Overview

Now that you have migrated email to the DPU server and verified you can connect to your DePaul email account, there are a few additional steps you may need to take after the 12/2 switch over is complete.

This document has the following sections:

1) Setup Mobiles Devices (Tablets and Phones)
2) Create your email Signature
3) Add Outlook Rules

Change Log

Any changes to this document will be listed in this section.

12/1/2016: Initial Version

Section 1: Setup Mobile Devices (Tablets and Phones)

The University has extensive documentation on how to setup mobile devices for all the major platforms here: https://offices.depaul.edu/information-services/services/email/Pages/Mobile-Devices.aspx

Take note, before connecting your first mobile device (of any kind) you need to visit https://activesync.depaul.edu to enable your account for mobile access (CDM had this enabled by default).

Message you should see after enabling mobile access:
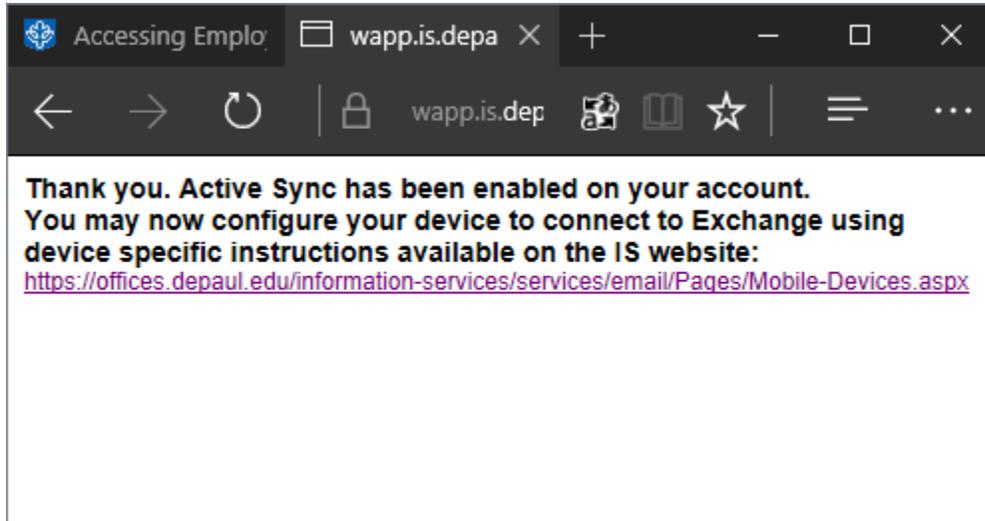
Section 2: Create your E-Mail Signature

Keep in mind, you Outlook may be configured for both your CDM and DePaul Accounts. This procedure will show you how to add a signature to your DePaul account through Outlook. You may also do so through https://outlook.depaul.edu

