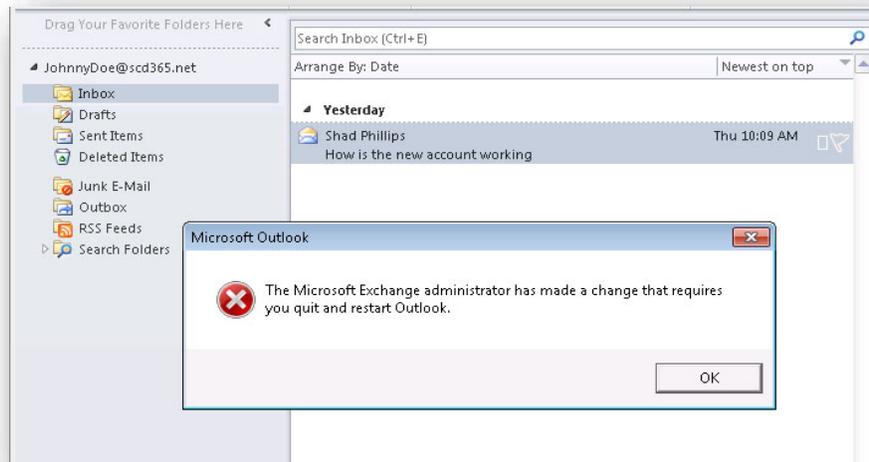


Launching Outlook: Windows

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. When that happens, within about 15 minutes, you may see a message of the following: **“The Microsoft Exchange Administrator has made a change that requires you to quit and restart Outlook”**.

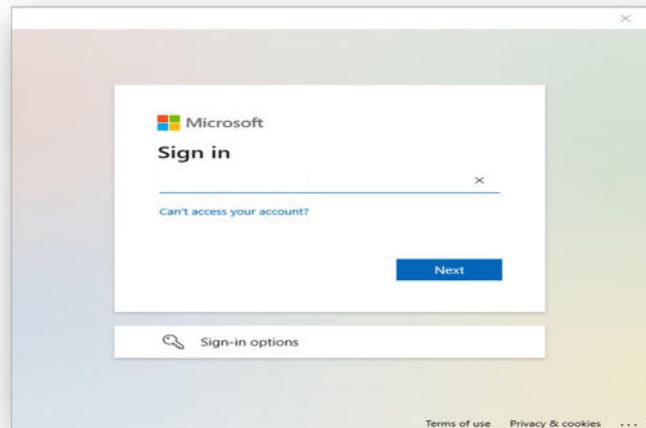
1. Go ahead and quit Outlook, and restart it. You will be automatically connected to your new mailbox.
2. There is virtually no change in the way you should use Outlook, therefore, it will be business as usual!



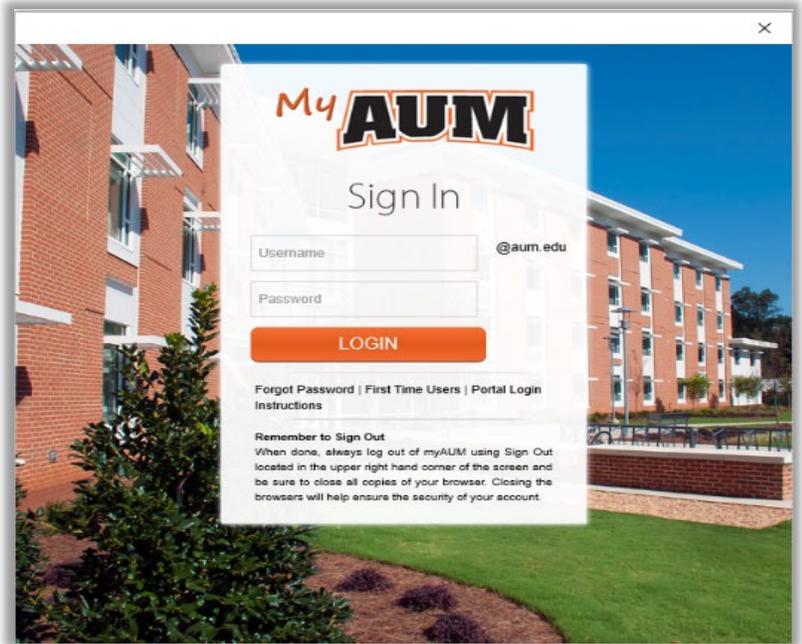
3. If your primary Email address is different than your Office 365 login name, then Outlook may prompt you an additional time to login. If so, please enter your full username as

<first initial> Lastname@aum.edu.

4. Click Next



5. Enter your AUM username and password
6. Click Login
7. After logging in, you may be prompted by DUO to verify your identity.
8. If prompted **“Stay Signed into all your apps”**
9. Click OK
10. Click Done



How to Get Help

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