

**\*\*\*Please print these directions\*\*\***

## **Email Move**

This week our email will be moving to the new email system using microsoft. All current email that is in your mailbox will remain as it will be moved from the current system to the new system at microsoft. Once the move happens you will need to login using the the following link

<https://outlook.office365.com>

Or by using the outlook 365 link on the Tccsa.net site

you will have to login using this as the username and the same password as you have for the current email system

### **Example:**

username: chip\_slinder@tccsa.net  
current password

The email will be moved on this coming Wednesday after that all new email will be coming to the new email system. You will still be able to login to the old system even after that move but new email will show up in the new email system after Wednesday this week.

If you have any questions please let me know. Your current email address will still work with the new system so you will not need to change anything other than the way that you will login to the email system.