

Dillard University is proud to present Microsoft Office 365 for education - including email, instant messaging, group video and voice chat and online document viewing and editing.

This transition will only concern students.

With Office 365,

students

will have two different accounts:

1. Office 365 account - allow access your school email.

Continue to use Microsoft Outlook Web App or Microsoft Outlook to view and send email from your school account, but sign in at <http://outlook.com/Dillard.edu> . You will use the same user name and create a new password the first time.

- Create a new password by signing in to <https://eduupgrade.office365.com> and follow the directions
- Once you have the password you can access your email at this location: <http://outlook.com/Dillard.edu>

2. Personal Microsoft Account - allows access to SkyDrive, Messenger and other Microsoft services.

Use the same user name and old password to access this account that was used to access Live.edu. Note that Dillard University no longer administers this account. As a result, we can't reset its password. Use <https://account.live.com/ResetPassword.aspx> to reset the password for your personal account. Sign in to SkyDrive (<http://skydrive.com>) using your existing Live@edu user name and old password.

For more information about the upgrade, see the [Checklist for users](#). If you have questions or need help, contact the Dillard University [ITT department](#)

For instructions, see [Password management](#).

The upgrade to each account will begin on **Tuesday, Dec. 18, 2012**.