

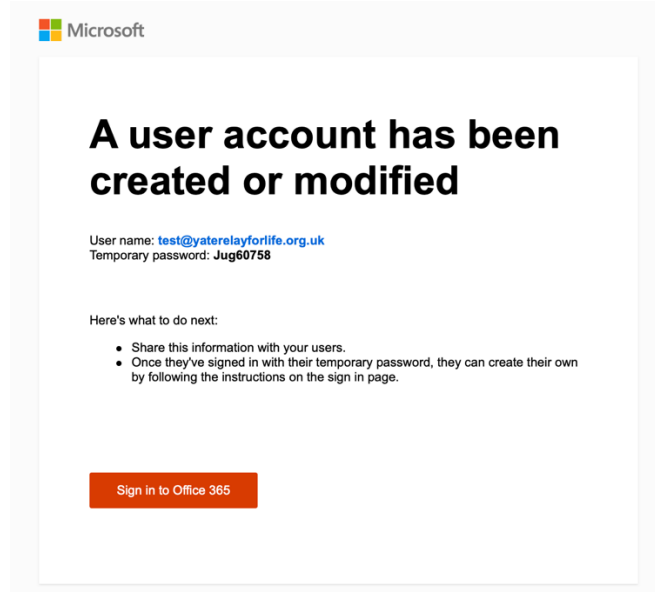
CHANGES TO YOUR YATE RELAY FOR LIFE EMAIL

Your @yaterelayforlife.org.uk email addresses have been migrated over to Office 365. All of your old emails will have been transferred over. Some people will have a new email address.

Why? This has been done as Office 365 offers better functionality, is easier to set up and manage on your own devices, and is part of a plan to use more Office products. More information on this will follow soon.

What do you need to do?

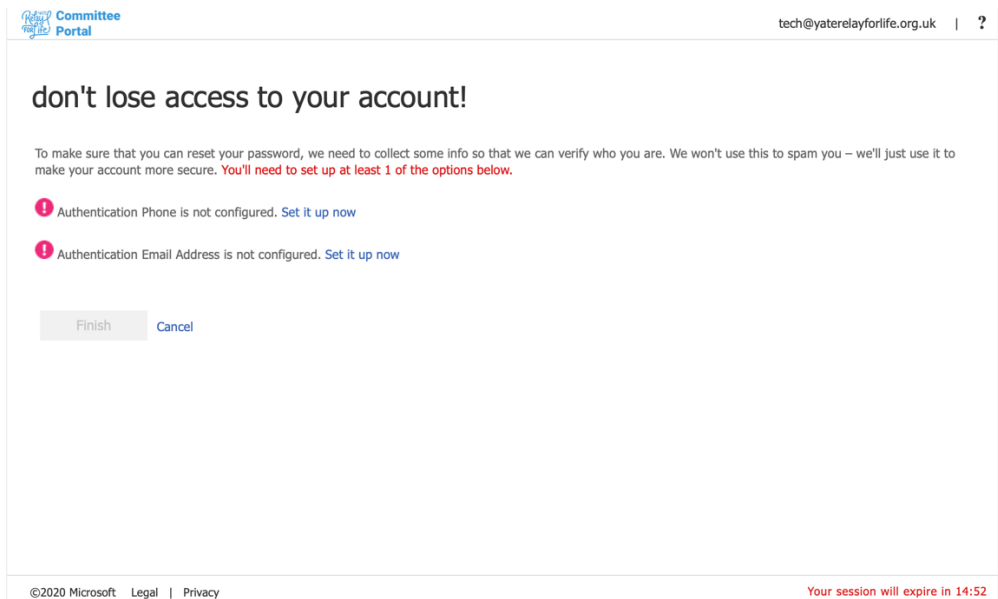
1. To access your new emails you need to log in at outlook.com
 - o To log in, use the email address and password that has been emailed to your non Relay email address. It will look like this-



2. You need to set a password.
 - o Your current password is the one on the email you will have received.
 - o Set your new password to whatever you want. Only you will be able to see this password.

3. Provide extra information-

- You will need to provide extra information should you forget your password. Press next
- You will see this screen-



- Add one of the following by pressing set up now.

4. You have successfully set up your new email online.

Emails on phones/computers etc.

If you have previously set up your Relay Emails on your device this will no longer work. You will need to remove this and re set it up using [this guide](#) or your device guide.

Accessing your emails

You will no longer be able to access your emails at one.com. You will now need to either add it to your device, or access it at outlook.com using your log in information.

Shared email addresses

If you used to have access to the following email addresses-

- teams@yaterelayforlife.org.uk
- corporate@yaterelayforlife.org.uk



- goh@yaterelayforlife.org.uk

You will no longer have access to these. Auto-forwards have been set up for these accounts so that the relevant people get the emails. Emails from these accounts have been migrated to certain people-

Old Email Address	Migrated to
teams@yaterelayforlife.org.uk	Lisa
corporate@yaterelayforlife.org.uk	Mike, Audrey
goh@yaterelayforlife.org.uk	Emma

Any problems?

If you have any problems, then get in touch with Liam.

