



CUNY Email Migration Info-Session



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What? When?

When is the migration?

Migration Date: All faculty and staff email accounts will be migrated on August 4, 2026.

Planned Email Outage: City College email services will be unavailable beginning at **6:00 PM on August 3, 2026**, as we prepare for the migration. We recommend saving any important work and planning accordingly.

What Will Change After Migration?

New Sign-In Method: You will sign in using your CUNY Login ID (for example, [first.last##@login.cuny.edu](#)) instead of your current CCNY credentials.

Important Employment Status Reminder

Access to faculty and staff email accounts is tied to **Active** employment status in CUNYfirst. Individuals whose employment status is listed as **Terminated** in CUNYfirst will not be eligible for migration and will lose access to their City College email account.

If you believe your employment status may be incorrect, please contact your department and Human Resources as soon as possible.



Benefits of moving to CUNY email

1. Improved Security
2. Better Collaboration Tools
3. Easier calendar sharing
4. Access email from any device
5. Reliability & User Experience





Improved Security

Multifactor Authentication (MFA)

Microsoft 365 MFA

- Outlook
- Teams
- Word
- Excel
- PowerPoint

CUNY Login MFA

- CUNYfirst
- Brightspace
- Dropbox
- CUNY Buy
- DegreeWorks
- Email
- Zoom
- Adobe
- VPN
- Other CUNY applications



Multi Factor Authentication



Better Collaboration Tools

Outlook

- Share calendars with colleagues more easily
- Quickly find available meeting times using Scheduling Assistant
- Improved shared mailboxes and group calendars
- Better integration with Microsoft Teams

Microsoft Teams

- Chat instantly with coworkers
- Schedule and join virtual meetings directly from Outlook
- Share files during meetings
- Collaborate in Teams channels for projects and departments

OneDrive / SharePoint

- Securely store files in the cloud
- Access documents from any computer or mobile device
- Automatically save and synchronize files
- Easily share files without emailing attachments

Everyday Benefits

- Spend less time emailing documents back and forth
- Collaborate in real time with coworkers
- Schedule meetings more efficiently
- Access work from anywhere with an internet connection
- Work seamlessly with colleagues across all CUNY campuses
- Improve communication using integrated Microsoft 365 tools

 Microsoft 365





What will CUNY move?

- **Emails:** All email content, including folder structure and attachments.
- **Calendars:** Events, attendees, and recurrence patterns.
- **Contacts:** User contact information.
- **Email Rules:** Mail redirects, blocking rules, and other mailbox rules.
- **Auto-reply Settings:** Out-of-office replies and other automatic response configurations.



How to access the CUNY email

- Use
CUNY Login email (first.last##@login.cuny.edu)
- Link to access new mailbox
outlook.office.com
find the link in the **ccny.cuny.edu** site by clicking **Login** and **Faculty / Staff E-mail (New Outlook 365)**
- New email assigned after migration
first.last##@cuny.edu
first.last##@stu-mail.xxxx.cuny.edu – if currently taking courses as a student at another CUNY campus



How to access CUNY email

If Microsoft 365 MFA is set up – Different from CCNY MFA

Link - outlook.office.com

Username and Password – [first.last##@login.cuny.edu](https://login.cuny.edu)



Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Back

Next

CUNY Login

Password



Log in

For your security, be sure to **log out** and close your browser when done.

CUNY LOGIN ACCOUNT MANAGEMENT

[New User](#) [Forgot Username](#) [Forgot Password](#) [Manage Settings](#)

SUPPORT

[FAQs](#) [Service Alerts](#) [Get Help](#)



Approve sign in request



Open your Authenticator app and approve the request. Enter the number if prompted.

67

Didn't receive a sign-in request? **Swipe down to refresh** the content in your app.



