**Subject: Your Email and Calendars are Changing to UW Office 365 Email**

In about two weeks, your email account is being transitioned off of Alpine/Deskmail and/or uwmedicine.org Exchange email/calendars and to the UW’s Office 365 Email **starting at <<cutover time>> on <<cutover date>>**. The conversion will be fully complete by **<<go-live date>> at <<time>>**. All new emails received after about **<<cutover time>> on <<cutover date>>** will be in Office 365 Email.

Office 365 Email may be accessed via the following website: <https://outlook.com/uw.edu>.

<<Your Department>> has established a “Communications and Help Resources Site” to assist you with the transition to the new tool. You will find videos, job aids and an extensive list of Frequently Asked Questions.

If you have further questions, contact your department manager or their designated liaison for this email conversion.

Thank you!

The Office 365 Email Migration Team

Communications and Help Resources Site: <<your department website>>