Brooklyn College

Microsoft 365

Faculty Email Upgrade

employees.brooklyn.edu/m365 | ITS Helpdesk: 718-951-4357
What’s Happening?

• CUNY is moving all campuses to the Microsoft 365 cloud environment (M365).
  • This is a mandatory upgrade.

• Brooklyn College is part of the final wave of campuses moving to M365.

• Brooklyn College staff mailboxes were moved to M365 throughout the spring of 2024.

• Faculty mailboxes will begin moving on **Friday, May 31, 2024**.
What Are The Benefits?

• More space! Mailboxes will increase from 2GB to **100 gigabytes**

• One less password to remember — use your CUNY Login credentials

• Built-in scheduling polls — find meeting times that work for everyone (like Doodle)

• Create custom groups and email lists to send messages and share files
What to Expect

1 - Getting Ready

Now until May 31st

- Cleanup your mailbox
- Backup large attachments

2 - Activation

On May 31st

- All messages from CUNY central and CUNY M365 email accounts are sent to your new mailbox
- You need to check both your old and new mailbox for a few days 😶

3 - Complete

June 3rd – 5th

- Old mailbox content migration complete (or in-progress)
- Configure new mailbox on your desktop and mobile devices
- All mail flows to your new M365 mailbox

You’ll receive emails from ITS throughout the process.
ITS will also host open Zoom support hours for your questions and to provide tech support.

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Getting Help

- employees.brooklyn.edu/m365
- Email: helpdesk@brooklyn.cuny.edu
- Phone: 718-951-4357