

Subject: Official Diné College Communication - Student/Staff Outlook Email account change

Greetings Warriors,

Subject: Official Diné College Communication - Student/Staff Outlook Email account change

What: Migration from on-premises service to the cloud service via MS Office 365. Having your Outlook email account migrated means that you will be able to access your school account via the internet, from any device; school computers & laptops, personal tablets/iPads, & mobile phones. This also gives you direct access to your saved work in the cloud via OneDrive. Your current school emails, folders, contacts, and calendar will be migrated or moved to the new cloud account, Office 365.

When: The weekend of September 25th and 26th.

How: Log into Office 365 by clicking here [MYDCPORTAL](#), use your Diné College username only (not email address) and password, Click on the Office 365 tile from the portal; here, your Microsoft username *is* your **Diné College email address** and same password as used for MYDCPORTAL. Follow the prompts for account set up. The detailed instructions are attached and include direct links for MYDCPORTAL and Microsoft Office 365 Training.

You may also go straight to the MS Office web page and log in: <https://www.office.com/> and follow the prompts. Use your current DC email address and password.

Impact: All active Diné College student email accounts have successfully been migrated as of Friday, September 10th.

All Diné College Staff and Faculty email accounts will migrate on the weekend of September 25th & 26th. You will no longer be able to access your Web Mail from Warrior Web or MYDCPORTAL. All of your email from Outlook will sync within Office 365 and can only be accessed via MS Office 365 going forward.

There are 310 staff/faculty accounts to migrate.

Details: The migration will occur over the weekend. We will be monitoring the current and online accounts of the users that will be migrated. We have included a document that will help explain the online system that should be of assistance if you have any questions.

Support: If you have any questions or concerns, please contact us at: 928.724.6675 or submit an IT Helpdesk ticket from MYDCPORTAL. Note: If you cannot access your email, please provide a contact phone number to reach you.

<https://support.microsoft.com/en-us/training>

Diné College Information Technology Department



[Home](#) | [IT Computing & Technology](#) | [MyDinéCollege \(dinecollege.edu\)](http://MyDinéCollege.dinecollege.edu)