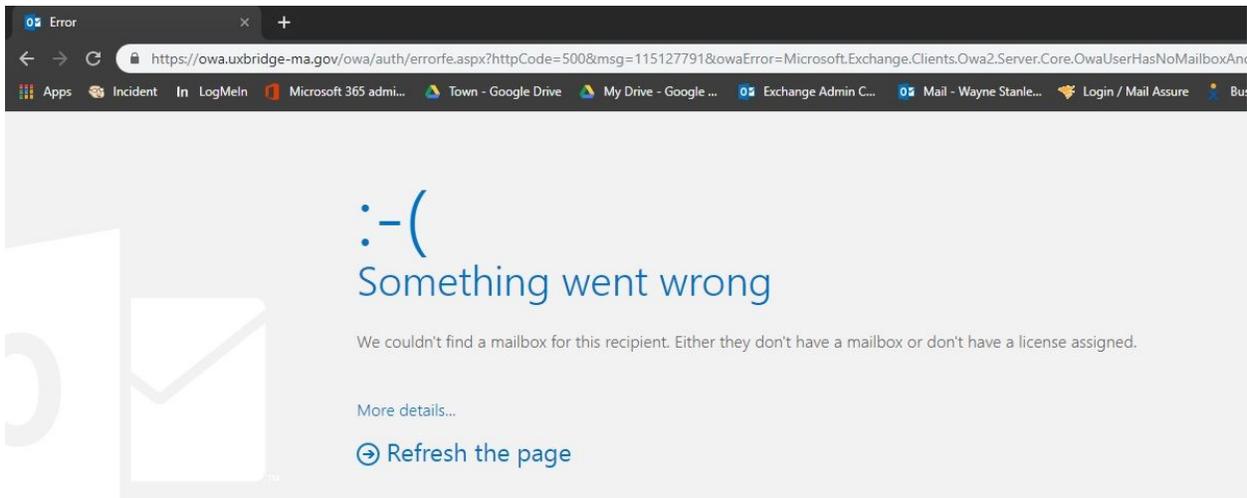


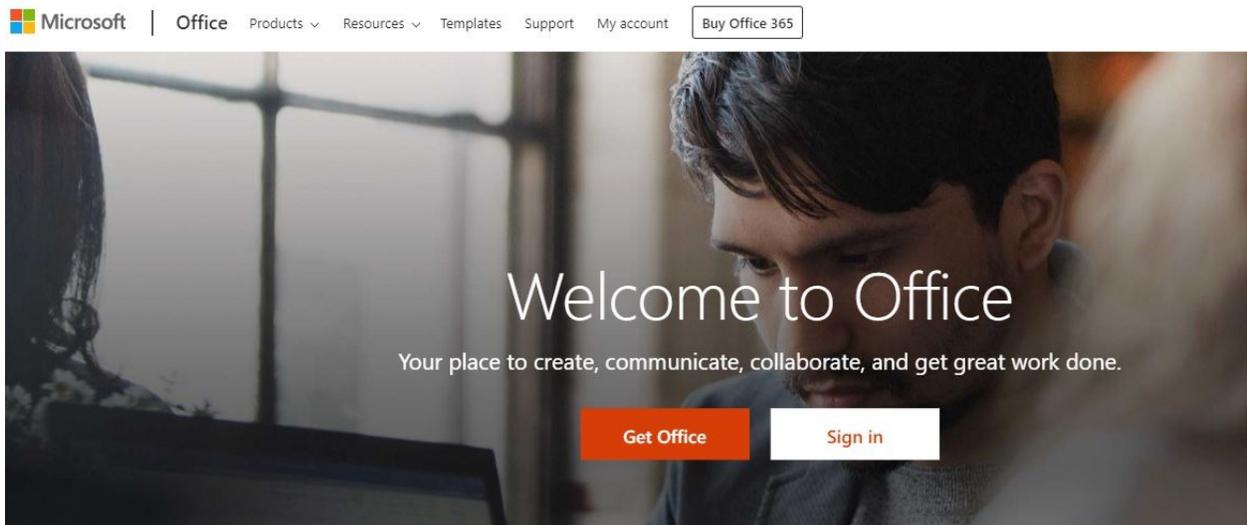
**Town of Uxbridge
Email Migration to Office.com
Steps to take**

We are in the process of migrating our on-site email servers to Microsoft Office 365 cloud service. During this process, you may come across an error when going to the old email web address <https://owa.uxbridge-ma.gov> . This is due to the fact that we have migrated your email mailbox to the office 365 cloud. The steps below will show you how to log into office 365 through the web.

