Configuring your Outlook Profile after the Office 365 Migration

1. Open the Start Menu and open the Control Panel

2. In the Control Panel, click on “Mail”

3. The Mail Setup window should open. Then click “Show Profiles.”
4. In this new window, remove any already existing profiles in the scroll area (in this example, “Mail” would be removed). Simply select the profile and click “Remove.”

5. Once all profiles are removed, click “Add...” to create your new Outlook profile.

6. The “New Profile” window will open. In the “Profile Name” field, enter “Office365” or something similar to name your new profile. Then click okay.

7. This is the next window that will appear. The Your Name field should auto-fill and email address should auto fill. Just click Next.
8. You may see this Security Alert come up. Just select Yes.

9. The Campus NetID Page will come up. Please log-in your campus (NetID) credentials and.

10. Once completed you can select finish.

11. Now you can open Outlook. *Reminder: the first time you open Outlook it will take a little longer than normal.*

**Questions? Please contact Technology Services at 265-2717**