Launching Outlook: MacOS 🚺 Office 365

When opening Outlook on your desktop for the first time <u>after</u> 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 "



 We have a state of the server for account "brian-o365-test1@aum.edu" returned the error "Logon failure: unknown user name or bad password." Your username/password or security settings may be incorrect. Would you like to try re-entering your password?

 Yes

× Don't show this again

- 4. Click Yes
- 5. Click "Don't show this again"

Office 365 User Guide for AUM

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

Account Information		
	Enter your account information for @aum.edu"	
User name: Password:	· · · · · · · · · · · · · · · · · · ·	
	Remember this password in my keychain Cancel OK	

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



- 9. Verify Your Mailbox Is Migrated To Office 365 (O365)
- 10. Look for O365 **1** to verify move.

Accounts		Sho	
Default Account		@aum.edu Exchange/Office 365 Account	
	Account description:	@aum.edu	
	Personal information		
	Full name:		
	E-mail address:	:@aum.edu	
	Authentication		
	Method:	User Name and Password	
	User name:	@aum.edu	
	Password:		
		Advanced	
+ * - 0*		Advanced	

How to Get Help

Please contact <u>HELPDESK@AUM.EDU</u> PH: 334.244.3500 | <u>IT Help Desk | AUM</u>

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