



**Sayreville Public Schools**  
**Vision 2030**

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All Staff,

**Please read all of the following information carefully. There will be changes made over the break that will affect you and your ability to log onto email.**

During the spring break, our email systems will be moving away from our own servers located at the high school and onto Microsoft's cloud network. This will ensure always-up functionality of email as well as provide additional storage space for your mailboxes.

**What does this mean for you?**

Primarily, in terms of how you are affected, your mailbox will not be in the same place. As such, it will not be accessible in the same way. Right now, you can reach webmail on our internal servers at [mail.sayrevillek12.net](mailto:mail.sayrevillek12.net) and simply log in with your username and password. [ex. mcwaranowicz]

On Microsoft's Office 365, you will need to browse to [outlook.office365.com](http://outlook.office365.com) to access your email. You will still log in with your district password, but you will need to use your FULL email address as your username. [ex. Michael.waranowicz@sayrevillek12.net]

[mail.sayrevillek12.net](mailto:mail.sayrevillek12.net) will no longer be your access URL for webmail, however in the near future we will implement a tie-in with Microsoft so this familiar address will once again bring you to your email login. And don't worry! You will not lose any of your email, calendar items, notes or other items from your mailbox during this migration.

**When is my mailbox moving?**

That's a hard question to answer. All district staff email boxes will be migrated during the spring break. Not all mailboxes will be moved at the same time, and some mailboxes will take longer than others to move. Because of this, there's no way to tell in advance exactly when a certain user's mailbox will be moved. While your mailbox is moving, it will still be completely accessible on our internal servers at [mail.sayrevillek12.net](mailto:mail.sayrevillek12.net). You will not lose access to your mailbox at any point until your mailbox is completely moved over to the new system on Microsoft's network.

During the break, you may continue to access your email at <http://mail.sayrevillek12.net> as usual. At any point when you try to access your email you receive an error message stating you do not have a mailbox, you know your email has been moved and you can now log onto <http://outlook.office365.com> to access your email.

**Is it different?**

The email running on Microsoft's Office 365 network is running the same version of mail server software that we use in district. As such, the interfaces are very similar. The new webmail on Microsoft Office 365 has a few additional features that slightly change the appearance, otherwise it will be the same familiar interface you have been using.

**BONUS!** – On Microsoft's Office 365, you will not be forced into using "Light" mode like you have been lately. You will be back to the familiar, full-featured interface. We will provide documentation and images on the district web portal so you can get a preview of what the system looks like.

### **What about my Outlook in School?**

Your Outlook in school will need an adjustment to work with Office 365. Without going into the inner-workings, you will basically need to disconnect it from our internal servers and reconnect it to Microsoft's network. We are currently working on providing an automated fix so that you will not have to do anything except click your Outlook icon as usual. Unfortunately, we do not know at this time if the automated process will function as expected and we may need to provide instructions on how to manually complete the process. When you return from break, you will have been notified of the current status and any necessary instructions and/or assistance will be provided.

If you return from spring break and your Outlook is not working, use webmail at <http://outlook.office365.com> to access email until it is repaired for you.

### **Will email continue to synchronize to my phone?**

Just like Outlook, email on your phone will require a disconnection from our internal servers and a reconnection to Microsoft servers. This is an easy process that you may already be familiar with if you are already synchronizing your email to your phone / mobile device.

Once your mailbox is moved, email will no longer synchronize to your device. At this point, you should go into Settings and to the account section where synchronized accounts are set up. Find your sayrevillek12.net email account and delete it from your device – this will remove the synchronization setup. You may re-add it by choosing to synchronize a “Microsoft Exchange” account and entering your email address and password. Your device will automatically find the appropriate settings and configure itself for usage.

### **The important points to remember:**

- When you can no longer access your mailbox at mail.sayrevillek12.net, begin logging into outlook.office365.com
- Your login to outlook.office365.com is your email address and your district computer password
- Check the district web portal for instructions, updates and images of what to expect
  - Access to web portal from home: <http://portal.sayrevillek12.net>
  - Log in with district username and password
  - Enter username as sboc\username [ex. sboc\mwaranowicz]
- If your Outlook does not work, use webmail at <http://outlook.office365.com> to access your email until it is fixed for you.

If you have any questions, concerns or issues please send an email to OutlookHelp@sayrevillek12.net.

For issues accessing your new email, please enter an online technology request to obtain assistance from a technician.