

Good evening Chester Upland Learning Community.

To address an immediate need, we are moving all Chester Upland School District Staff to a new email system known as Microsoft Office 365 beginning tonight, Tuesday November 9, 2020. You can access this via a link on the website, and by going to <https://login.microsoftonline.com/> and entering your Chester Upland email address and password.

We are sure many of you have questions and concerns. Here are some of the things you may be wondering about:

How will I know when my email account is moved?

We will attempt to email your old email account to notify you it has been setup. You will also know by being able to successfully login to the new system and send and receive email.

How will I access my new email?

Point your browser to <https://login.microsoftonline.com/> and entering your Chester Upland email address and password. When prompted, choose "Work account."

Will my email address change?

No, it will remain exactly the same so there is no need to alert your contacts or parents.

Will my password change?

No, we are syncing your passwords with the old system so it will remain the same.

Will the new system look different?

Yes. Since it is a more modern system and will be accessed via a web browser, it will look different than what you are used to. Here is a link to a quick start guide for Outlook on the web: <https://support.microsoft.com/en-us/office/sign-in-and-create-a-signature-for-outlook-on-the-web-676b32bc-b486-468d-b1f2-883569298b58>

Will my old emails be moved to the new system?

Not at first, but we are working on a solution for that.

How will I access my old emails?

Please use the Outlook client or the old Outlook Web App link on the CUSD website.

How do I get help if I have a question or problem?

Please email the CUSD help desk at cusdhelppdesk@chesteruplandsd.org. If your CUSD email doesn't work, you can also email that address from your personal email account or have a colleague do it for you. You also can call 610-490-3369. If there is no answer, please leave a message with your contact information and the nature of your issue.

We encourage all of you to read up on Microsoft Office 365 by visiting https://support.microsoft.com/en-us/office/office-quick-starts-25f909da-3e76-443d-94f4-6cdf7dedc51e?wt.mc_id=otc_home. I have also attached several helpful guides for various Microsoft Office applications.

Technology Department
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