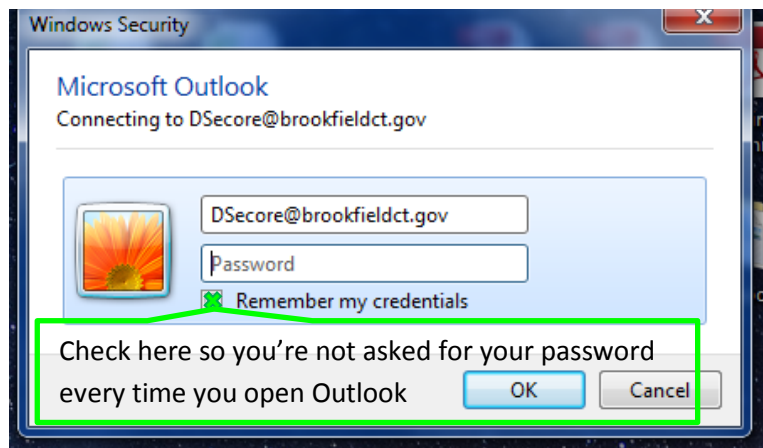


# Changes – migrating from Exchange server (internal) to Office 365 (external)

## Outlook

The first time you load Outlook after your mailbox is migrated, you will be prompted with a “Windows Security” dialog. Many of you have seen it before, when we’ve had server issues. Verify that your email address is shown on the “Connecting to” message at the top, then use your email address as the username and your normal password for logging into your computer.



As Outlook starts loading, you should see a notification that some settings have changed. Click OK, and Outlook will continue to load. Once you can see your inbox, close Outlook and re-open it for the final settings to take effect and you are ready to use your email as normal.

