

Office 365 Migration

Student FAQ

To bring the law school to a more advanced level of communication and collaboration between faculty, staff and students, we are consolidating our productivity platforms into Microsoft Office 365 - a fully integrated enterprise solution.

Office 365 is the business industry standard and enables the full use of Microsoft Office 365 applications such as Word, PowerPoint, Excel, Teams, OneDrive, OneNote and others. Using these and other new technologies enable easier scheduling, calendar sharing, and group document editing.

All new incoming students in the Fall 2020 term received their new Office 365 email accounts at the end of July. Soon 2L and 3L students will have Office 365 accounts. This will make for smoother communication between students and the rest of our Northwestern Law community, as we'll all be part of the same ecosystem.

Does this mean my NLaw account is going away?

Anyone who has an NLaw account can continue to use it, but your official University primary account will now be the Office 365 account. All NU enterprise systems will be populated with the Office 365 account (i.e. Canvas, [Law School Online Directory](#), [University Online Directory](#), etc...)

Will I be able to forward my email between accounts?

We recommend that you focus all of your collaboration and communication in your office 365 account and forward your NLaw messages to consolidate your communication. (See Google's instructions on [Gmail Forwarding](#).) NOTE: While Office 365 can currently be configured to forward email, this service will be deactivated in the near future.

Will my Nlaw email messages be migrated to Office365?

No. Messages will not be migrated. (See Google's instructions on [Gmail Forwarding](#).)

Will my contacts and calendar be migrated automatically from my Nlaw account?

No, but you can migrate them manually. (See [Contacts](#) and [Calendar](#) migration.)

Is there a limit to how much data can be stored in my Office 365 mailbox?

Your Office 365 mailbox has a capacity of 100GB.

Will I be able to continue using this Office 365 email account after graduation?

Your access to Office 365 email and applications expires around 90 days after graduation. After that time, you will no longer have access to your Office 365 email and applications.

Your @nlaw.northwestern.edu email account is a permanent account that remains with you after you graduate.

Where can I find the current email addresses of faculty, staff, or students?

You can search using the [University Online Directory](#). Our [Law School Online Directory](#) will be completely updated once the drop/add period is complete.

Where can I find archived ListServ messages?

You can locate them by signing into the ListServ web portal. Instructions are available in our [Knowledge Base article for locating the archived ListServ messages](#) based on the ListServ name.

What the difference between my email address <my account name@law.northwestern.edu) and my mailbox <your NetID>@ADS.northwestern.edu?

You will be using your email address <my account name>@law.northwestern.edu to publish to others. You may see a reference to your mailbox <your account name>@ADS.northwestern.edu. This is an system representation of your NetID that is an internal identifier. It does not function as - or intended for you to use as an email address.