

SUBJECT: STUDENT EMAIL TRANSITION FROM LIVE@EDU TO OFFICE 365 (SharkMail)

Dear Students,

On July 11, 2013 your email account will transition from Live@edu to Office 365 (aka SharkMail).

These are the changes you need to be aware of:

- The transition will last approximately 72 hours. You will have access to email during this time.
- All email, calendars and contacts will be preserved during the transition.
- Mailbox size increases from 10GB to 25GB.
- Your Office 365 email address and password remain the same as they were in Live@edu.
- Access your Office 365 email at the **NEW site**: <http://sharkmail.nova.edu>
- Previous SkyDrive files are available, but separated from your Office 365 account. Access them with your Live@edu credentials at <http://skydrive.live.com>
- **IMPORTANT:** We recommend that you login to your Live@edu account and change your password prior to July 11, 2013. **This is especially important if you use SkyDrive files**, as NSU will not be able to assist you with access to SkyDrive after the transition. To change your password, login to <http://outlook.com> and click the "Options" link. After changing your password you may wish to update your security settings at <http://account.live.com> to allow you access to your account should you forget your password in the future.

To get more information and help:

- See <http://www.nova.edu/help/live/>
- If you have forgotten your Live@edu password, contact the NSU Help Desk at <http://www.nova.edu/help>