Office 365 is coming to U of T Scarborough! Before we can get your account switched over, there are some housekeeping items to take care of ahead of time. Completing this checklist in advance will make your migration smooth and seamless.

- **Verify your UTORid credentials**
  Make sure your account is healthy before you migrate by entering your UTORid and password at: http://uoft.me/checkid

- **Don’t make major changes to your inbox**
  Once you receive notification of your account migration, avoid major inbox changes such as moving, renaming or deleting folders until your migration is complete.

- **Junk email & deleted items**
  Clear out your junk email and deleted items folders.

- **Inbox rules**
  Back up any inbox rules set up on your account.

- **Shared calendars & account delegation**
  Make a note of any individuals who shared access to your calendar as well as if you have account delegation set up.

- **Bookings and shared resources**
  Make a note of your access to booking calendars and shared resources.

**Need Help?**
contact us by phone at 416-287-HELP (4357), or email us at helpdeskeutsc.utoronto.ca