IMSReady.com Email
Transitioning from Gmail to Office365

Timeline: System Activity Schedule

Date	Activity
Now	System is currently Syncing "Old" (older than 30 days) Email, Calendar, Contacts
Friday Night August 14th Now	New Mail routed to Office365 *Gmail will no longer receive new mail.**
Friday August 14th to Monday August 17th	Continue to sync recent mail, email and calendar
Now	Logins to Office365 Available
August-September	Access to Google Docs and Sites will remain *Further instructions for migrating Google Docs will be made provided in September

Activation Email: Username, Email and Password

From: **Lightner, Travis** <Travis_Lightner@steris.com>
Date: Mon, Aug 10, 2015 at 10:19 AM
Subject: STERIS Account Information

Below you will find your STERIS account information. This account will allow you to access Office 365 and other STERIS resources. You will receive further instructions on using this after the IMS training this week.

STERIS Username: Jared_Mauldin@imsteris.com
Password: XXXXXXXXXXXX

Please see directions below to change your password:
 - Browse to http://pwreset.steris.com.
 - Type
Jared_Mauldin@imsteris.com for the username.

 - Enter **XXXXXXXXXXXX** and click Login.
 - Click Options, enter **XXXXXXXXXXXX** for your current password and enter a new password. See below for the password requirements.

Please see password change requirements below:
 - Your new password must be at least 8 characters long
   - Must also contain 3 of the following 4 characters:
     - Capital letters
     - Lowercase letters
     - Numbers
     - Special Characters (ex. !@#$...)
 - Your new password cannot contain your first or last name
 - Your new password cannot contain your username (the name in which you use to login to windows)
 - Your new password cannot be the same as any windows password you have used in the past 9 months

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Email Address: @.com

‣ Old Google Gmail:
- jaredmauldin@IMSReady.com
- Old Email and User Name

‣ New Microsoft Office 365
- Jared_Mauldin@imsteris.com
- New Email Address, User Name and Password

‣ Secondary Email –
- jaredmauldin@IMSReady.com
- will still "**receive**" incoming email
- can **not** send from

