

Public Schools of Plainfield

INFORMATION TECHNOLOGY DEPARTMENT

1800 West Front Street
Plainfield, NJ 07060
(908) 731-4365 Fax: (908) 731-4433

Plainfield Public School District is moving its email system to Office 365.

The new system will provide a number of benefits, including:

- Increased mailbox size
- Unified email, calendaring, and archives
- Improved web interface, and web-based applications
- Improved mobile interface

Over the last week, all of your email was synchronized to Office 365.
We are now finalizing the last 5% of your move, and opening your new Office 365 mailbox.

What to expect:

In Outlook,

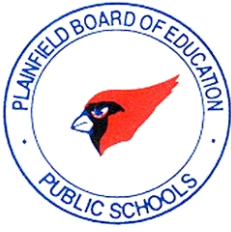
A popup message may show saying a change was made and will require you to exit Outlook and restart it.

Click OK, exit Outlook, wait a few seconds for Outlook to fully close, then Open Outlook again.
(This may happen twice.)

(On non-domain machines or Macs, you may be prompted for credentials to the new mailbox,
maybe twice.)

(Be sure to check the box to save/remember your credentials) n





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When finished, your Outlook will be connected to your new mailbox in Office 365.
No other changes are required.

On Mobile Devices,
After your mailbox move is completed, Newer devices will update to the new location.
If your device stops connecting to the old server, it did not update itself automatically.

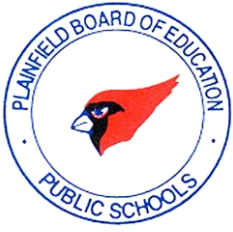
****AFTER ** your email is moved, you should:**

Office 365 Registration for Password Reset

Upon first logging into you're new Office 365 Account, you will be presented with the account recovery window. Users are now able to reset their own passwords! Reset would be used if you have forgotten your password. You will be **REQUIRED** to have an alternative contact method registered with O365. You can use any of the following for this:

- Cellphone (personal or work)
- Work phone (landline)
- Alternate email address (not @plainfield.k12.nj.us email)
- Enter your email address and click on Continue
- Enter your email address again along with your email password (*you must know your password in order to register*).

You can choose the Authentication Phone method (cell or office) and/or the Authentication Email method.



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1. Click on **Set it up now**.

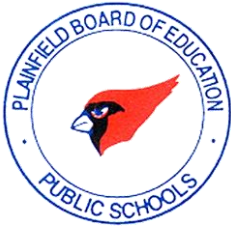
The screenshot shows the Microsoft Azure portal interface. At the top, it says "Microsoft Azure" and "cpctest4@uaex.edu". The main heading is "don't lose access to your account!". Below this, a message states: "To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below." There are two options listed, each with a red "i" icon and a "Set it up now" button:

- Authentication Phone is not configured. **Set it up now**
- Authentication Email is not configured. **Set it up now**

At the bottom, there are "finish" and "cancel" buttons.

2. For the phone method – enter the **Country** info and the telephone number (with area code). Click on either **Text me** or **Call me**. *Note: if you choose to use your office phone, you will need to be near that phone when resetting your password. You will need to enter the verification number that you get through a text or press the appropriate key, when called, for verification. Once you have verified the phone method you will be back at the options screen. You can continue by entering an alternate email or click on **Finish**.*

The screenshot shows the Microsoft Azure portal interface. At the top, it says "Microsoft Azure" and "stester@uaex.edu". The main heading is "don't lose access to your account!". Below this, a message states: "Please verify your authentication phone number below." There is a form for "Authentication phone" with a dropdown menu for "United States (+1)" and a text input field containing "501-671-2341". Below the form are two blue buttons: "text me" and "call me". At the bottom, there is a blue "back" button.



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3. For the email method – enter an alternate email address (not your @uaex.edu email). Click on **Email me**. Check your alternate email for the verification number that you will need to enter on this page. Once you have verified the email method you will be back at the options screen.

Microsoft Azure stester@uaex.edu | ?

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

[email me](#)

[back](#)

4. You should now see a green check mark beside one or both options. Click on **Finish** to complete the process.

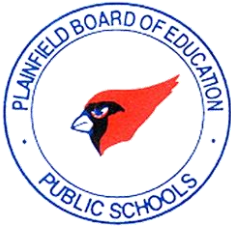
Microsoft Azure cpstes14@uaex.edu | ?

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

- ✓ Authentication Phone is set to +1 501-671-2341, [Change](#)
- ✓ Authentication Email is set to moriand@aol.com, [Change](#)

[finish](#) [cancel](#)



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2. Update Webmail links:

For checking email through web browsers:

Before Migration - (Exchange OWA) - <https://webmail.plainfieldnj.k12.org>

After Migration - (Office 365) - <https://Portal.office.com>

***Office 365 requires logging in with your Full Email Address**

3. Update Mobile Devices.

For users who check mail using a smartphone or tablet:

Older devices may stop connecting when your move completes. Manually update the settings as shown:

The **Server** will change to **Outlook.Office365.com**

The **Domain** should be deleted. **(Empty)**

The **Username** will change to your **Full Email Address**

(*Step by Step instructions for your Android and iOS, will be included in the next email, in case you need them.)

For Help using Office 365, or to report problems:

Please contact the Help Desk at 908-732-4200 extension 5555 or
at helpdesk@plainfield.k12.nj.us