

# ONE O365

## Official Statement

The One O365 campaign is an FSU initiative to combine student and employee email accounts in one system, hosted by Office 365. The transition will take place during Spring 2022. New admitted applicants began receiving @fsu.edu emails February 4, 2022. Current student email accounts will transition to the new system the evening of May 4, 2022. At completion, all student emails will be converted to @fsu.edu email addresses. University leadership supports this change, as it will create a more seamless user experience and more secure IT infrastructure at FSU.

### What is changing?

- After the upgrade, student emails will end with @fsu.edu instead of @my.fsu.edu (Example: FSUID@fsu.edu)
- All student email account data, including mail, calendar and contacts, will be moved to the new @fsu.edu account
- After May 4, students will no longer be able to access their @my.fsu.edu email account
- FSU will forward mail from student @my.fsu.edu accounts to their @fsu.edu account through the Fall 2022 semester before closing the account completely
- FSU will update student email addresses for most university apps, such as Zoom
- A student's @fsu.edu email will become their official FSU email where they will receive all official university communications
- All student OneDrive data will be moved to their new Office 365 account
- Student names and contact info will be listed in the FSU directory, and students will have the option to hide their account if they choose

### Why the change?

Consolidating student and employee Office 365 accounts will streamline communications across FSU and open the door for increased collaboration. Moving the FSU community into a single Office 365 environment streamlines account management and provides everyone with unified access to Microsoft email, Teams and OneDrive storage for an overall improved experience. The change also aligns FSU with industry standards and creates a safer IT infrastructure.

### What do I need to do?

Students will need to set up their new @fsu.edu email account on their computer, phone and other devices and link their Office 365 apps to their new @fsu.edu account. Students should also update their email for accounts such as Instagram or Amazon to point to their new



@fsu.edu email. Finally, students using mail forwarding will need to update the settings for their new @fsu.edu email.

If you are an employee, you do not need to take any action other than updating your saved contacts to reflect the new email address for any students you email.

## How will I access my new student email?

After May 4, you can access your student email via the new sign in page: [outlook.com/fsu.edu](https://outlook.com/fsu.edu). Or you can click the @fsu email icon in [myFSU Portal](#).

## How do I get help?

If you have questions about the transition or need assistance accessing your new email account, please [report a problem](#) or contact the ITS Service Desk at [help.fsu.edu](https://help.fsu.edu).

## Where can I find more information?

For more information about the One O365 campaign, visit [its.fsu.edu/one-o365](https://its.fsu.edu/one-o365).