**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 '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 name(last 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.

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INFORMATION TECHNOLOGY  
Help desk: [ITHelp.Desk@claremont.edu](mailto:ITHelp.Desk@claremont.edu)  
Web: [https://services.claremont.edu/it/](https://services.claremont.edu/it/)  
Phone: (909) 621-8196