



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. (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