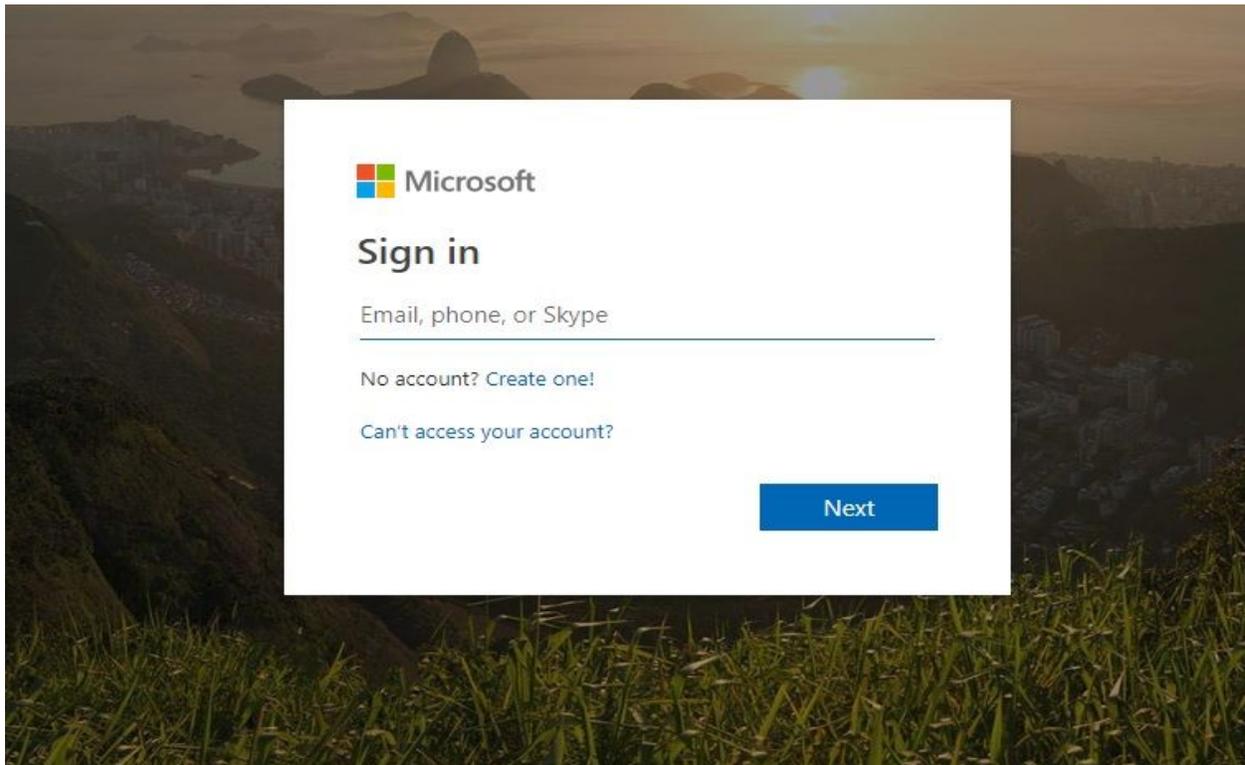
1. Error when trying to log into <https://owa.uxbridge-ma.gov> (this means your mailbox has been migrated)



2. In your browser's web address bar - please go to www.office.com and click sign in.



3. Type in your full email address (first initial of your first name the full last name) ie: jsmith@uxbridge-ma.gov



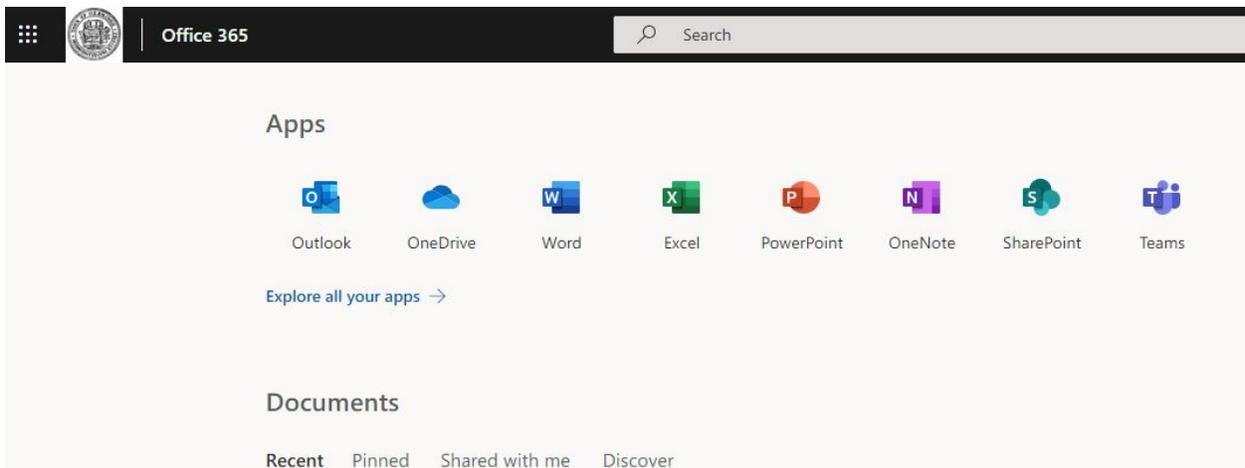
4. Hit next, and enter your password and hit Sign IN.



6. You may be asked if you would like to stay signed in, you may choose yes or no



7. Once signed in you will be brought to your Office 365 homepage, click on Outlook



8. The very first time Outlook opens you will be asked to select Language and Time Zone. English is the default for Language, please select Eastern U.S. for the Time Zone from the drop-down menu and click save



The screenshot shows the Outlook application interface. At the top left is the Outlook logo, which consists of a blue square with a white 'O' and a white envelope icon, followed by the word 'Outlook' in a blue sans-serif font. Below the logo, the text 'Choose your preferred display language and home time zone below.' is displayed in a smaller, grey font. Underneath this text are two dropdown menus. The first is labeled 'Language:' and has 'English (United States)' selected. The second is labeled 'Time zone:' and has 'Select time zone' selected. At the bottom of the form is a blue circular button with a white right-pointing arrow, followed by the word 'Save' in a blue font.

After you complete these steps you will be brought to your new Outlook web app, your emails may take a few minutes to populate as well as any contacts or calendars you may have.

The steps above only apply to access your town email via a web browser. If you're experiencing issues with Outlook on your town workstation computer or laptop, please follow our standard procedure of submitting a ticket and we will help as soon as we can.

Hope this helps and have a great day!