Exchange 2013 Mailbox Migration

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Overview

In May 2019, IS&T will begin migrating Exchange mailboxes from Exchange 2010 servers to Exchange 2013 servers. All MIT community members with an Exchange mailbox will be migrated. If you use the **Outlook desktop client**, you should not notice any significant difference in the look and feel of Outlook. Your mailbox will be migrated automatically, and you will not need to do anything different. *Note:* If Outlook is open when the migration begins, you will see the following message. Please close and reopen Outlook.

If you use **Outlook Web App (OWA)**, there will be changes to the look and feel, and where some features are located. Please see below for an overview of the main differences.

Outlook Web App (OWA) differences

- By default OWA will open to the **Mail** view. Other views can be accessed in the in the upper right corner (1).
- To begin a message, click **New Mail** in the upper left corner (2). *Note:* The new message window will open in the reading pane, NOT in a separate window.
- Filters above the message list (3) allow you to display unread mail, only messages that have been sent to you (as opposed to a mailing list), or those that have been flagged.
- Search for mail or people using the Search bar the top of the page (4). *Note*: OWA on Exchange 2013 does not support searching for calendar items.

Mail tips

- To add a BCC line, click the three dots icon above the message and select **Show BCC**

- To add an attachment, a picture, or your signature, click **Insert**

- To save the message to the Drafts folder, click the three dots and select **Save**. You will see a message indicating that it was saved.

Automatic Replies (Out of Office messages)

The mechanics of setting up an automatic reply have not changed, but the location for the feature is different.

- Click the gear icon in the upper right corner, next to your name, and select **Set automatic replies**

- Create your automatic reply, and click **Save** when done.
- Click the arrow above **Options** in the upper left to return to your mail.

Calendar

- Switch between Day/Week/Month views by clicking your preference at the upper right above the calendar (1).
- Additional selections above the calendar (2) allow you to quickly move to a different day, week or month.

- Create a new meeting or appointment by clicking **New Event** in the upper left corner (3). A new event window will appear overlaying the Calendar view.
- Print the calendar by clicking the print icon just below the different views (4).

Signing out

- Click on your name in the upper right, and select **Sign out**

For more information

See the article Using Outlook Web App for more details on using OWA.