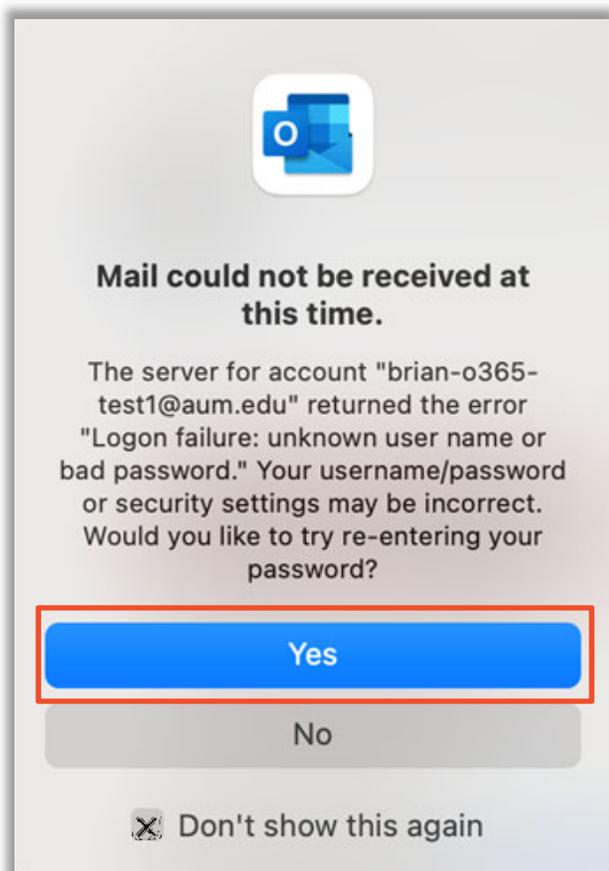
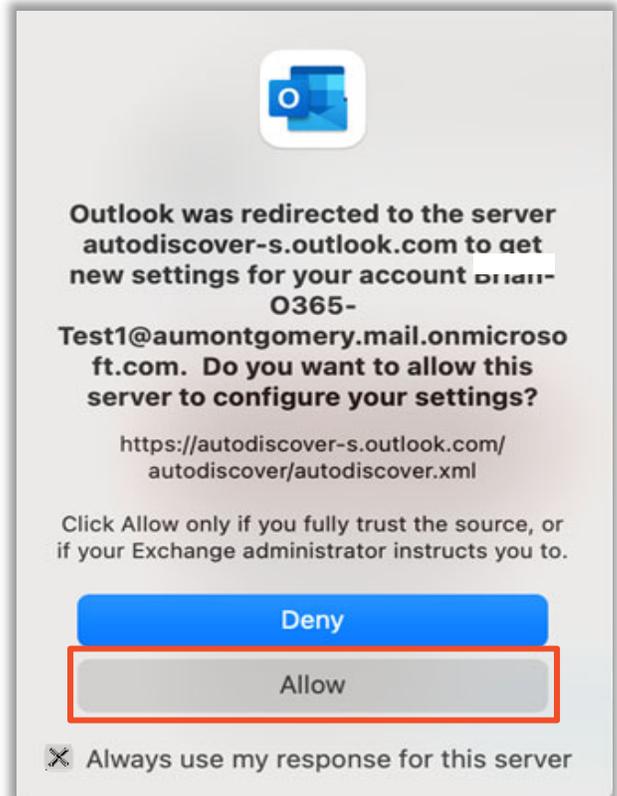


Launching Outlook: MacOS Office 365

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

Account Information

Enter your account information for [redacted]
[redacted]@aum.edu"

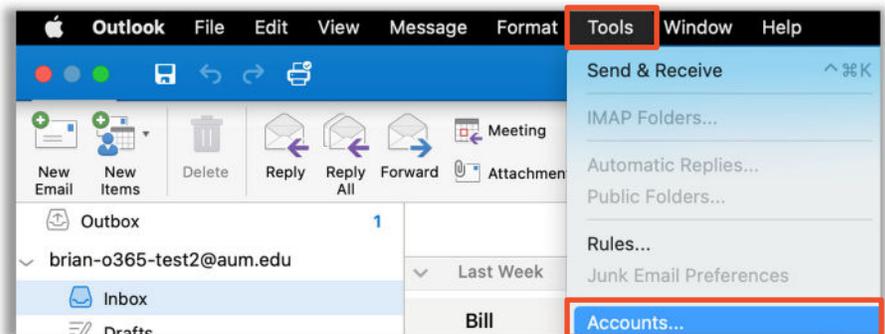
User name:

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  to verify move.



How to Get Help

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