‣ Not Valid
- jaredmauldin@imsred.com
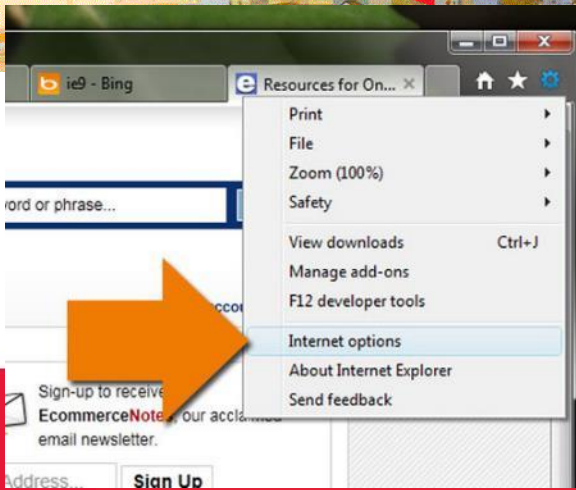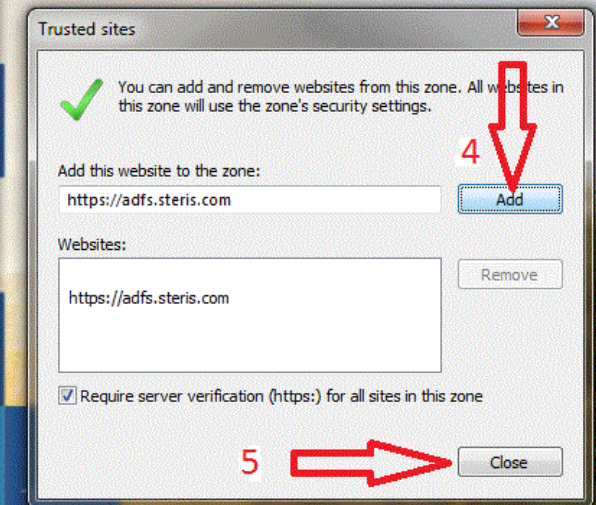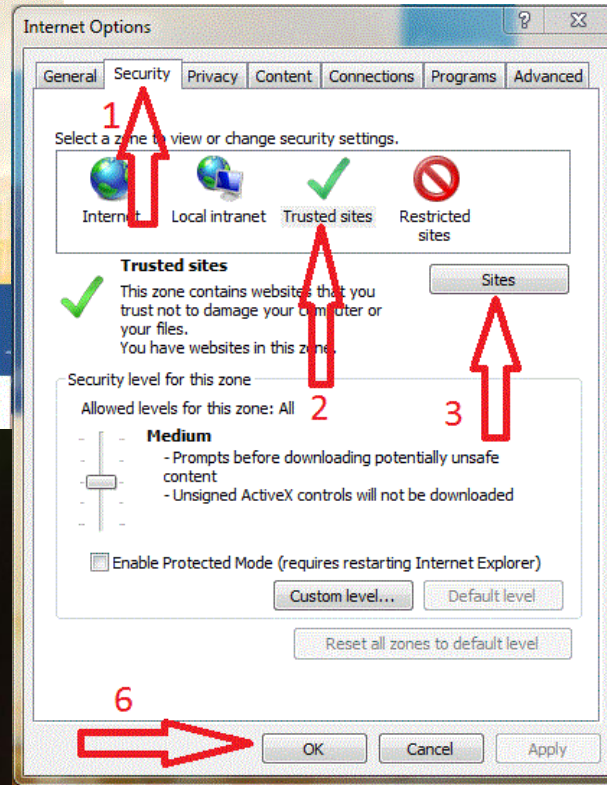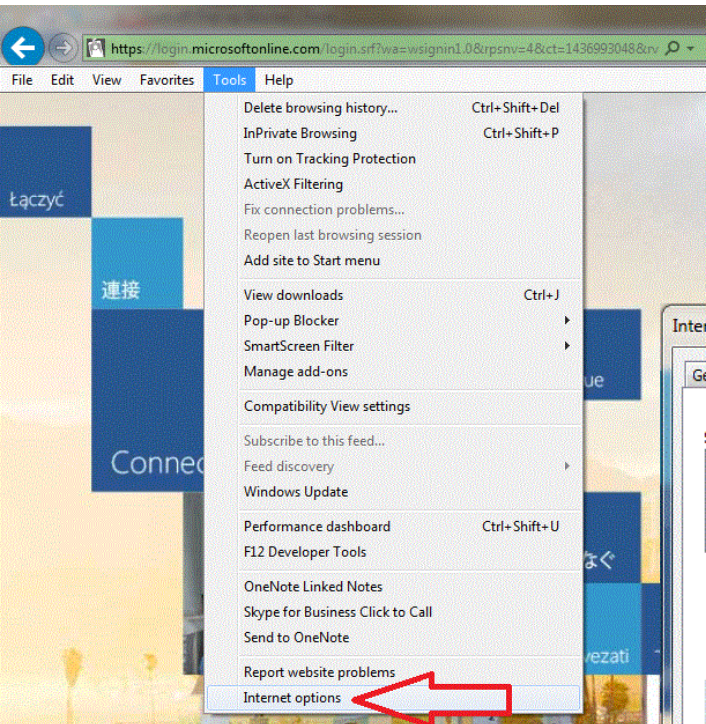
‣ Portal Login
- Unchanged –example: jmauldin

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Conversion: What is being migrated

Date	Converted	Converted
Email	Yes	All Email Labels will convert to Folders *Duplicate emails may occur
	No	Inbox Rules / Filters Spam Whitelists
Contacts	Yes	All Personal Contacts IMS Global and STERIS/Spectrum IMS Distribution Groups
	No	Personal Distribution Lists
Calendar	Yes	All Appointments All Calendars Owned Shared Calendars *Shared Calendars will only transfer to original owner
	No	Others Shared Calendars Subscription Calendars Sharing Permissions
Notes	No	
Google Docs	No	
Google Sites	No	

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Internet Settings: https://adfs.steris.com

