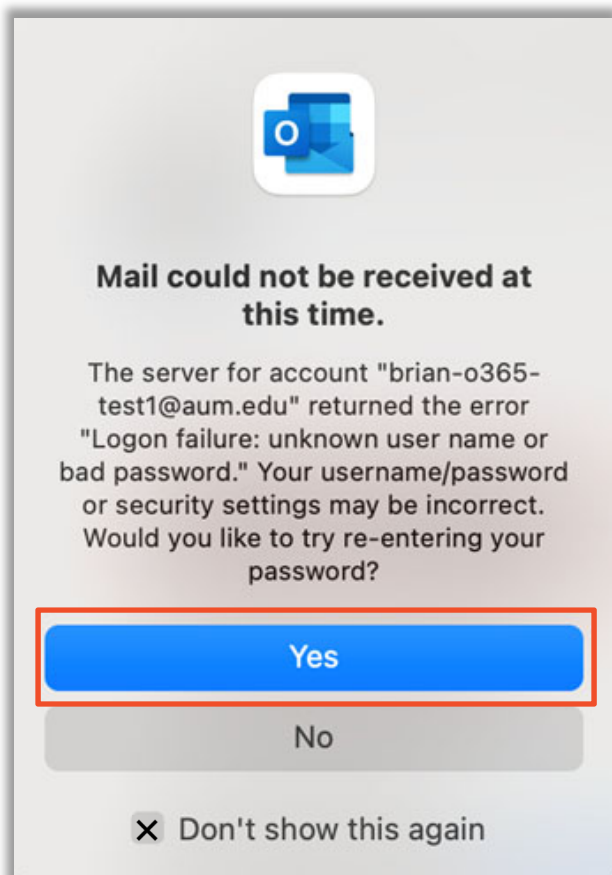
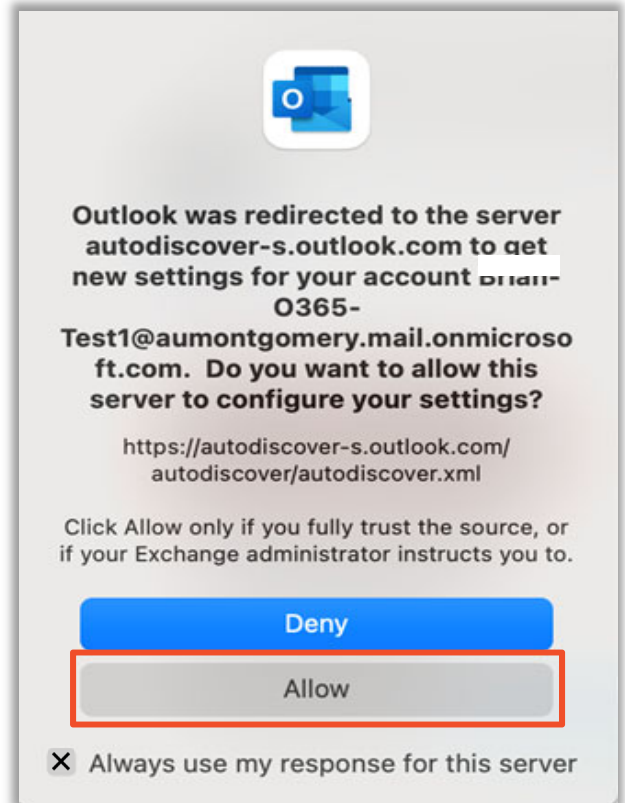


