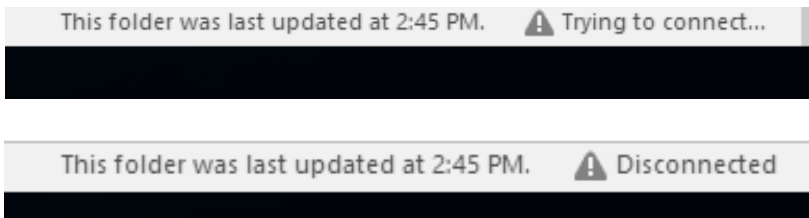


Office 365 at TCCS

Existing Profile

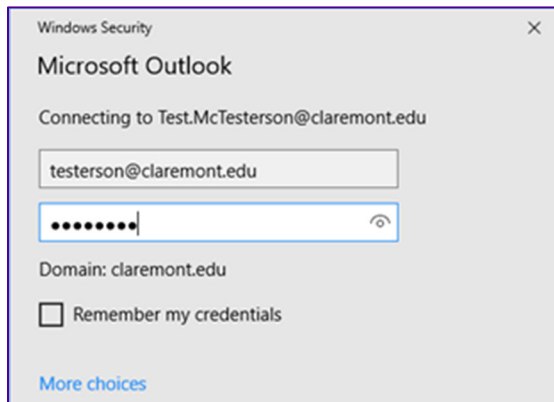
Step 1: Once your mailbox is migrated, if you are currently using Outlook, you may notice notifications indicating Outlook is 'Trying to connect' or is 'Disconnected'. You may also notice a yellow exclamation point over your Outlook icon.

If your mailbox migrated while you were not logged into your Outlook, proceed to step 2.

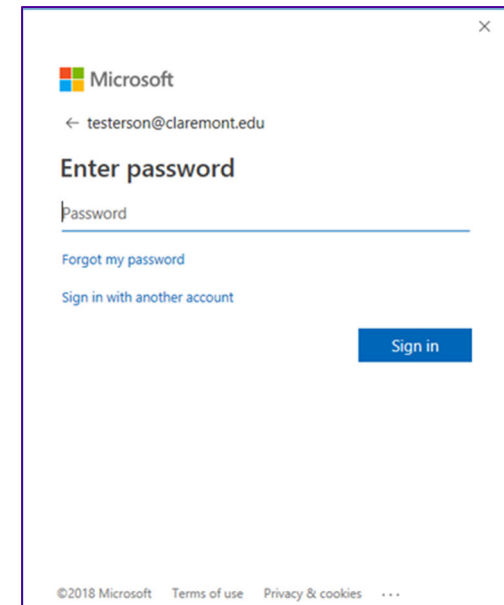


Step 2: Once your mailbox is migrated you will be prompted to enter your username and password when you open Outlook.

Your username is your network login@claremont.edu (this is usually your first namelast initial@claremont.edu. Your password is the same one you use to login to your computer



Step 3: Next you will be prompted by Office 365 to login. This is the same username and password that you entered in the previous step.



Within 2-3 minutes you should be connected to Office 365 as indicated by the connection status in the lower right side of the Outlook client window.

Reminder you may need to setup your signature and map any archives you have post migrating to Office 365. Please reference the appropriate job aids for instruction.