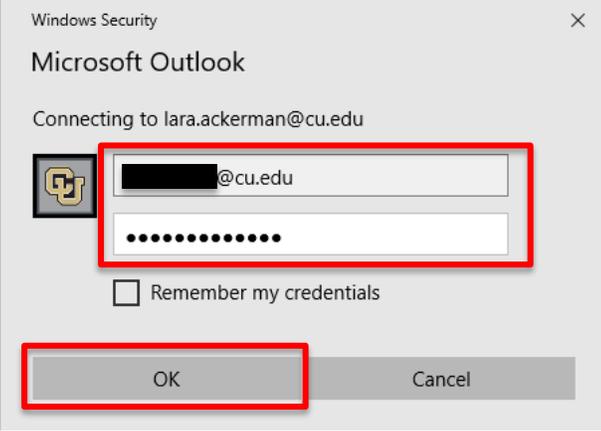


How to log into Outlook 2016 once migrated to Office 365

PURPOSE:

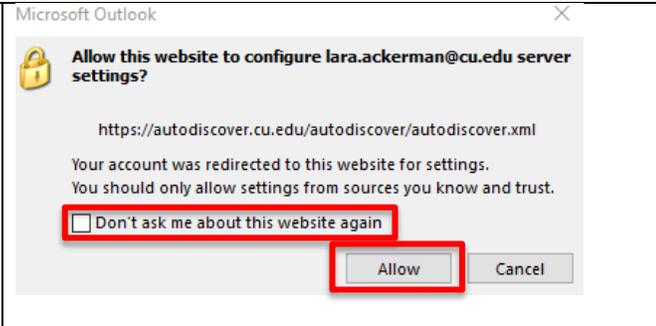
- Experience on go-live day.

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



UIS SERVICE DESK

EMAIL & CALENDARS

<p>When Outlook launches, you will get this popup; click “Don’t ask me about this website again”, then click Allow.</p> <p>You are now logged in to Office 365!</p>	
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