Office 365 Student E-mail  
Frequently Asked Questions

1. When will we be using the new email system?  
All students will be transitioned to Office 365 prior to Spring 2014 semester. Students will continue to use Gmail until Spring 2014.

2. Who will be using Office 365?  
All currently enrolled and paid for students across the college District will be using Office 365.

3. Will my emails in Gmail be migrated to Office 365?  
No, your emails in your Gmail account will not be migrated to Office 365. Please view the documentation on www.sanjac.edu/email named “How to Forward Email” This documentation will explain how to move important email to your Office 365 account.

4. Will my address book contacts be moved?  
No, your address book contacts will not be moved.

5. Will my email address change with Office 365?  
Yes, your email address will change. The new naming scheme of your email will be your last name dot first initial then the last six numbers of your G# followed by @stu.sanjac.edu (Example: Doe.J123456@stu.sanjac.edu).

6. Will I still be able to access my student Gmail account?  
Yes, you will be able to access your Gmail account for exactly one month after the transition to Office 365. After one month your Gmail account will be deactivated. You are strongly encouraged to forward any important emails to your Office 365 account. Failure to forward important information will result in loss of information.

7. What will my password be to access my Office 365 account?  
Your initial password will be your date of birth in a MMDDYYYY format.

8. Can I sync my email password with SOS?  
Yes, once Office 365 goes live, students interested in syncing their Office 365 password with SOS will need to log into the Password Self Service System at www.sanjac.edu/password and change their current password to a new one. Once you’ve changed your SOS password, your student email password will automatically update to match, so you can use a single password to access both!