Step 1: Click File
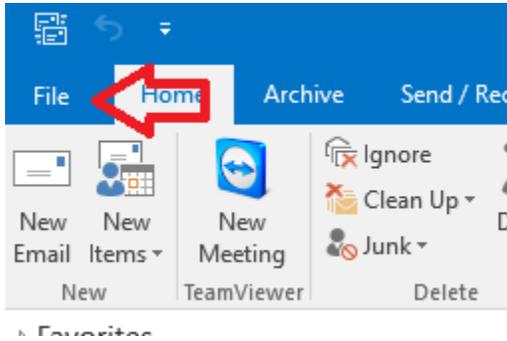
Step 2: Select Options:
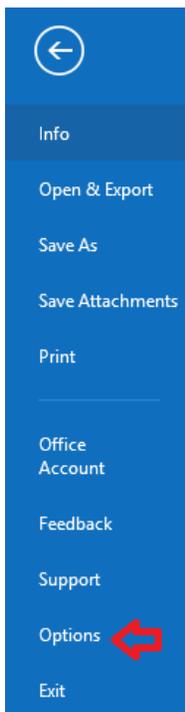
Step 3: Under "Mail", Select "Signatures"
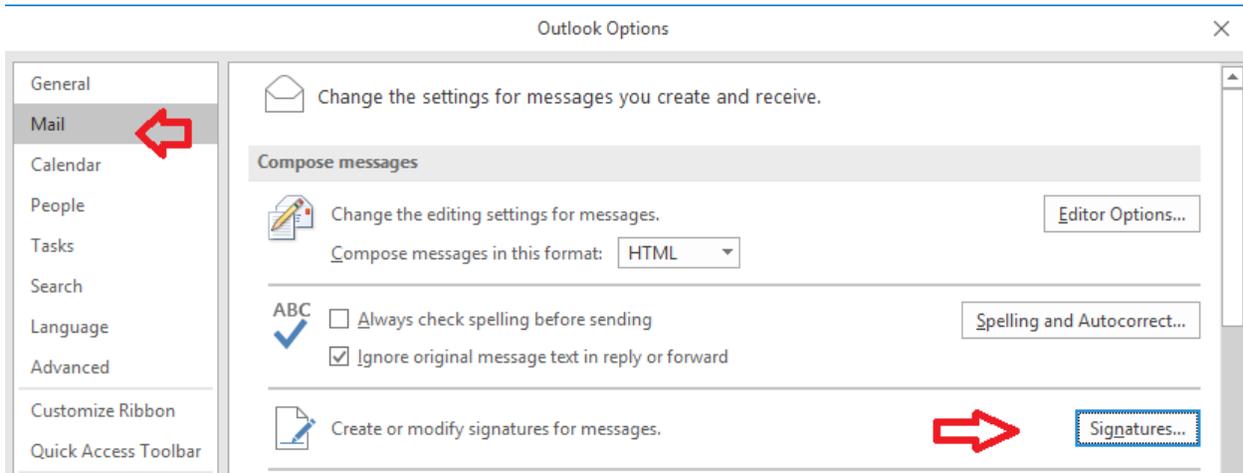
Step 4: Select your DePaul account under Accounts and assign a new or existing signature.
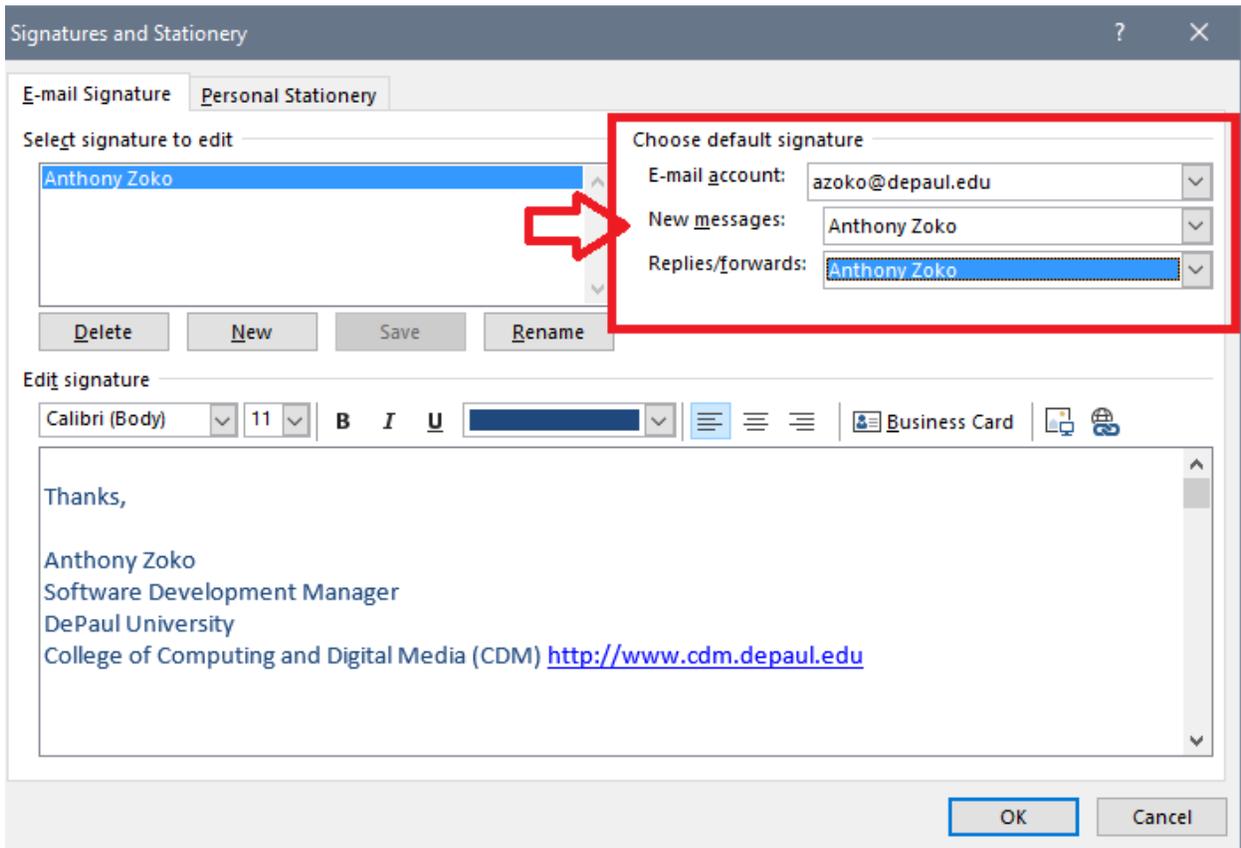
Section 3: Add Outlook Rules

Finally, you may need to recreate rules you had in your CDM account in your DePaul Account.

