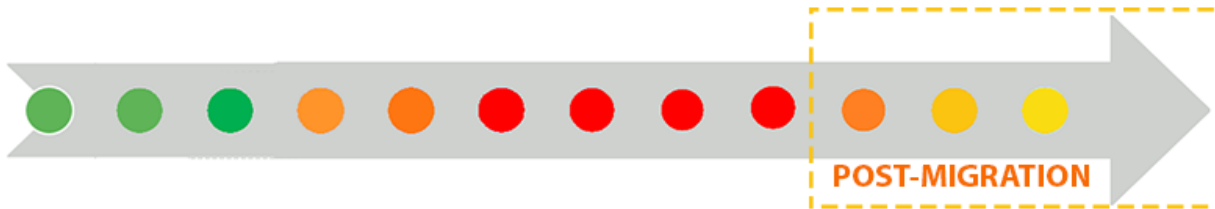


Post-Migration – April 23



1. WEBMAIL ACCESS - STAFF



To login to webmail: <https://www.office.com/signin>

2. STAFF LOCAL OUTLOOK CLIENT:



Outlook 2016 Windows (Local Client)

You will need to manually re-configure your email

1. Click Start button and type Control Panel
2. Click Control Panel
3. Select Categories it top right and change to Large Icons
4. Click Mail (32-bit) icon
5. Click Show Profiles
6. Verify Outlook Profile is highlighted
7. Click Remove
8. At "Do you want to continue?" Click YES and OK
9. Click Apply and then OK

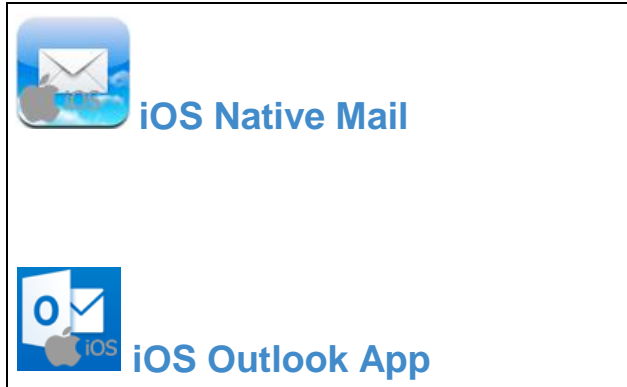
Launch the Outlook Client to start the Setup Wizard.

- In the New Profile Window under Profile Name: Type in *your last name*
- Select OK
- In the Add Account window, click Next

Allow the account to configure until the password popup box appears.

- Enter your current email password and enter OK
- Verify that you have 3 green checkmarks
- Then click Finish

3. MOBILE DEVICES



For Students

POST-MIGRATION



To login to webmail: <https://www.office.com/signin>

Self-Migrate Email (How to Document)

Self-Migrate Email (video provided by Zachary Morris-Dean Carroll County Network Admin)

Students, use the first part of your email school address
(example: **jim.seward**@stu.bellevue.kyschools.us for the old email address will be

jim.seward-stu.bellevue@staffkyschools.onmicrosoft.com)