

Dear Team,

It is an important announcement !!

There is a major shift of email vendor.

All these years we are using our emails with GSuite.

Due to few cons, we decided to shift email vendor to Microsoft.

This migration process has begun and going on step by step.

Rest Assured all the emails, Google Drive will be migrated to Microsoft outlook.

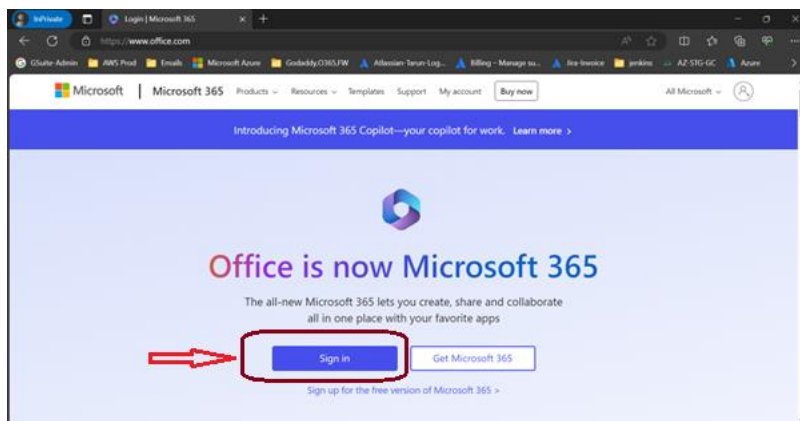
To access emails I will be configuring outlook in your respective laptops in batch-wise.

Meanwhile, you can access emails via your favourite browser.

Steps to access your email via browser.

Step 1:

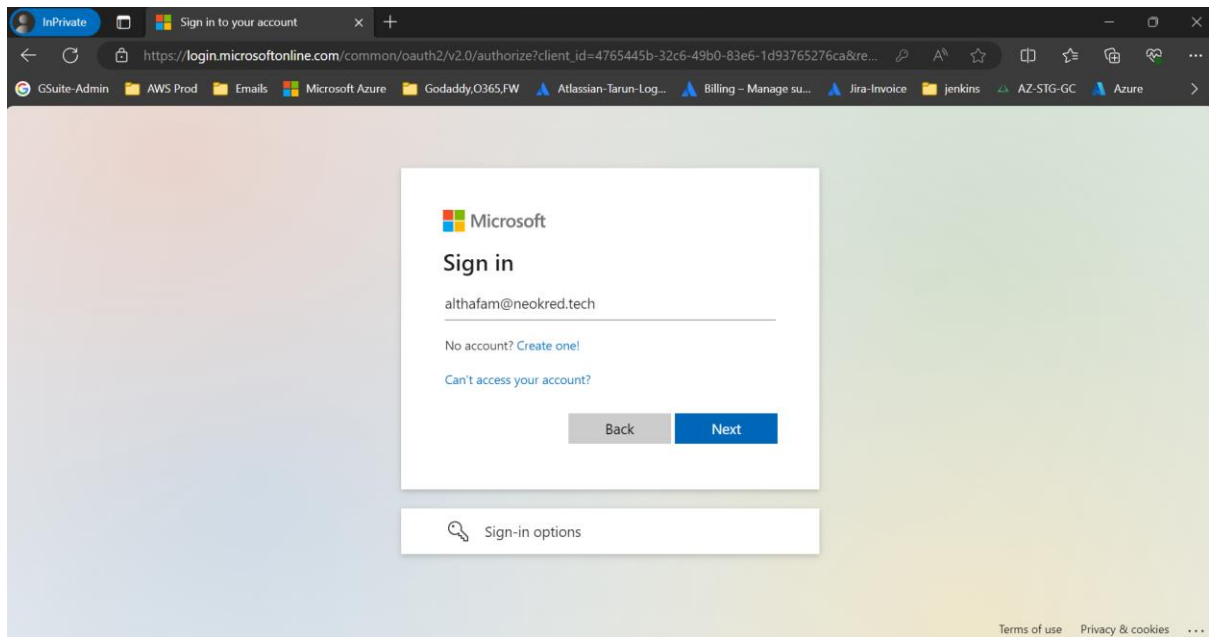
URL: <https://office.com>



Step 2:

