

Post Outlook Migration Instructions

AgIT Systems

Procedure No. S1.3.57

Procedure Statement

These are the instructions for the post outlook migration. You should not complete them until after the date in ITaP's e-mail notification.

Reason for Procedure

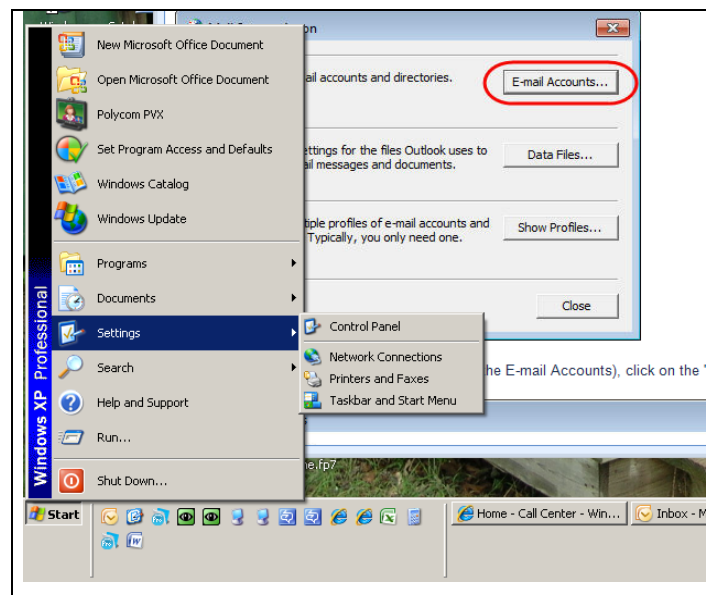
Once the migration is finished you will need to complete these instructions before you are able to get into Outlook.

Procedure Specifics

Be on the lookout for an e-mail from ITaP indicating when your migration will occur. It is important that you print out the instructions so that you will have them when the migration has been performed on your machine. Each user will need to make a few changes in Outlook Account Setup after the migration, otherwise Outlook will not function. Follow the steps below to verify that the settings match and if they don't, change them.

Post Outlook Migration

1. Click on the **Start** button on the desktop task bar.
2. Click on the **Settings** option, then the **Control Panel** option.



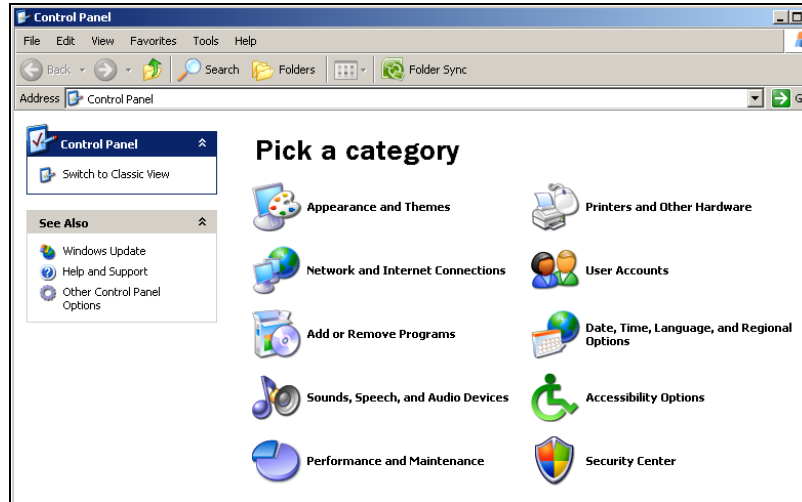
3. Click on the **User Accounts** option from the **Control Panel**.

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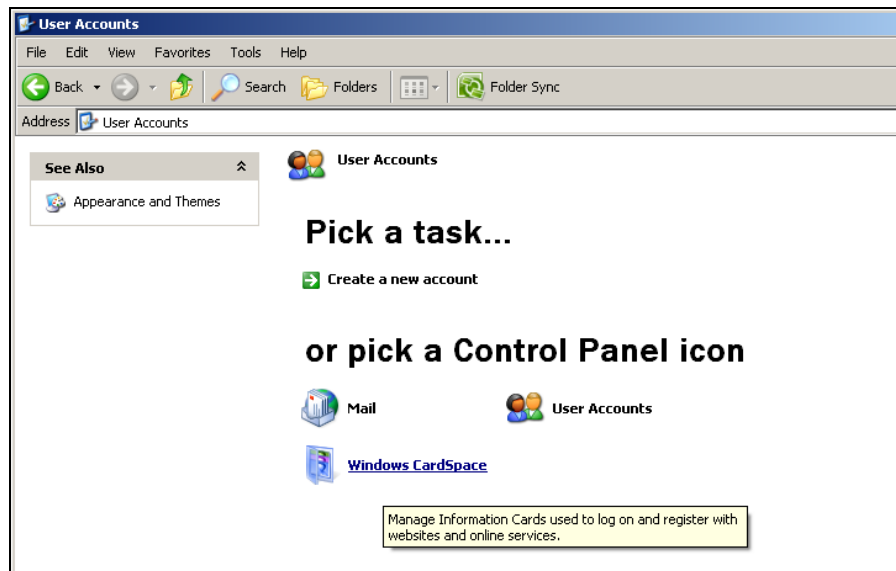
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4. Click on the **Mail** option.

