

One O365

Student Email Upgrade Guide

On May 4, all student email accounts will upgrade to @fsu.edu email addresses. After the upgrade, each FSU student will have a new Office 365 account and email mailbox.

Your email will end with @fsu.edu instead of @my.fsu.edu. Other than that, your new account will look and feel very similar to your current experience.

Here are a few steps you will need to take to make sure everything is working properly.



Sign In

Bookmark the new email sign in page: outlook.com/fsu.edu
You may also click the @fsu email icon in [myFSU Portal](#).
Before signing in make sure you [clear your computer cache](#)



Set Up Your Account

Set up your new FSUID@fsu.edu email account on your computer, phone and other devices.
fla.st/XNZNKGO9



Update Your Contact Info

Update your email for accounts such as Instagram or Amazon to point to your new FSUID@fsu.edu email to ensure you keep getting important messages.



Update Office 365 Apps

Update your account for Office 365 apps on all your devices and sign in with your new @fsu email and password. fla.st/AOM7HRPL



Update Mail Forwarding

If you are using mail forwarding, update your settings to point to your new FSUID@fsu.edu email.
fla.st/CMRNO09B



Download Teams Files

Save a copy of your Teams files to a personal computer or storage device before May 4 and reupload them to your new Teams account after May 4.



Get Support

If you are having issues accessing your FSU email account, contact the ITS Service Desk at 850-644-4357 or help.fsu.edu.

its.fsu.edu/one-o365



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INFORMATION TECHNOLOGY SERVICES