

New Campus Wide Email System Rolling Out August 24, 2017 - Office 365

2017-08-23 - Ira Hanson-Ralph - 0 Comments - in General

ACAD Email Upgrade Summer 2017

We will be upgrading our email environment on August 24 to provide exchange capabilities for all email accounts - faculty, staff, and students!

What's in it for me?

This major upgrade will allows us to:

- Use shared calendars for easily booking meetings with each other
- Share a college wide address book for easily locating colleagues and groups
- Provide access to our email system on any device, anywhere, anytime
- Lay the groundwork for future Office 365 collaboration capabilities such as meeting room bookings, news feeds, social networks, online document sharing, video conferencing and more

how will this impact me?

Beginning Thursday August 24, you can access email through a web browser using your ACAD network account information:

- Log in to webmail at mail.acad.ca
- Use your username (firstname.lastname@acad.ca) and network password

Beginning Thursday August 24, you can access email with the Outlook application on your desktop

- When prompted for your info (first time only), use your username (firstname.lastname) and network password

Beginning Thursday August 24, you can access email with the Outlook application on your mobile device (settings vary by device)

- For instructions on how to connect various mobile devices including phones, laptops, or tablets visit the ACAD Knowledge Base at <https://helpdesk.acad.ca>

How can I get help?

Visit the Help Desk Knowledge Base at <https://helpdesk.acad.ca>

Make use of the Microsoft Outlook Help Center at www.support.office.com/en-us/outlook

Visit the Help Desk on the 4th floor

Call the Help Desk at 403-338-5555