

Office 365 Update—Detailed directions have been provided for teachers to move their Groupwise e-mail over to Office 365, if they wish. The directions are found on the Office 365 Edline page, <http://bit.ly/ZE6AZ3> . The file is named Email Migration Instructions, located under Contents.

The Technology Department will not be able to provide this service. If you decide to move your email and encounter problems during the process you may create a work order. The building desktop technician will provide assistance after April 15th so you can continue the process.

If you encounter any problems signing into your Office 365 account please call 2850 for assistance.

Groupwise email will remain available for review and historical purposes until June 30th. The email can be accessed at: gw.lansingschools.net. Please do not send or reply to email from Groupwise.