Reminder – Upcoming Student Email Transition during Spring Break

 Dear Students,

This communication is a follow-up to the February 11th communication, in which you were informed about your new CUNY email account. Please refer to the [CSI email webpage](#) in case you missed it.

 An email transition to a new CUNY email account will take place over Spring Break. Please read through this entire message as it contains a lot of important information about your upcoming email changes.

 Your New Mailbox and Email Addresses

- Your new CUNY email account and mailbox will be your CUNY Login account: **firstname.lastname##@login.cuny.edu**

- The following email addresses are automatically associated with your new CUNY mailbox:

    o **Firstname.lastname##@stu-mail.csi.cuny.edu** – your new CSI assigned email address.

    o **Firstname.lastname##@cuny.edu** – your new University email address.

    o If you currently have multiple college email addresses, you will get a new college-branded email address for each that is associated with your new CUNY mailbox.

If you want to keep things simple, you can use **Firstname.lastname##@cuny.edu**. However, the above options are available to you.

What is happening to my old email?

- You do not have to worry about losing any of your email, as you will continue to have access to your current CSI email account after the transition to the new CUNY email account.

- **CUNY will also do the following** to help ease the transition to your new CUNY email account:

- Set up an auto-forward rule in your current CSI email account to forward all new emails to your new CUNY email account. **DO NOT TURN OFF THIS AUTO FORWARDING SETTING.**

- Set up an auto-reply rule in your current CSI email account to inform senders of your new email address.

- Copy your current CSI email contents to your new CUNY email account after the transition.

AFTER APRIL 13th, YOU WILL NEED TO DO THE FOLLOWING:

1. **Access your new email account:**
    1. Go to www.office.com
    2. Sign in with your CUNY login username and password.
    3. You will be prompted to select a security option to access your account.
2. **Enable MFA. Yes – you need to enable MFA again to access your account.**
    1. The current process you are following for MFA on your email account will not change; however, you will need to reauthenticate since you are on a different server. Please visit Email & Accounts | Office of Information Technology Services | College of Staten Island Website
3. **Taking classes at more than one CUNY college (e.g., CSI and Graduate Center)**

- You can select your preferred email address in CUNYfirst. For example, if you are a student at both CSI and the Graduate Center, but most of your classes are at the

Graduate Center, then you can select the Graduate Center as your primary email address. This can be changed at any time.

- Organize your Inbox.

   - If you are taking classes at more than one location, you will receive emails from all colleges. To keep track of these communications, it is recommended to create folders in your inbox for each College.

   - When new mail arrives from a CUNY school, you can either manually drag/drop the mail into this folder, or you can also create a rule that will automatically move the email to this location upon arrival. Instructions

4. **If you are using OneDrive**

- The content in OneDrive is associated with your old CIX email address. Please log in to OneDrive, download the content, and upload it to your new OneDrive associated with your CUNY.edu email account. Instructions

If you require technical assistance, please contact the Technology HelpDesk at 718.982.4357.

If you have any questions, please contact the Technology Training Center at 718.982.2345.

Technology Services