Don't ask again for 14 days

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)



How to access CUNY email

If Microsoft 365 MFA is NOT set up – *Different from CCNY MFA*

Link - outlook.office.com

Username and Password – first.last##@login.cuny.edu



Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

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CUNY Login

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CUNY LOGIN ACCOUNT MANAGEMENT

[New User](#) [Forgot Username](#) [Forgot Password](#) [Manage Settings](#)

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Let's keep your account secure

We'll help you set up another way to verify it's you.

[Use a different account](#)

[Learn more about verifying your identity](#)

Next



How to access CUNY email

If Microsoft 365 MFA is set up, but code does not work – Different from CCNY MFA

Link - outlook.office.com

Username and Password – first.last##@login.cuny.edu



Sign in

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CUNY LOGIN ACCOUNT MANAGEMENT

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SUPPORT

[FAQs](#) [Service Alerts](#) [Get Help](#)

Contact the Service Desk

Phone: 212-650-7878

Email: servicedesk@ccny.cuny.edu

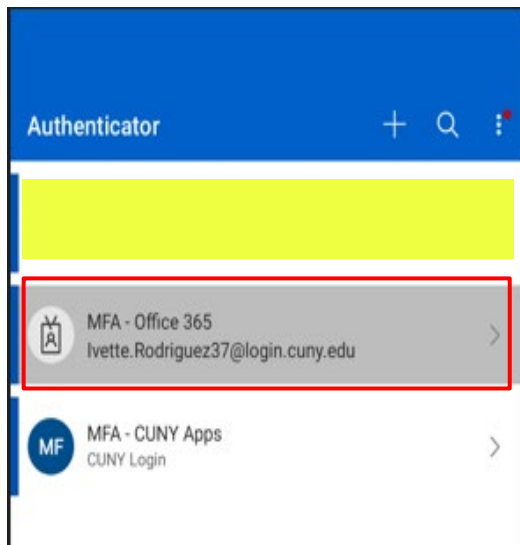
Provide EMPLID



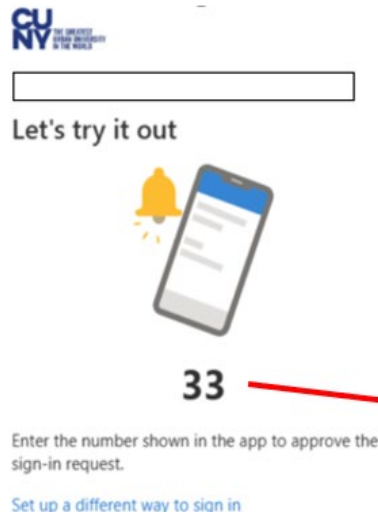
Using Authenticator App on Mobile Device