Must be completed even if using Chrome Browser
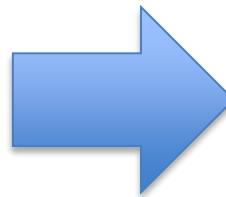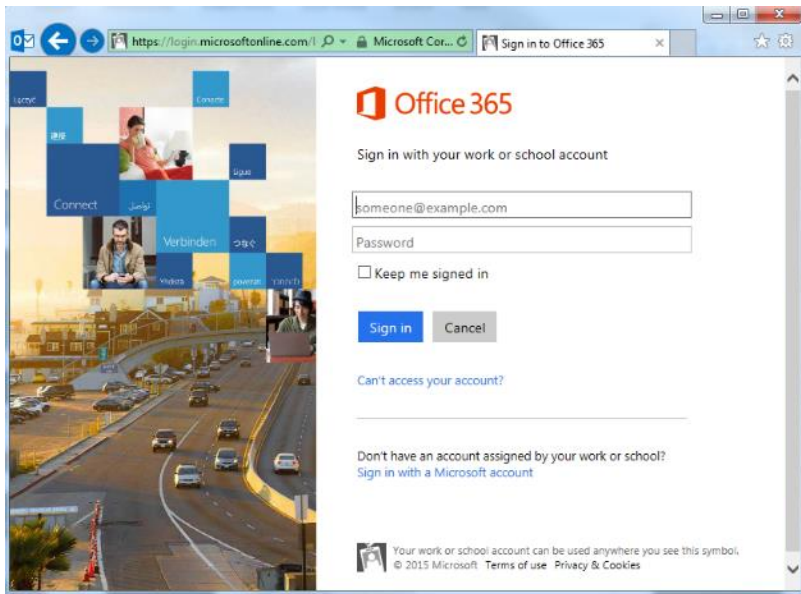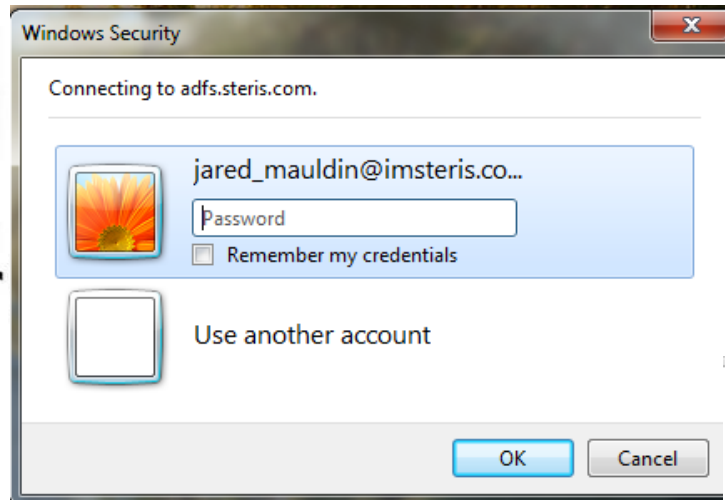
Web Address: outlook.office365.com