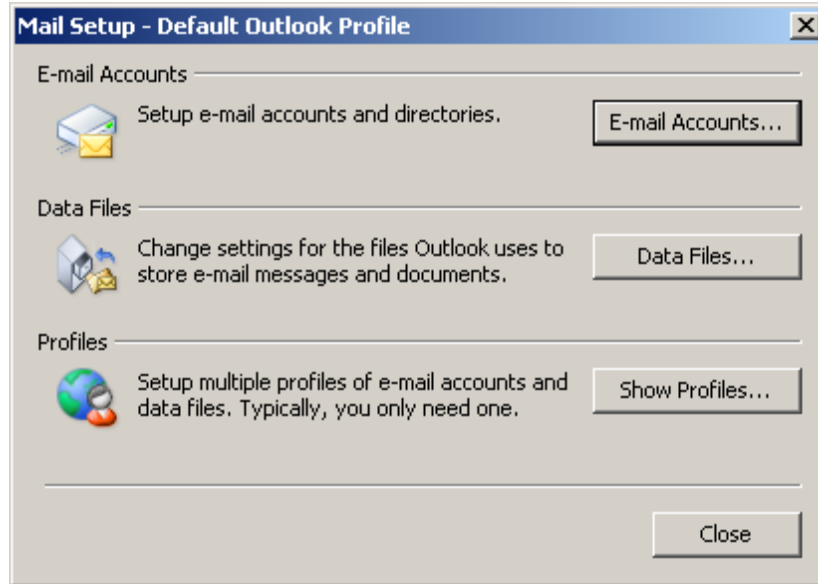


5. Select the **E-mail Accounts** button.

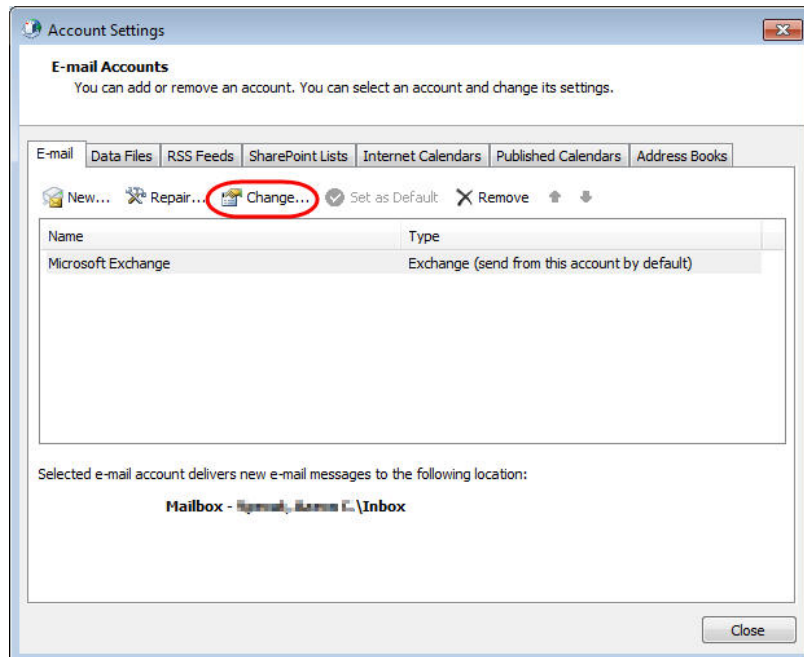
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6. On the **Account Settings** window where E-mail accounts are listed, click on the **Change...** button.

