Launching Outlook: MacOS  

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