

OSLC Migrating E-Mail to Office 365

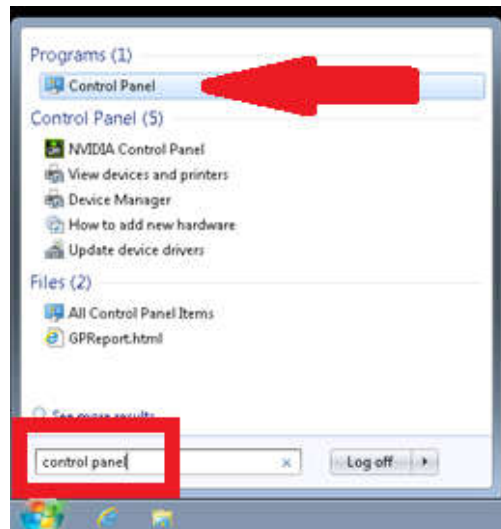
Windows 7 Outlook Change Instructions

Summary

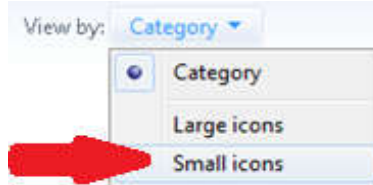
On your computer you need to remove your e-mail account, and then re-add. You are NOT deleting your e-mail, calendar, etc.

Steps

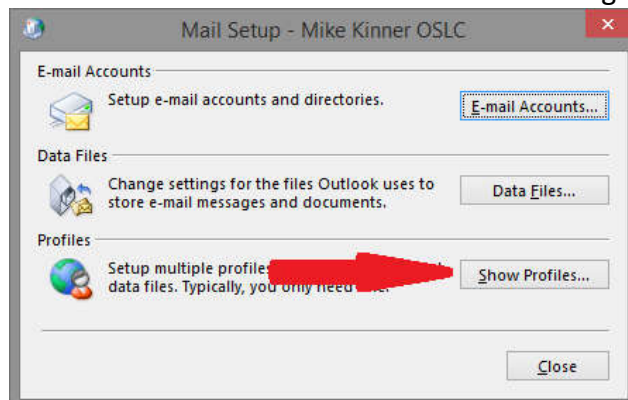
- Set your password per instructions at <http://www.oslc.org/resources/employee/>.
- Close Outlook.
- In windows 7 type "control panel" in the Start button search box, and then click on **Control Panel**. See image below.



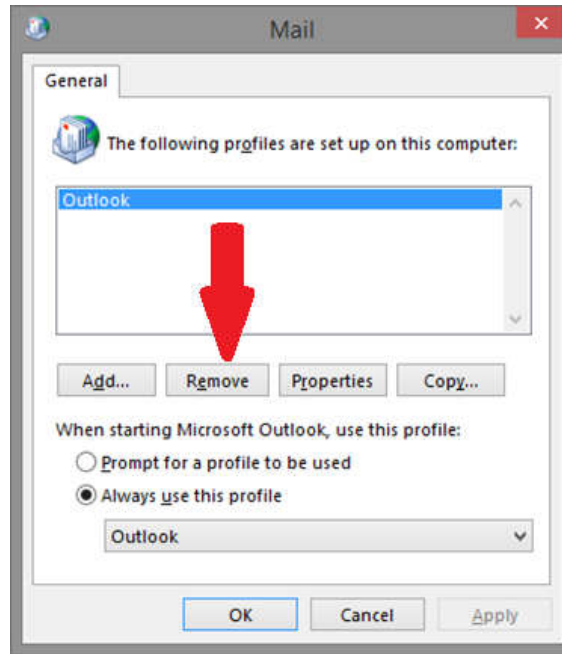
- In the upper right hand corner select **Category** and then **Small icons**. See image below.



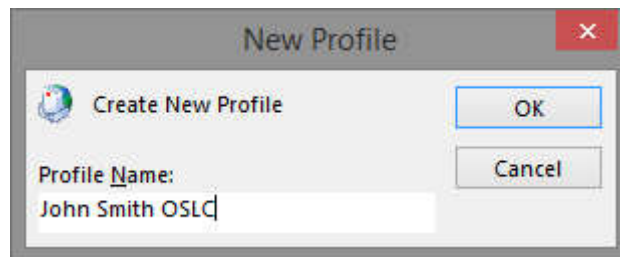
- Click on **Mail**.
- In the **Mail Setup** window click on the **Show Profiles** button. See image below.