Microsoft 365 Applications

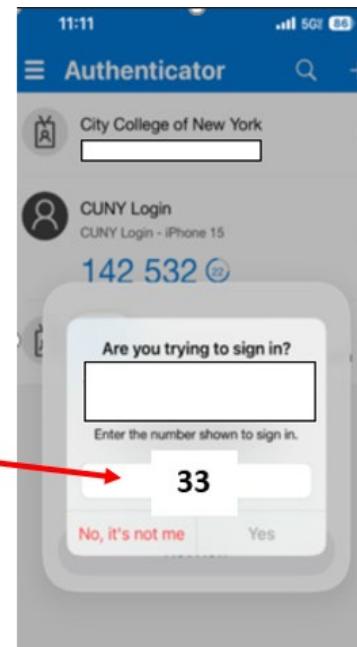
Authenticator Apps
on Mobile Device



Desktop



Mobile Device

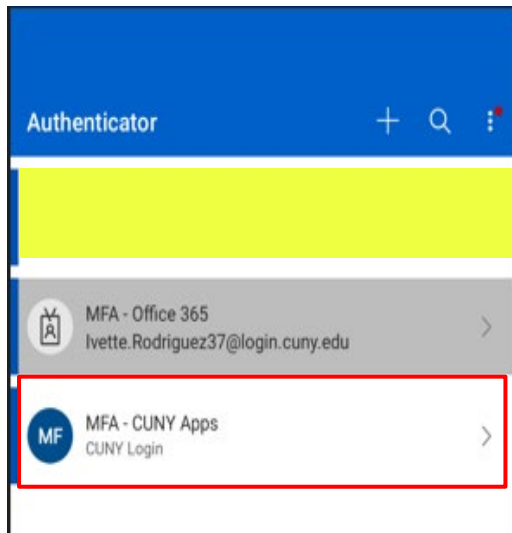




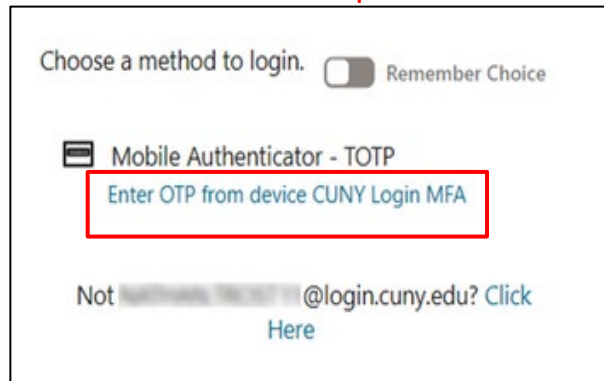
Using Authenticator App on Mobile Device

CUNY Applications

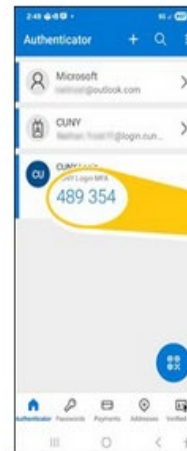
Authenticator Apps
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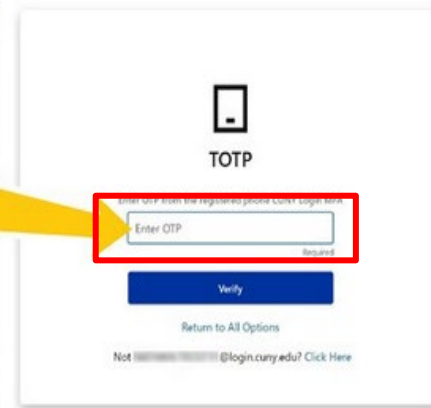
Desktop



Mobile Device



Desktop





Adding Email to your Devices

You can starting adding the CUNY email to your devices

Mobile Device

Make sure you have your MFA set up before adding acco

1. Tap on **Outlook app** on your device
2. Tap on **Profile** picture
3. Tap on the + sign > **Add an account**
4. Tap on **Skip** > enter **CUNY Login**
5. You will be prompted to enter **MFA**





Adding Email to your Devices

Desktop/Laptop – *If this is the first account you're adding*

1. Click on **Outlook app** on your laptop or desktop
2. Type in **CUNY login username** (*first.last##@login.cuny.edu*)
3. Click **Connect**
4. Enter **CUNY Login username and password**
5. Click **Login**
6. You will be prompted to enter the **Microsoft 365 MFA**
7. Once you have entered the two-digit code in your Authenticator app on your cell phone and click **Yes**, you will see the following message on your laptop/desktop.
8. Click **“No, this app only”**
9. Account will be added



Adding Email to your Devices

Desktop/Laptop – If this is the 2nd account you're adding

1. Click on **Outlook App**
2. Click on **File**
3. Click **Add Account**
4. Click on **Advance Options**, check “**Let me set up my account manually**”
5. Click **Connect**
6. Click on **Outlook.com**
7. Make sure “**Use Cached Exchange...**” is checked
8. Click **Next**
9. Click **Done**



Questions?

Contact Information

Service Desk

servicedesk@ccny.cuny.edu

212-650-7878

Email Migration

emailmigration@ccny.cuny.edu

FAQ- <https://www.ccny.cuny.edu/it/ms-mfa-fs>