Launching Outlook: MacOS Office 365

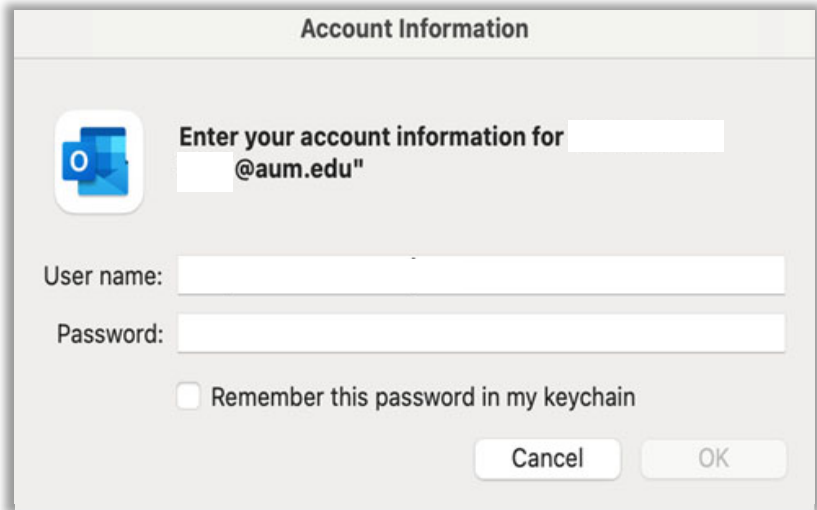
When opening Outlook on your desktop for the first time after your mailbox has been migrated, there are a few settings that Outlook will attempt to locate and adjust.

1. While in Outlook You May Receive This Message:
2. Click Allow
3. Click **“Always use my response for this server “**

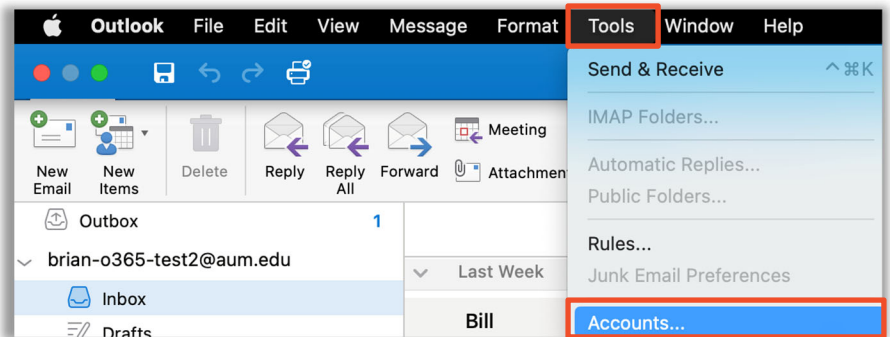


4. Click Yes
5. Click **“Don't show this again”**

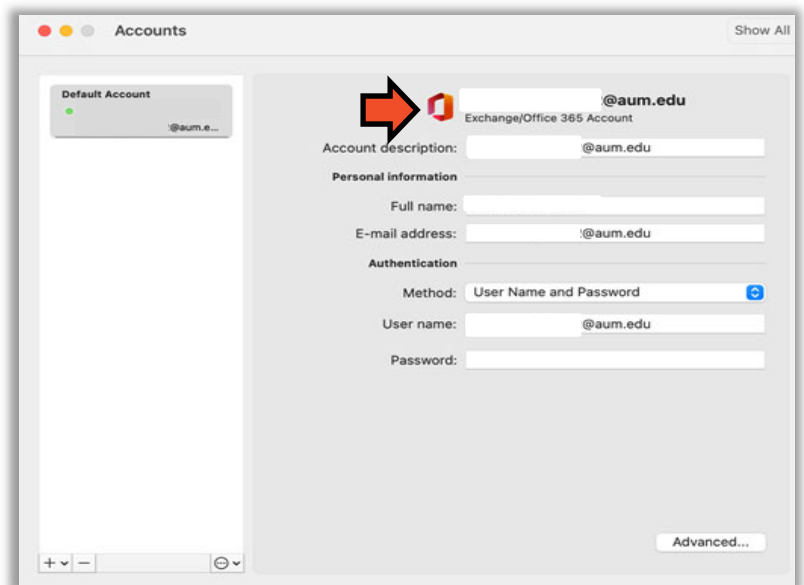
- 6. Enter your AUM Email Address
first initial>lastname@aum.edu
- 7. Enter your password
- 8. Click OK



- 9. Verify O365
- 10. Click Tools
- 11. Click Accounts



- 9. Verify Your Mailbox Is Migrated To Office 365 (O365)
- 10. Look for O365  to verify move.



How to Get Help

Please contact HELPDESK@AUM.EDU PH: 334.244.3500 | [IT Help Desk](#) | [AUM](#)