

Answer 4:

From now until April 26th, staff should clean up as much of their email as possible, such as delete old emails not needed, empty the trash folder, etc. (This will make the migration process much faster.) Instructions to help you cleanup your mailbox can be found [here](#).

Staff can choose to back up their Outlook profile. This should not be necessary, but it never hurts to have an extra backup. Those instructions are accessible [here](#).

The instructions staff will need after migration to set up their Outlook client again are [here](#). The instructions (staff or students) to configure email on smartphones is found [here](#).

Please be patient with us as we work through this very large project