

Office 2010 Autodiscover for Office 365

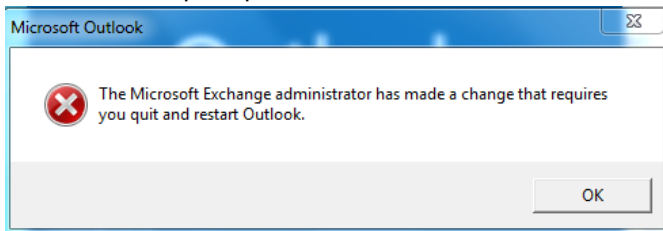
These instructions detail how to use the Autodiscover process in Outlook 2010 to migrate to Office 365. These settings should not be changed until AFTER your HMS Exchange mailbox has been moved to Office 365. Please schedule the mailbox move with your [Client Services Representative](#).

Use these instructions to reconfigure your Office 2010 application using Autodiscover once you have been migrated to Office 365 email and calendaring services.

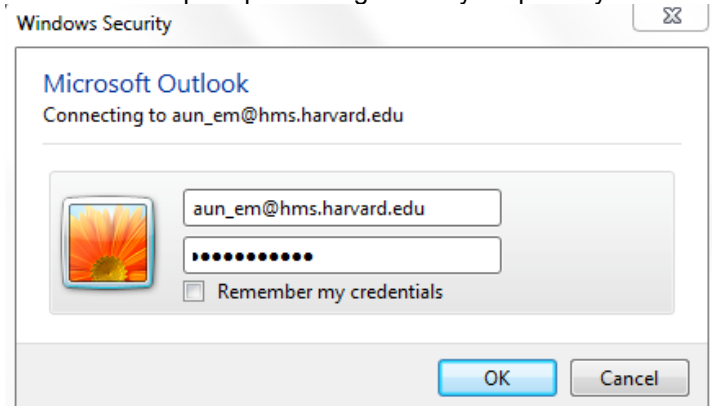
Once you've been migrated, you will not be able to access your mailbox with Office 2010 until you follow these steps.

Initiate the Autodiscover Process

1. Open Outlook.
2. You should be prompted to restart Outlook:



3. Click **OK**.
4. **Exit** from Outlook.
5. Open Outlook again.
1. You should be prompted to log in with your primary email address and password:



Typically, your full primary email address is [first_last@hms.harvard.edu](#). **Not sure what your primary email address is?**

- a. Log into [ecommons.med.harvard.edu](#)
 - b. Click **Preferences**
 - c. Click **Messaging**
 - d. Your primary email address appears under the "E-Mail Options" heading
6. Enter your eCommons password
 7. Click **OK**.

Office 2010 Autodiscover for Office 365

Connect from Anywhere!

Make sure to try [Outlook Web Access](#) (OWA)!

- Drag and drop email attachments
- Looks and works the same from every browser
- Online archiving
- Quickly filter new messages

Find Out More about Outlook Web App for Office 365

Read about [OWA's new features](#) and how to [get started using OWA](#).