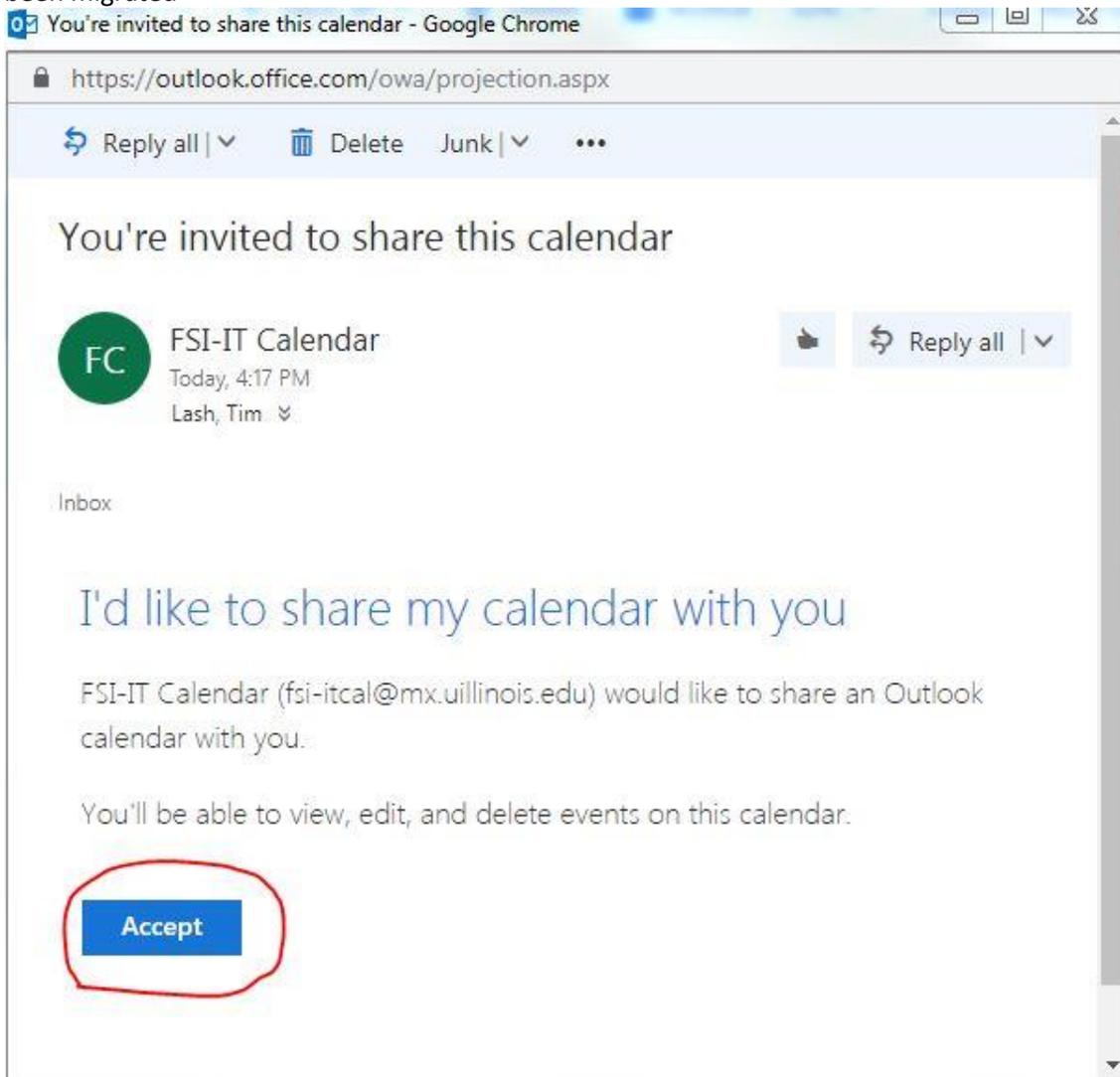
9. Office 365 apps, and OneDrive storage access: You can access the online versions of the Office 365 suite (word, excel, OneDrive, Powerpoint, etc) as well as download and manage local copies of office 365 on your personal machines and devices by clicking the grid icon in the top left corner of the screen.
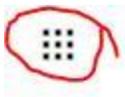
For user training at your own pace, please visit the free UOFI training portal available to all staff.

http://go.illinois.edu/lynda   -and search for the product you'd like to learn at your own pace (IE..Outlook 365).

If you need help or have issues, please email the IT staff at fsi-techhelp@illinois.edu
And be as specific as possible with your issue. Thanks.