‣ outlook.office365.com

‣ portal.office.com

Username: jared_mauldin@imsteris.com

Login: adfs.steris.com

Username: jared_mauldin@imsteris.com

Login: Office 365 Portal Home

Apps: Comprehensive Business Apps

Calendar: Comprehensive Calendar

Scheduling Assistant: View Free Busy @SpectrumSurgical.com and @STERIS.com

Taskbar: Chrome..Add to Taskbar
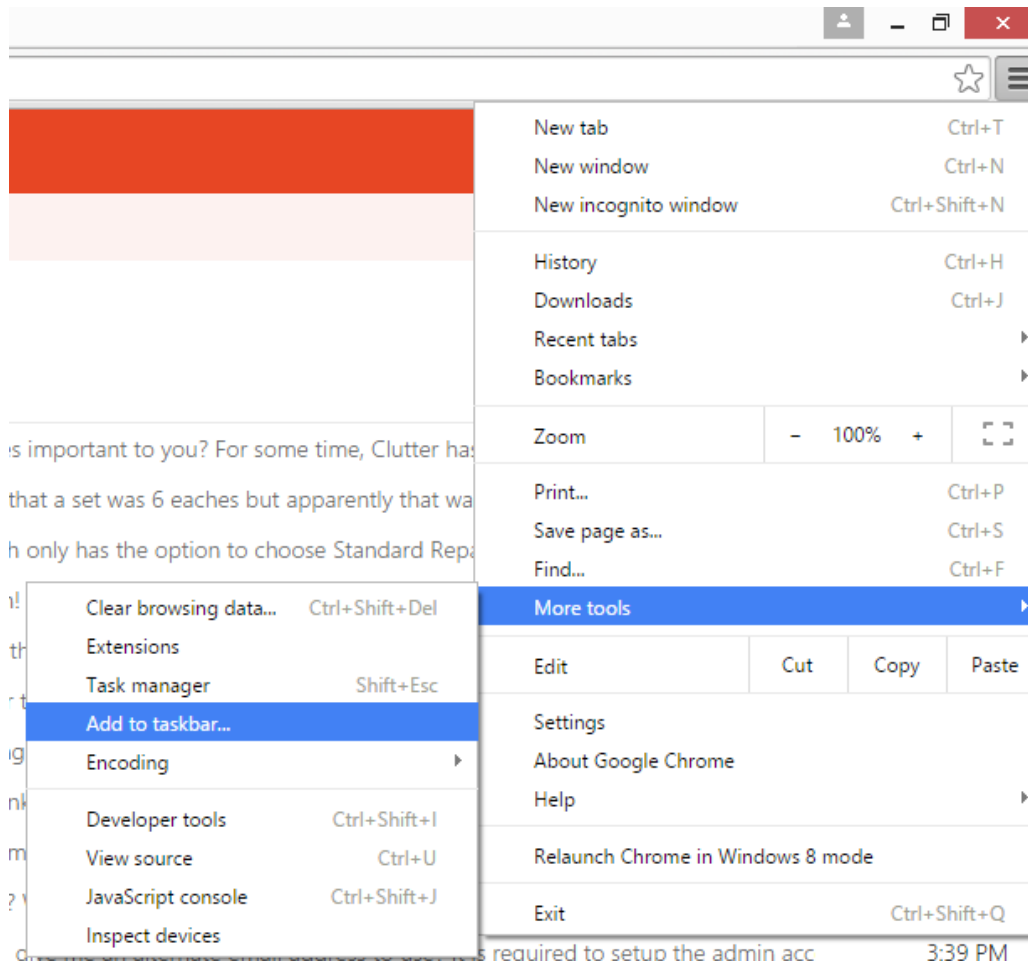
‣ Creates an Icon on the Taskbar

