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:
   ![Autodiscover Restart Prompt](image)
3. Click OK.
4. Exit from Outlook.
5. Open Outlook again.
6. You should be prompted to log in with your primary email address and password:
   ![Autodiscover Login Prompt](image)
   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
7. Enter your eCommons password
8. Click OK.
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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.

Questions? Call the IT Service Desk at 617-432-2000 or visit the HMS IT Web Site.