

Your Email Migration is Next Week!

Messaging, IA <IA.Messaging@bia.gov>

Wed 6/17/2020 6:36 AM



Your Email Migration is Next Week!

Your BIE email is scheduled to migrate to the DOI Office 365 environment the evening of Tuesday, June 23, 2020. **Your new Office 365 Mailbox will be available Wednesday, June 24, 2020.**

Once migrated, you will have access to all of the Office 365 applications, including Teams, SharePoint Online, OneDrive, and others!

Read below for important information.

Office 365 has a lot to offer!

We are thrilled with the features you'll have access to with Office 365 including:

- **Microsoft Teams:** Chat-centered workspace hub, providing instant access to conversations, files, and tools
- **SharePoint Online:** Build professional sites to share documents, calendars, tasks
- **OneDrive:** Save files right from your desktop and access anywhere

What can I do to prepare?

- *Test out your PIV card:* You can follow the instructions below for accessing your email to test out logging in with your PIV card.
 - You will see Office 365 apps like Teams and SharePoint, but won't have your email until you are migrated.
- *Begin learning about Office 365:* Once logged in, you can start training today by accessing the Evolve 365 site, which offers thousands of easily searchable videos for training on Office 365 as well as other Microsoft products.
 - Evolve 365 training is accessible through [DOI Talent](#) and [Evolve 365's site](#)
- *View or Download the JumpStart Guides:* The JumpStart Guides are designed to give you an overview of the Office 365 applications you will use the most. You can access the guide for Office 365's [navigation bar](#) and the guide for [Outlook Online](#).
- *Do not make major changes to your mailbox:* To ensure a smooth and seamless migration, please do not make major changes to your mailbox such as deleting, relabeling, or moving large amounts of mail.

How will I access my email once I'm migrated?

- You do not need to use DOI VPN to access Office 365
- Insert your DOI-issued PIV card into your card reader
- Open a browser, and navigate to <https://portal.office.com>
- When prompted to enter a username, enter your DOI UPN (ex: name@indianaffairs.gov)
Do not use your BIE email address to log in
- You should then be redirected to a DOI page where you can select the option to “**Sign in with PIV Card**” (NOTE: You do not need to type in a password in the password box.)
- When prompted, select your DOI PIV certificate, and then enter your PIN.
- If successful, you should now see the main Office 365 portal that will show all the apps you have access to

NOTE: If your Bureau or Office has provided you with the Outlook desktop application, please be mindful that caching your mailbox may take

Questions or Issues?

- View or Download the JumpStart Guides: The JumpStart Guides are designed to give you an overview of the Office 365 applications you will use the most. You can access the guide for Office 365's [navigation bar](#) and the guide for [Outlook Online](#).

Please contact the Indian Affairs Service Center at 866-703-7100
or servicecenter@bia.gov, if you have any questions.