‣ Creates a link to open Outlook as an Application

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Taskbar: Internet Explorer..Pin to Taskbar
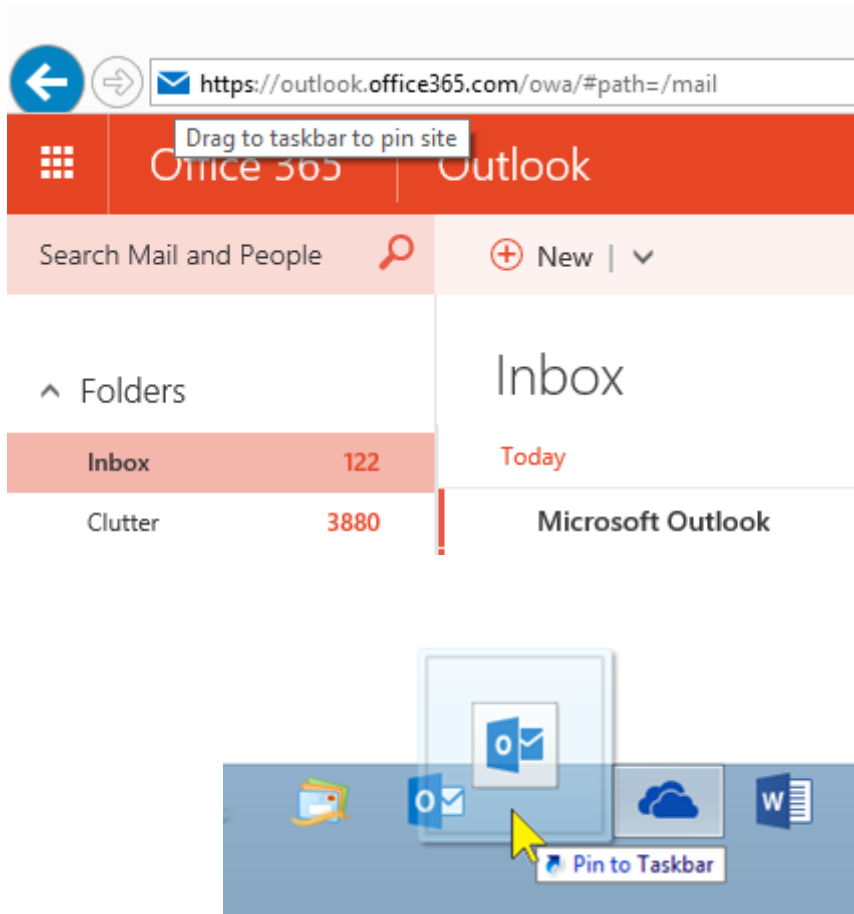
‣ Creates an Icon on the Taskbar

‣ Creates a link to open Outlook as an Application

Mobile Iron: iOS – Apple Devices

1. Install Mobile Iron Mobile@work on your phone

For iPhone users: https://itunes.apple.com/us/app/mobileiron-mobile-work-client/id320659794?mt=8

Complete the install of the app using your Google Play or iTunes account.

2. Configure Mobile Iron

iPhone Setup

**Mobile Iron will configure the native email, calendar, and contact apps on your device.

a. Open the app on your phone. Mobile Iron App Icon will look like this.
b. If prompted, allow "Push Notifications" or hit "Get Started".
c. Enter your Username:
d. Enter the server address: mdm.steris.com
e. Enter your password:
f. Tap Go.
g. Click "OK" for the "MobileIron" Would like to use your current location.
h. Click "OK" for Updating Configuration.
i. Click Install under Install Profile.
j. Click Install Now.
k. If you do not have a 4 digit PIN to unlock your device you will now be prompted to create one.
l. Tap Install.
m. Tap Done.

Mobile Iron: Android

1. Install Mobile Iron Mobile@work on your phone

Click on the below link for your phone type.

For Android users: https://play.google.com/store/apps/details?id=com.mobileiron&hl=en

Complete the install of the app using your Google Play or iTunes account.

Android Setup

a. Open the app on your phone. Mobile Iron App Icon will look like this.
b. Click "Get Started".
c. Enter the server address: mdm.steris.com
d. Enter your username: and your password:
e. Tap Configure
f. Tap Activate
g. *If you DO NOT have a Samsung phone, proceed to step "H". If you do, please follow the indented instructions.
    a. Tap Install
    b. If prompted for Unknown Sources, tap Next. Then scroll down to unknown sources and place a checkmark in it. Tap OK.
    c. For Samsung DM Agent. Tap Install. Tap Done. Tap Activate. Tap Activate.
h. In the Mobile Iron app, Configuration Update Password. Tap configure.
i. Tap PIN
j. Enter a 4 digit PIN of your choice and tap Continue
k. Enter the same 4 digit PIN and hit OK.
l. Configuration Update Email. Click configure.
   **Mobile Iron will configure the native email, calendar, and contact apps on select devices. If you are not prompted to configure email, then launch the MobileIron app and install the Email+ application. Email+ is based on Google's native mail app. Your native calendar and contact applications will be used.
m. Enter your email password and tap continue.
n. Tap Next in Account Settings.
o. Tap Next in Account Setup.

Optional Apps: Microsoft Outlook iPhone/iPad App

Microsoft Outlook

By Microsoft Corporation

Open iTunes to buy and download apps.

Description

The official Microsoft Outlook app designed for iPhone and iPad.

