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

Desktop Outlook
New email address is used: @burrell.edu
Notes: Follow the steps here to update your Desktop 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/
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/
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
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.