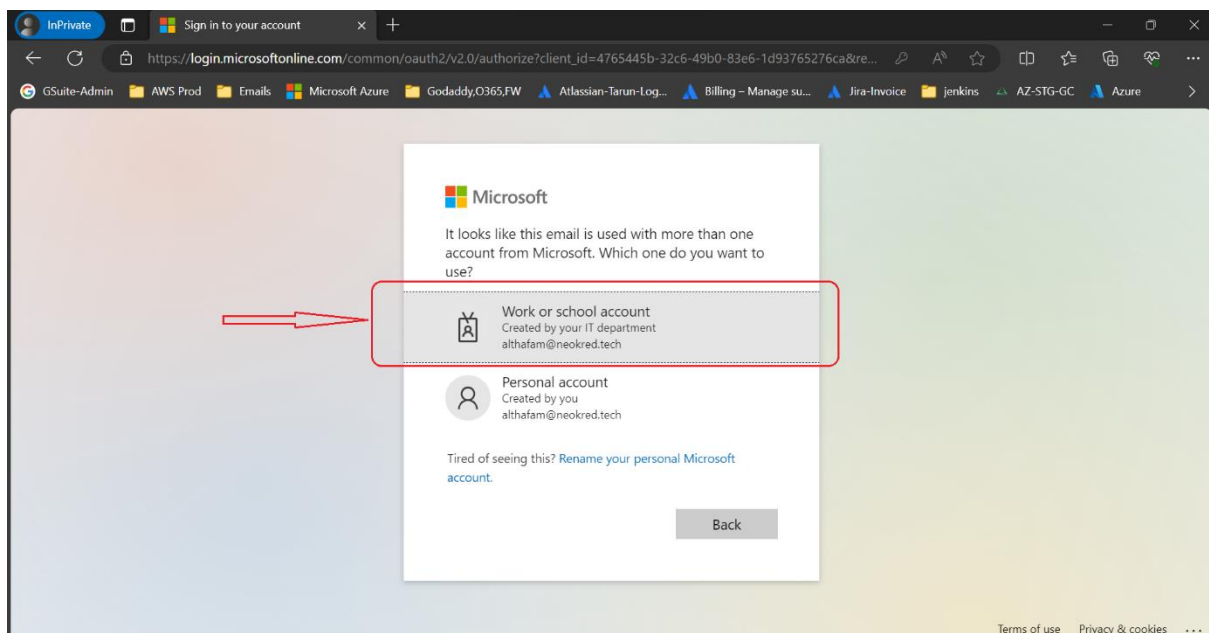
Click on **Sign in**.

In the next page, need to enter your email ID with respective unique password.



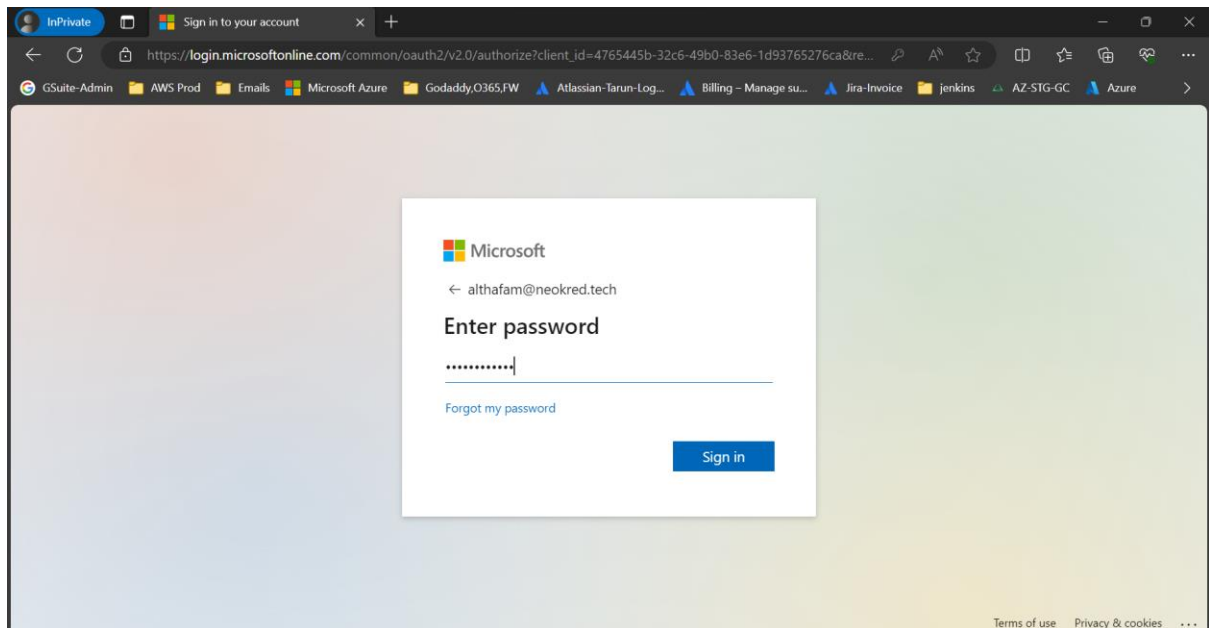
In the next screen

Need to choose 'Work or School account'



And then type the password.

