

Greetings,

Your Galveston County I.T. department has been working diligently on upgrading the county's email to the latest version available by Microsoft. We are now ready to proceed to the next step.

What: The I.T. department will be migrating your Microsoft e-mail inbox to O365 (Cloud based).

When: July 15th at 7AM. **NOTE: When you arrive to work Wednesday morning you will need to make the below changes or your email will not work. Please print these instructions prior.**

How does this affect you?

- Increased mail box sizes.
- High Availability
- Increased Browser functionality

Outlook Instructions:

July 15th. Migration starts at 12:01AM.

Migration is expected to be completed by 7AM.

You can continue to use your current mailbox as usual until your mailbox is migrated to Office 365. After your mailbox has been migrated, you may receive a notification prompting you to close the application.

Step 1: Open the Microsoft Outlook application

Step 2: When prompted for credentials, provide your username and password in the following format:

Username: username@galvestoncountytexas.gov. Please Note: Use your **Network** Username. For

Example: doej@galvestoncountytexas.gov

Password: <Enter Password>

Step 3: Check "Remember My Credentials" & Select "OK"

Note: If you experience anything outside what's described above, please immediately report to (409) 765-2685

If you utilize your mobile device to access county email, perform the following steps.

For Apple Devices: See attached document

For Android Devices: See attached document

For Windows Devices: See attached document

Webmail

To access the web-based version of Outlook for your new mailbox, use the following instructions:

Step 1: Open the "Internet Explorer" web browser on your computer.

Step 2: In the navigation bar, type <https://outlook.office365.com>

Enter your network username followed by @galvestoncountytexas.gov. For Example:

doej@galvestoncountytexas.gov

Step 3: You do NOT need to enter a password.

Step 4: Click Sign In.

Step 5: At your organizations sign-in page, enter gc**network** username. Example: gc\doej

Step 6: Enter your password

Who to Call in Case of an issue:
(409) 765-2685