

Finance and Business Staff,

On your unit's appointed morning when you arrive at work you will find that you have been migrated to PSU's Office 365 instance. The following are some key things to know.

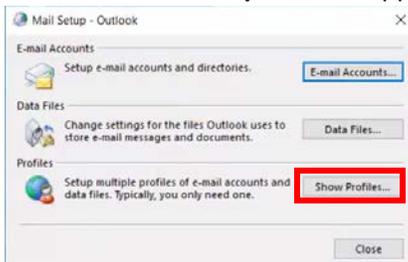
- The migration process begins at 4:30pm on the day before and will continue through the night. During the mailbox migration, items are transferred from newest to oldest and you can start using the new Office 365 mailbox (and webmail) shortly after the process begins.
- Your current version of the Microsoft Office Suite is also being replaced with the Office 365 edition. Please be sure to save any work prior to leaving (5:00 PM) as your workstation will be restarted several times overnight to complete the upgrade process.
- FBIT staff will be on site at locations prescribed by your unit's leadership and will remain on site as long as we are needed to help assist with this migration.
- Additional tips and information about the migration can be reviewed at <https://fbit.psu.edu>

In the following sections we have some recommendations and tips related to the migration that we hope you will find helpful.

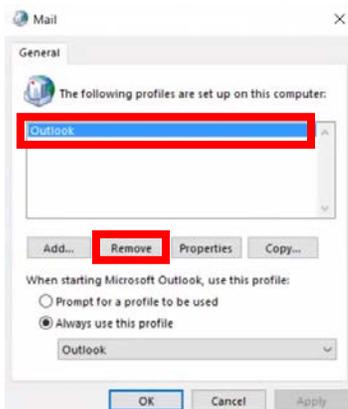
Outlook Mail Setup

The look and feel of your email should be familiar. However, to get into Outlook you'll need to complete a few steps the morning you go live:

1. First, and very important, you need to remove any existing profiles for Outlook. To accomplish this do the following:
 - a. In the **Search Screen** (bottom left of your desktop) type "Control Panel" and click on the option that comes up.
 - b. When the **Control Panel** window appears, find the Mail icon and double click it.
 - c. When the **Mail Setup** window appears, click on the "**Show Profiles**" button.

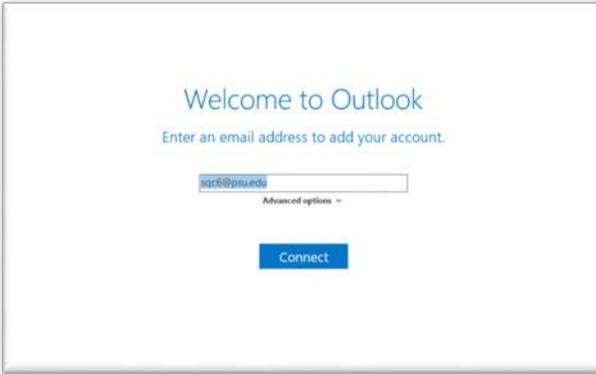


- d. When the Mail General window appears, highlight your Profile and click on the "Remove" button. Repeat this step for all profiles you have configured.

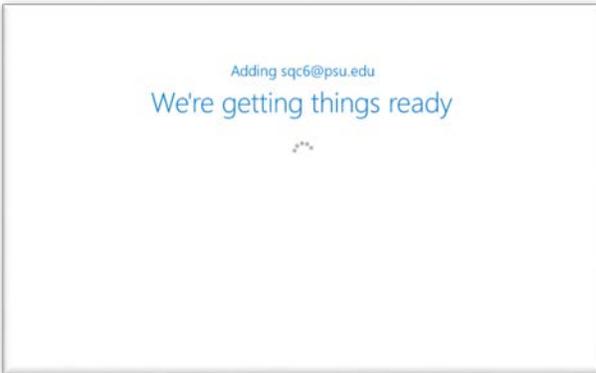


2. After you have removed any existing profiles for Outlook locate the shortcut for Outlook 2016 and launch the program.

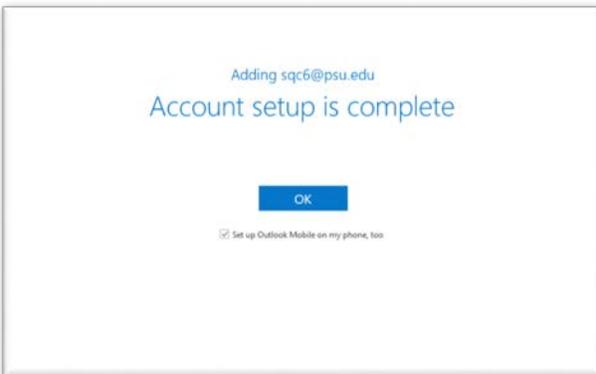
- The initial launch screen will ask you for your email address. This is your central address with **ONLY** the @psu.edu after your userid. Enter that and click the **Connect** button.



- Outlook will begin setting up your account and you'll see the screen below.



- Once your account is set up and ready to go you'll see the following screen. Click on the **OK** button.



- At this point Outlook will launch and begin downloading a local copy of your email. Depending on the amount of data you have in your account, this could take some time.

Checking Email via the Web

Having the ability to check email via web browsers is key when one is traveling and/or computers are unavailable. With this move to Office365 the site you will use to do this has changed. The new site to use is Office365.psu.edu. When you visit this site use the **Login** button at the top right corner. Once you've logged in you can click on the Outlook app button on the top left of the screen.