1) Under the "Home Tab", select the Rules option and click "Manage Rules and Alerts"
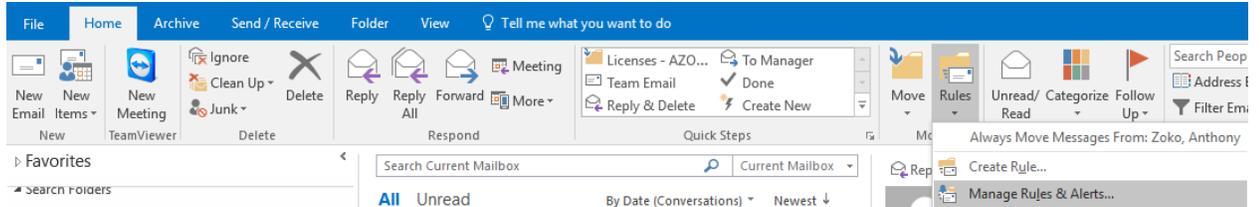
2) Under the rules area, make sure to select your "@depaul.edu account"
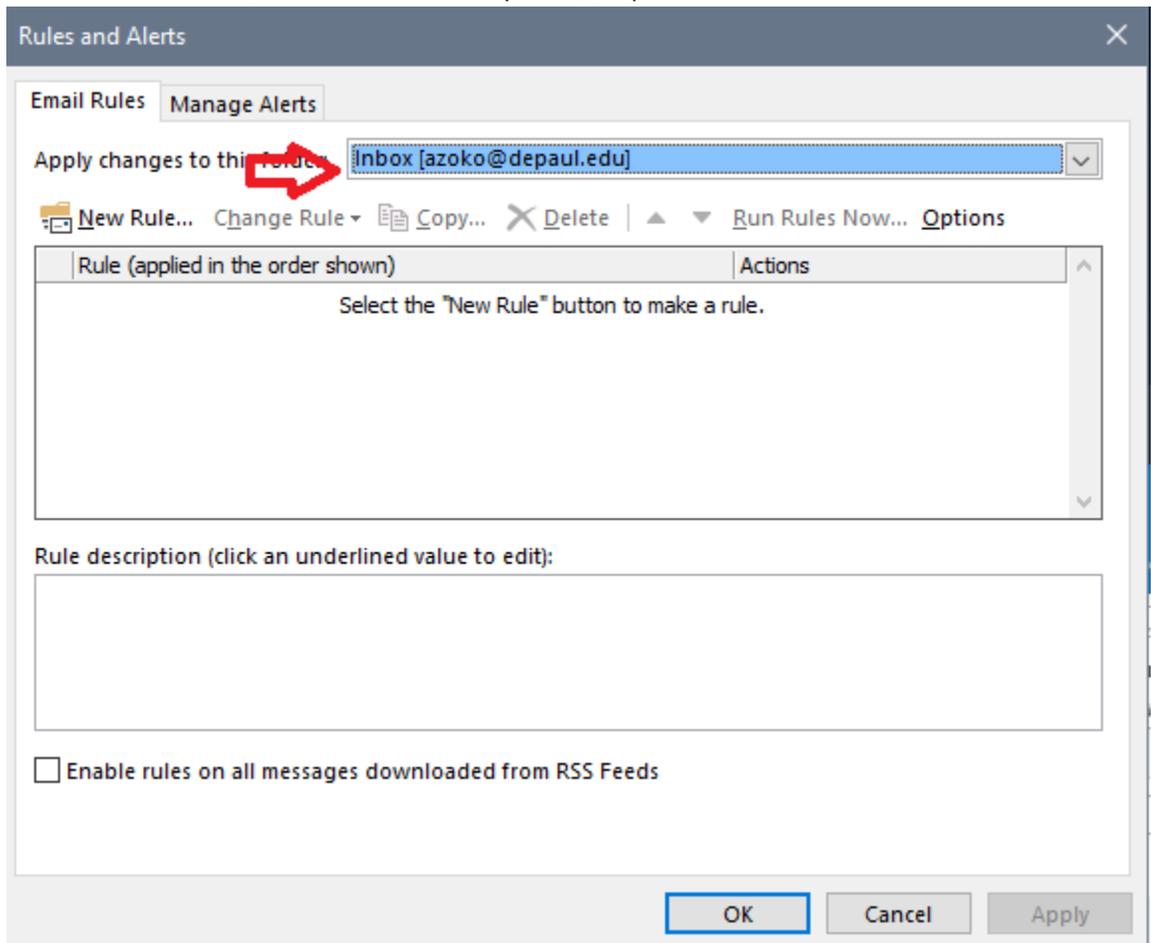
3) You can switch between the CDM and DePaul accounts to look at rules you've had in the past.