



Email Cutover from FirstClass to M365 Outlook- Update

A second attempt to cut-over from FirstClass email to M365 Outlook email will take place this week. ITSS will do a 'soft cut-over' on Tuesday, Dec. 7th at 5:00-5:15pm to test for successful routing. If successful, during this 15 minute window, email could be missed as it will flow to your M365 Outlook account not your FirstClass.

If the test is successful, ITSS will do a **complete cut-over on Thursday, Dec. 9th at 5:00pm**, and at that point all email will flow in and out of your M365 Outlook account. FirstClass will still be accessible until the end of the school year.

This will affect all teachers, education assistants, students, and school staff with @yesnet.yk.ca email accounts.

What Do I Need to Know?

- **Your email address will not change.** Only how you access, send, and receive your email will change.
- All new email after the cutover (**Dec. 9th at 5:00pm**) will flow to Outlook.
- You will be able to access your Outlook email through the web app in M365 through [Rapid ID \(portal.yesnet.yk.ca\)](https://portal.yesnet.yk.ca), the desktop client on a one-to-one device or school computer, or the mobile app on a personal device.
- FirstClass will continue to be accessible in read-only mode until the end of the 2021-22 school year. You will be able to log-in and have access to old email, or files that you stored in FirstClass.
- Students require M365 accounts to have access to Outlook. This is facilitated by sending home the Cloud Services letter and opt out form.

Where can I find more information about Microsoft Outlook?

- [ITSS' Knowledge Base](#) is a great place to start!

Here are some specific KB articles:

- Installing MS365 Apps on your personal devices- [Knowledge Base Article](#)
- Export email from FirstClass (please note you cannot import these emails into Outlook)- [Knowledge Base article](#)
- Move your contacts from FirstClass to Outlook

- How to export contacts from FirstClass and import them to Outlook- [Knowledge Base article](#)
- Moving Documents from FirstClass to MS OneDrive
 - Saving files in MS365 OneDrive- [Knowledge Base article](#)
- [Microsoft Cheat Sheets](#)

Links to the Microsoft Training Recordings from Oct. 22, 2021

Outlook Level 100	https://aka.ms/A-YKED-Outlook100-Oct22
Microsoft Teams Level 100	https://aka.ms/A-YKED-Teams100-Oct22

Support for your yesnet Outlook

- submit a ticket to ITSS at [Service Now](#);
- or by emailing: support@yesnet.yk.ca;
- or by phoning: 867.667.8535