UIS SERVICE DESK

EMAIL & CALENDARS

How to log into Outlook 2016 once migrated to Office 365

PURPOSE:

• Experience on go-live day.

You will see a popup that says "The Microsoft Exchange administrator has made a change that requires you quit and restart Outlook." Click OK.	Microsoft Outlook Microsoft Exchange administrator has made a change that requires you quit and restart Outlook. OK
When Outlook reopens, you will get a login window asking for credentials. Enter your CU <u>username@cu.edu</u> . This is generally your last name and your first initial, or just your last name. Then enter your password, be sure to check Remember my credentials. Then click OK .	Windows Security × Microsoft Outlook Connecting to lara.ackerman@cu.edu @cu.edu @cu.edu @cu.edu @cu.edu @cu.edu OK



Contact UIS Call: (303) 860-4357 Email: help@cu.edu

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When Outlook launches, you will get this popup; click "Don't ask me about this website again", then click Allow.

You are now logged in to Office 365!

Micro	soft Outlook X
Ð	Allow this website to configure lara.ackerman@cu.edu server settings?
	https://autodiscover.cu.edu/autodiscover/autodiscover.xml Your account was redirected to this website for settings. You should only allow settings from sources you know and trust.
	Don't ask me about this website again
	Allow Cancel





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