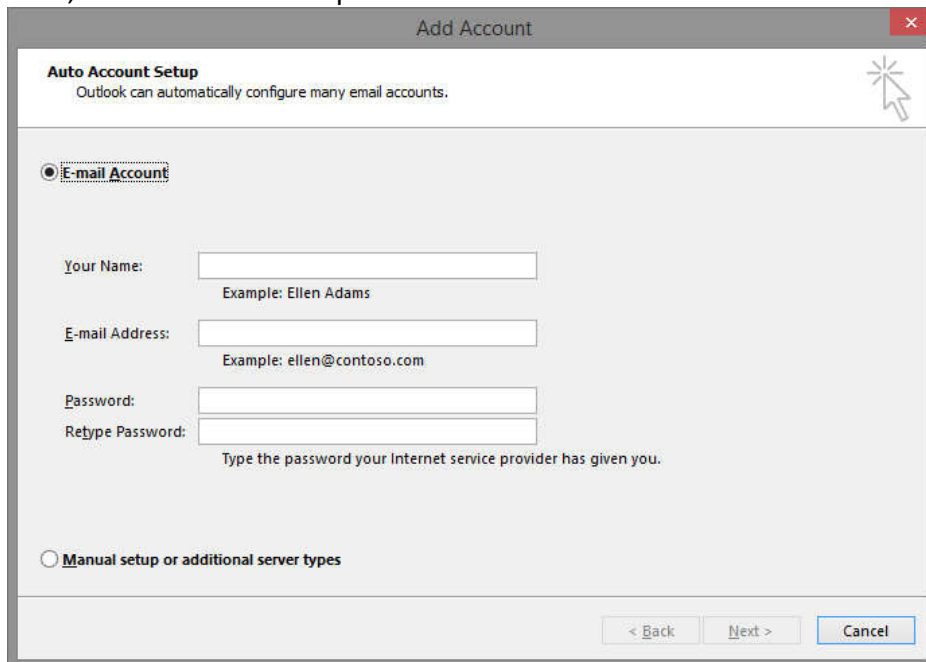
- In the mail profiles windows you should have only one profile displayed. If you have more than one profile select the OSLC one. Then click on the **Remove** button. See image below.



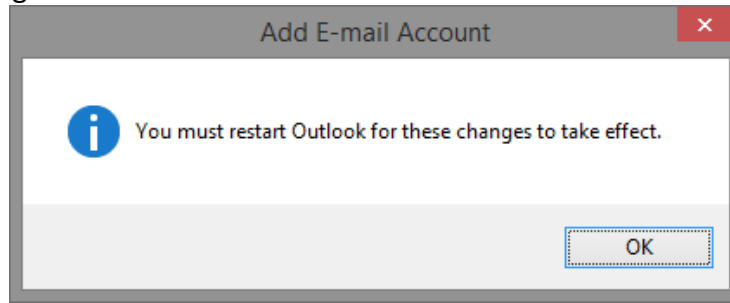
- You will receive a warning message and are prompted yes or no to continue. Click on the **Yes** button.
- Click on the **OK** button.
- Open Outlook. It should prompt you to create a new profile. You can enter any name, but something like your first and last named followed by OSLC would be good (i.e. - John Smith OSLC). See image below.



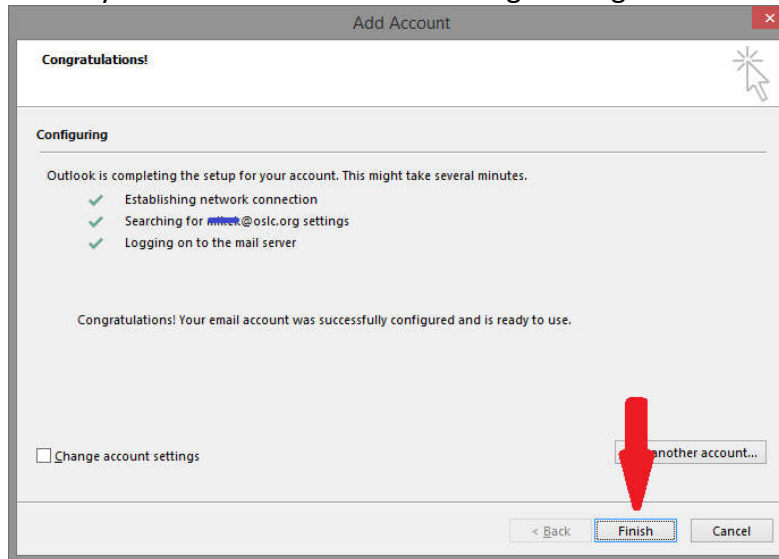
- Enter your name, e-mail address and password. Then click on the **Next** button. See image below.



- Outlook configuration will take several seconds to a few minutes. Once completed you should receive the following message. Click on the **OK** button. Outlook will close and re-open.



- If the setup is successful you should receive the following message. Click on the **Finish** button.



- Outlook should now be open and ready to use, although it may take several minutes to a few hours before all your e-mail, contacts and calendar information is downloaded.