FSU is combining all student and employee email accounts in one system, hosted by Office 365.

While this change doesn’t impact employee email unless an employee is a current student, here are 10 ways you can help the FSU community prepare for the change.

**Update student contact info**

Look through your contacts and update the email address for every student contact to end in @fsu.edu. Also, delete any old student emails that appear in the Outlook AutoComplete list as you are typing an email in Outlook.

- [fsa/T9RR7JGH](#)

**Find new ways to collaborate**

Having students and employees in one Office 365 system enables you to share files with them, start a group chat via Teams and more.

- [fla.st/T9RR7JGH](#)

**Update your department website**

Scrub your department’s website for references to “student email” or “@my.fsu.edu.” Anywhere these terms appear, update them with “FSU email” and “@fsu.edu,” respectively. Also, update student email links to point to the new sign in page outlook.com/fsu.edu.

**Stay in touch**

Search for student contact information in Outlook by clicking the “To” field on a new email.

**Update department documentation**

All departmental guides, procedures, forms and other PDFs need to be updated. Remove references to “student email” or “@my.fsu.edu” or “outlook.com/my.fsu.edu” and replace them with “FSU email” and “@fsu.edu” and “outlook.com/fsu.edu,” respectively.

**Support students**

Remember this is a big change for students. Ensure them all their mail, calendar and contact information are transferring to their new account and remind them to update their email for accounts and subscriptions to point to their new FSUID@fsu.edu email.

**Check your syllabus**

Review your class syllabus and remove any references to “student email” or “@my.fsu.edu.”

**Help direct students**

If a student needs help accessing or setting up their new account on different devices, direct them to the One O365 webpage (its.fsu.edu/one-o365) or ITS Service Desk (help.fsu.edu).

**Manage your Microsoft Teams**

If you manage a Microsoft Team that has student members, you will need to re-add student members to the team after May 4 using their new email address ending in @fsu.edu.

**Learn more**

Find out more about the upgrade so you can better understand and help your students through the change: [its.fsu.edu/one-o365](#)