This password I will be sending to you in private chat.



And click on Sign in

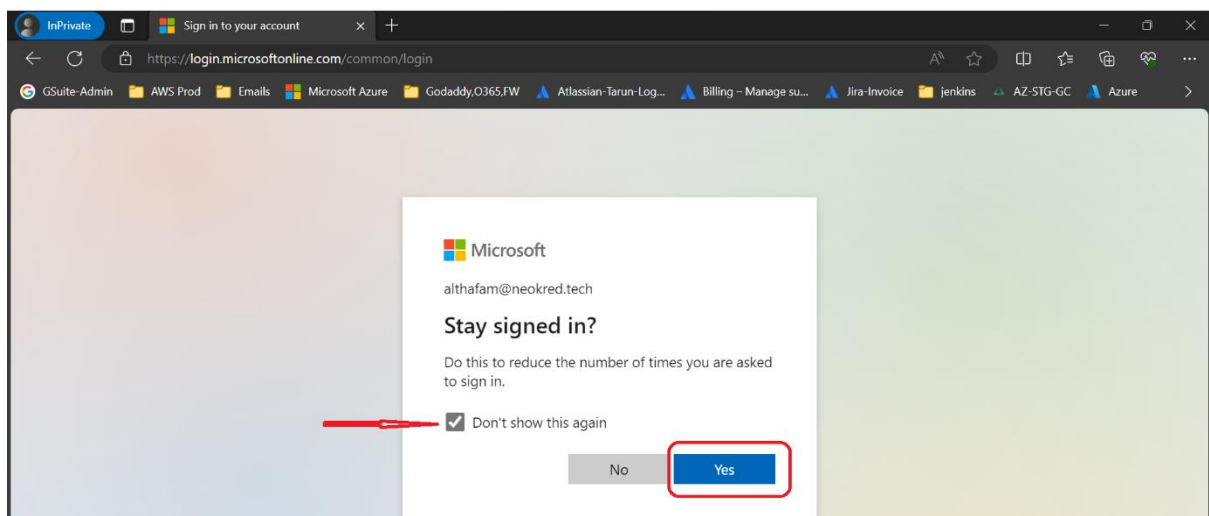
Step 3:

After entering your password -> will prompt to change your email password.

***mandatory to change the password**

Step 4:

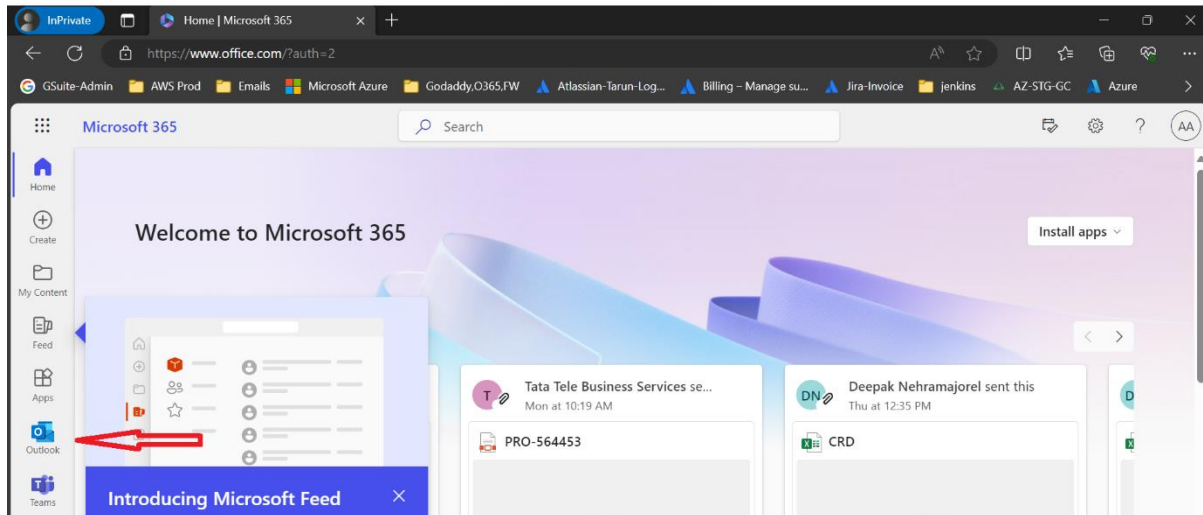
Click as shown below:



And finally you will get the page as below:

On the left hand side you will find the outlook icon.

Click on Outlook icon to check your email.



Hence you can access email.

For any clarifications – Kindly contact IT-Department.

Althaf – 6362060453

Sridhar R – 8073375783

Raja - 8838017661