



## Downsizing - Clean up your files

Greetings!

You received an email before Thanksgiving explaining we are migrating to Office 365. If you missed it, you can view it here: [Project Announcement Email](#).

Just like when moving your home, it can be helpful to pare down your possessions/data before the move. By getting rid of the stuff you no longer need, it will ease the migration.

**Before you delete items, here are some quick things to consider during clean-up:**



- Make sure you don't have duplicate files/folders. Delete the unneeded copy.
- Delete any old files/folders that you no longer need.
- Remove old calendar entries, especially those with large attachments.
- Empty your deleted folder.

The less data you have, the less we have to move. However, please keep any files that you think need to be retained for any reason.



## Changes to Your Email Address



**Once the migration is complete, all Faculty, Staff & Students will have an "@ pvamu.edu" email address and login.**

Anything going to your old "@ student.pvamu.edu" email address will automatically forward to your "@ pvamu.edu" email address.

This new email address will also be your login when you access anything in Office 365 or at [www.office.com](http://www.office.com). (Or when setting up your mobile device.)

Contact the CITE helpdesk at 936-261-2525 if you have any questions during this process.

Thanks for your support and cooperation,  
The PVAMU CITE Team

Visit our website

