

How do I access email after the migration?

Until your LACCD supported devices and outlook is updated by your local IT, you will need to access email using Outlook Web Application (OWA). You can do this by going to <https://mymail.laccd.edu>. The username and password is using our Single-Sign-On that was deployed at the same time as PeopleSoft and is being expanded to support a number of other systems. If you have already logged in before you may use those same credentials. Otherwise follow the instructions below or the instructions found by clicking on the link below the “Sign in” button:

Employee Login Name and Default Password Format

- Employee username is your SAP user ID or your @laccd.edu email address.
Example employee ID's: smithj or smithj@laccd.edu
- Employee default passwords will consist of:
 - **8@ + the month of your birthdate (MM) + the first character of your last name (capitalized) + the last 4 digits of your SSN**
 - *For example, Joe Smith, who was born on August 9th, and has SSN xxx-xx-1234, his default password would be: 8@08S1234*

Once you have successfully logged in, you will be required to update your password.

When are we migrating to Office 365 in the Cloud?

All LACCD employees will be officially migrated to the cloud and begin using Office 365 starting April 8th, 2019. However we will begin migrating people starting April 6th and through-out the entire weekend. If you notice you are not receiving email over the weekend April 6th or 7th, please try checking email using the Outlook Web Application at <https://mymail.laccd.edu> and using the instructions above for logging into our new Single Sign-On system.

Is my information and data protected?

Yes, your emails and attached data will be secure. We are using Microsoft Cloud Security that is certified meet US Federal and International Security Standards such as HIPPA and FISMA.

Who do I contact if I have issues or questions?

Please contact your local IT department and they will be able to assist you.

I like my email just the way it is and don't want it touched. Can't I opt out?

No, sorry, we are packing up and moving everybody to the cloud. We understand your concerns and we will work hand in hand with you and your college IT to keep this as seamless as possible for you.

Will I be able to keep my current email address?

Yes, you will be able to keep your existing email address. Even if you have multiple email addresses due to multiple assignments at different colleges, all email addresses will still receive email into 1 unified Inbox. We will be limited to the email addresses that are in the HR database and have been officially assigned in SAP. You will only be able to send email out from the email address assigned to your PRIMARY assignment in SAP.

What if the email address I currently use does not match what is in SAP?

If you have an email address that does not match your SAP login name or email address in SAP, you may request your local IT add that email address to your account as an alias. Please remember to specify if you want that email address as your primary address that will also send out email. However you will have to use the primary SAP email address for your login.

What will happen to all the emails I have saved?

We are currently importing all existing emails into your new cloud account. You will see them in subfolders named "Import" or some variation of Import with your college name. If you notice any old emails missing, your local IT can make sure to import again. All existing email will still be saved on local servers and will not be lost.