

Manage Your Mailboxes

There are two email environments available to current students - Office 365 (powered by Microsoft Exchange) and UTMail (powered by Google). Each environment has its own set of applications you'll get access to once you claim a mailbox.

As a current student, you have the option to choose the email environment(s) and application suite(s) you use during your time here; choose one or both to communicate, collaborate, and change the world!

Features

Office 365

Available to current students, current and future faculty and staff

@austin.utexas.edu email address, with the option to add an @utexas.edu address after mailbox creation

100GB of email storage



Outlook

Email



Available to all current and former students and alumni

@utexas.edu email address

60GB of email storage

Gmail (UTMail)



OneDrive, Sharepoint

Storage

Google Drive



Word, Excel, PowerPoint

Documents

Docs, Sheets, Slides



Teams

Chat and Online Meetings

Hangouts



OneNote

Notes

Keep



Claim Your Mailbox

Office 365

1. Visit the Office 365 Management Tool at <https://www.austin.utexas.edu/Office365Management>
2. Enter the Display Name you'd like your mailbox to have when you send messages
3. Type the email address you'd like to use
4. Click Submit

Use When...

Collaborating on documents with other students, faculty, or staff at the university with Office 365 mailboxes. You'll have automatic access to the university address list to make it easy to connect and share ideas with anyone on campus!

UTMail

1. Visit <https://utmail.utexas.edu>
2. Click Create an Account
3. Follow the prompts to create and name your UTMail account

Use When...

Collaborating with students who have not claimed Office 365 mailboxes.
Not all documents created in Office (Word or Excel) are compatible with G Suite, and will be reformatted when uploaded.

What Happens When I Graduate?

Access to your **Office 365** mailbox and services will be revoked when you graduate or become a former student. At that point, you will have read only access to Office documents you create.

Former students and alumni are automatically unlicensed for Office 365 services as soon as they are considered a former student by the EID system.

Former student affiliation is evaluated on the 12th class day of the next long semester after graduating.

Keep Your Content

You can purchase a personal copy of Microsoft Office from the Campus Computer Store before you graduate to allow you to edit and update documents you've created.

Your **UTMail** account is available to you forever and access will not be revoked when you graduate or become a former student.

If you have not claimed your UTMail account before you leave the university, you can claim one at <https://utmail.utexas.edu>.

There is no action required on your part to keep your UTMail content or access to your mailbox when you leave the university.