

# Burrell Email Update Reference Sheet

NOTE: You will continue to receive emails that are directed to both your old email address ending in @bcomnm.org and your new email address ending in @burrell.edu

This file should serve as a reference sheet for which login credentials should be used to login to different applications and sites after the email migration. To find a specific application or site in this reference sheet, you can search by pressing “CTRL+F” on your keyboard and typing in the application/site into the search bar.

**If you encounter a problem that is not referenced in this file, please contact the helpdesk, please include if you are working on-site or remotely:  
[https://burrellcollege.on.spiceworks.com/portal\\_registrations](https://burrellcollege.on.spiceworks.com/portal_registrations)**

## Desktop Outlook

New email address is used: @burrell.edu

Notes: [Follow the steps here to update your Desktop Outlook: https://bcomnm.org/new-outlook/](https://bcomnm.org/new-outlook/)

**If you are encounter errors here, please contact the helpdesk. The web application can be used until the issue is resolved: email.bcomnm.org**

## Phone Email

New email address is used: @burrell.edu

Notes: You will need to manually remove and add the account for this to work correctly. In the Outlook app this can be done by navigating to the settings, selecting the account, removing the account, then re-adding it with the @burrell.edu address.

## Web Outlook Application

New email address is used: @burrell.edu

Notes: You will need to manually remove and add the account for this to work correctly. In the Outlook app this can be done by navigating to the settings, selecting the account, removing the account, then re-adding it with the @burrell.edu address. This works from the website.

## Desktop OneNote, PowerPoint, Excel etc.

New email address is used: @burrell.edu

Notes: [Follow the steps here to update your Desktop Applications: https://bcomnm.org/office-products/](https://bcomnm.org/office-products/)

[All OneDrive Links will need to be reshared, A review of how to share OneDrive files can be found here: https://bcomnm.org/onedrive-sharing/](https://bcomnm.org/onedrive-sharing/)

**If you are encounter errors here, please contact the helpdesk. The web application can be used until the issue is resolved. The web applications can be found at <https://www.office.com/>, sign in is required.**

## LEO

New email address is used: @burrell.edu

Notes: Username works as well

## Wireless Authentication/WiFi

New email address is used: @burrell.edu

Notes: No other notes

## CAMS

New email address is used: @burrell.edu

Notes: No other notes

## Panopto

New email address is used: @burrell.edu

Notes: **Panopto should only be accessed through LEO**

## GP

Your username is used here, no email is needed.

Notes: No other notes

## Greenshades

Original email address is used: @bcomnm.org

Notes: No other notes

## Zoom

New email address is used: @burrell.edu

Notes: SSO Sign In must be used.

## Banner

Original email address is used: @bcomnm.org

Notes: No other notes

## ExamSoft/Examplify

Original email address is used: @bcomnm.org

Notes: No other notes

## Learning Catalytics

Original email address is used: @bcomnm.org

Notes: No other notes

## Qualtrics

Your username is used here, no email is needed.

Notes: No other notes

## Spiceworks

New email address is used: @burrell.edu

Notes: No other notes

## Adobe

New email address is used: @burrell.edu

Notes: No other notes

## EZProxy

New email address is used: @burrell.edu

Notes: No other notes

## Microsoft Teams

New email address is used: @burrell.edu

Notes: No other notes

## AMP

New email address is used: @burrell.edu

Notes: No other notes

## Castle Branch

New email address is used: @burrell.edu

Notes: No other notes

## Other

Original email address is used: @bcomnm.org

Notes: Any sites or applications that you signed up for with your original Burrell email will continue to use the original email unless you sign into the site/application and update the email.

Example: If you created a Spotify account with your original @bcomnm.org email, then you will continue to log in to that account with your @bcomnm.org, unless you log into your Spotify account and change the email on your own, since this is not connected or controlled by Burrell in anyway.