Outlook is a free email app that helps you get more done from anywhere with one unified view of your email,

Microsoft Outlook Support ▸   **Application License Agreement** ▸   ...More

What's New in Version 1.3.5

Do you have a watch that lets you do way more than just check the time? Then we have something in store for you!
Introducing our brand new Outlook App for Apple Watch.
Here are the 3 top things you'll now be able to do straight from your wrist:

...More

View in iTunes

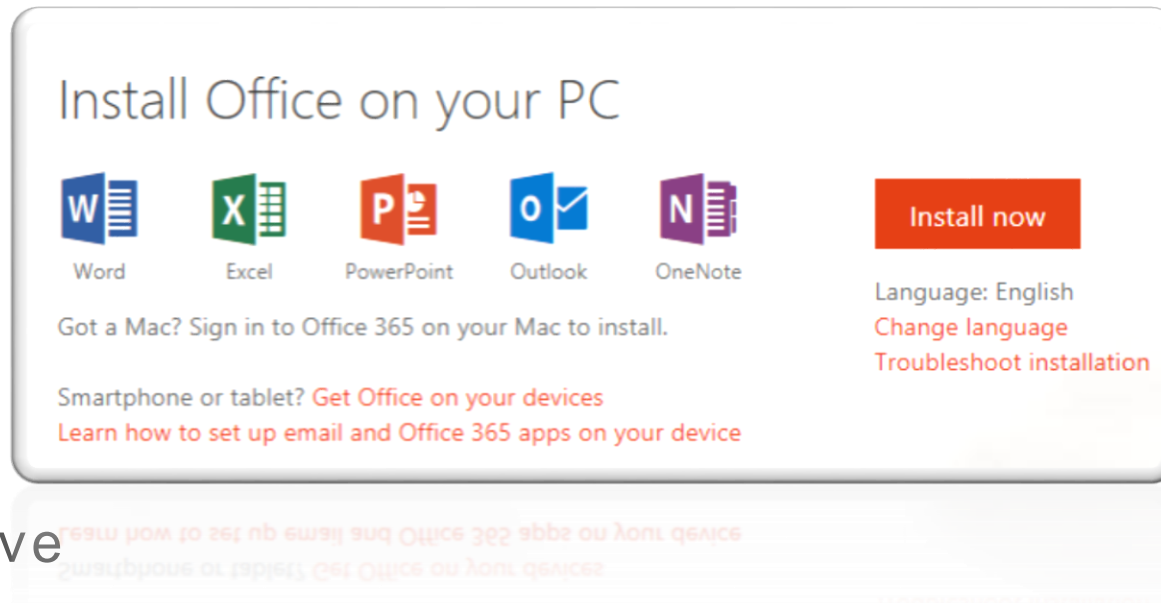➕ This app is designed for both iPhone and iPad

Help: Methods of Support

‣ Portal (online.imsteris.com)

- This document
- Links to STERIS Brainstorm
- Links to Other Training
- Mobile Setup Document

‣ Help Icon within Office 365

‣ Manager / Colleagues

‣ IMS Help Desk via Portal Help Tickets

**Include Contact Phone Number

Additional Tools: Complete Office

‣ Full Office Suite Install on 5 Devices

‣ Web Apps

- Excel, Word, PowerPoint, OneNote

* Includes Collaborative Editing

‣ One Drive

- Cloud Storage

‣ Skype for Business

- Lync – Old Name
- Instant Messaging
- Video Conferencing
- Screen Sharing

‣ Sites, Yammer, Delve

Install Office on your PC

| Word | Excel | PowerPoint | Outlook | OneNote |

Install now

Got a Mac? Sign in to Office 365 on your Mac to install.

Language: English
Change language
Troubleshoot installation

Smartphone or tablet? Get Office on your devices
Learn how to set up email and Office 365 apps on your device

Next Steps: Now

‣ Add adfs.steris.com to Internet Settings

‣ Receive Password Email from STERIS

‣ Reset Password Using pwreset.steris.com

‣ Login to:

- outlook.office365.com

- portal.office.com

‣ Review Settings

‣ Send and Receive Email

‣ Setup Mobile Device