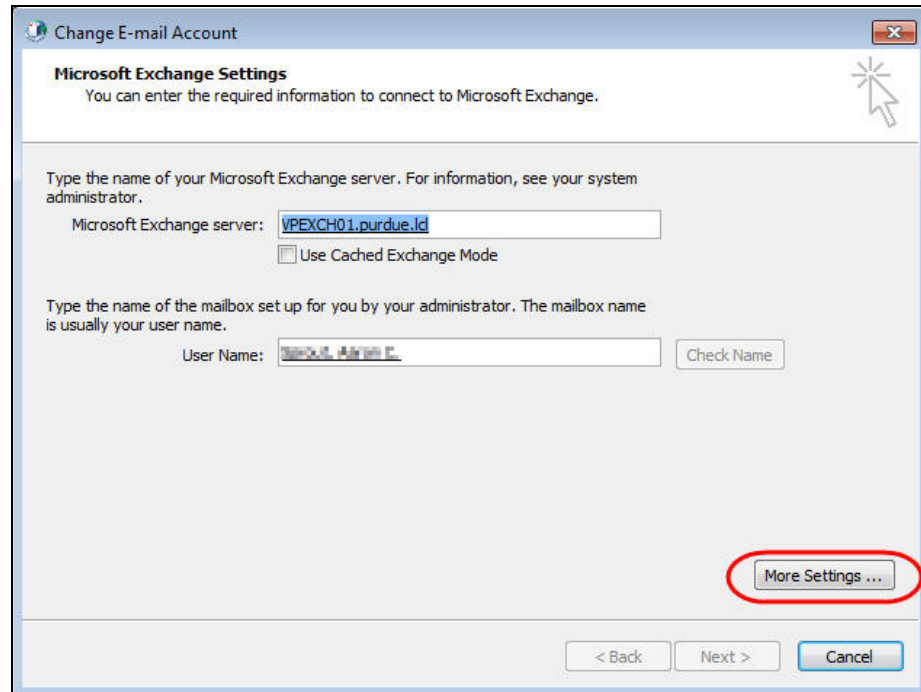


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7. You will now see your current Microsoft Exchange Settings. From here click on the **More Settings...** button.

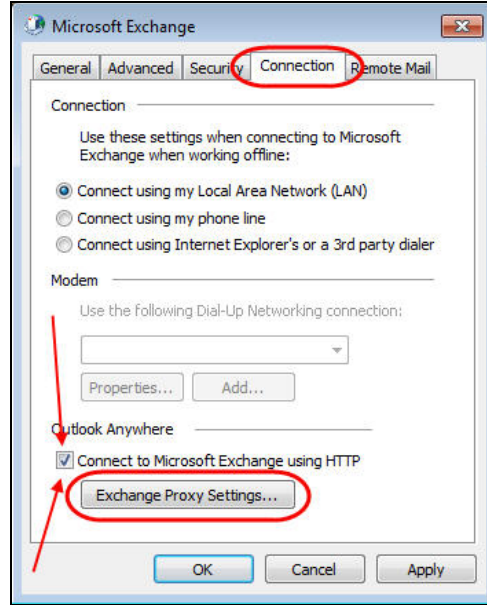


8. From the Microsoft Exchange window, click on the **Connection** tab and check the **Connect to Microsoft Exchange using HTTP** box.
9. Once that box is checked, click on the **Exchange Proxy Settings...** button.

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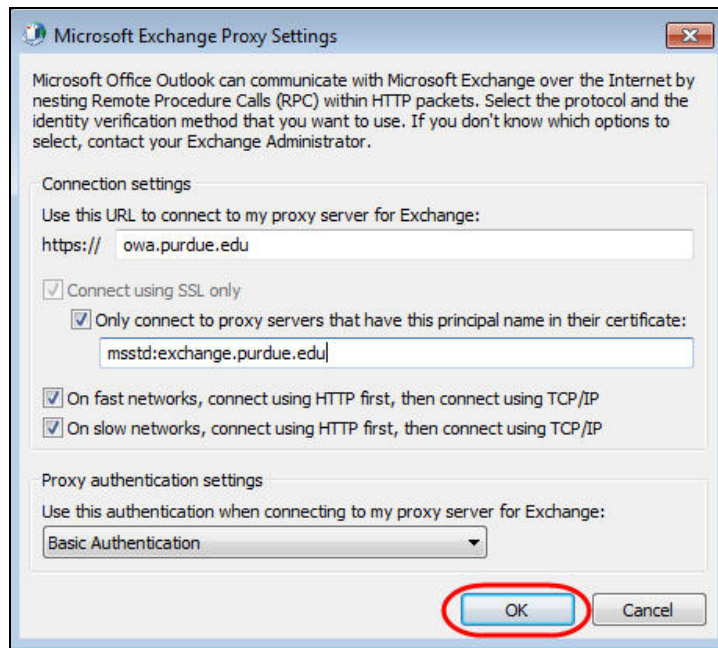
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NOTE: The following screen should be used if you are using Windows XP.

10. Verify that your settings match the following window, then click the **OK** button on the next two windows.



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11. Click on the **Next** button on the **Change E-mail Account** window.
12. Click on the **Finish** button on the **Change E-mail Account** window.
13. Click **Close** on the **Account Settings** window and the **Mail Setup-Default Outlook Profile** windows.
14. Now you can start Outlook.

NOTE: If you have problems you can contact the AgIT helpdesk from your desktop icon.

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