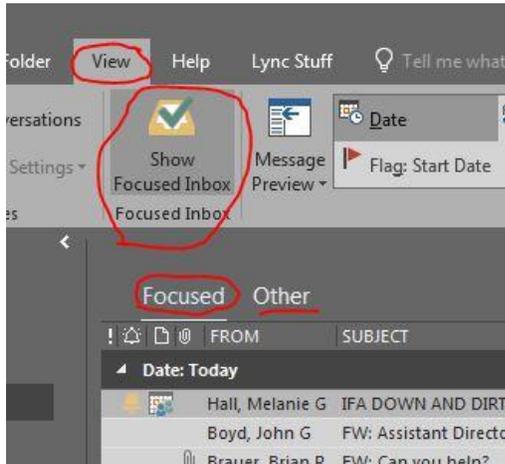


Outlook desktop client

1. For users of the outlook desktop client, your experience should be largely transparent, and things should look pretty much the same. Once you launch outlook, your account should automatically find your mailbox on the new system and things should open without issue. It may take a few minutes for things to sync so expect a little slowness for the first hour or so. This will clear up once things are synced.
2. If you notice access to certain shared mailboxes are gone or not working, please contact John or I.
3. We recommend turning off "Focused Inbox"

Click on the View Tab at the top and click the button in the picture below to turn off Focused Inbox:



4. Once you are migrated you should see invites to the shared calendars you should have access to such as FSI-Facilities Calendar, FSI-HR Calendar, etc.... These are taking the place of the public folder calendars of the past and will be accessible in the calendar area after you accept the invitation you will receive after your account has been migrated.

