Office 365 Migration for Outlook 2011

Use these instructions to update your Outlook 2011 application once you have been migrated to Office 365 email and calendaring services.
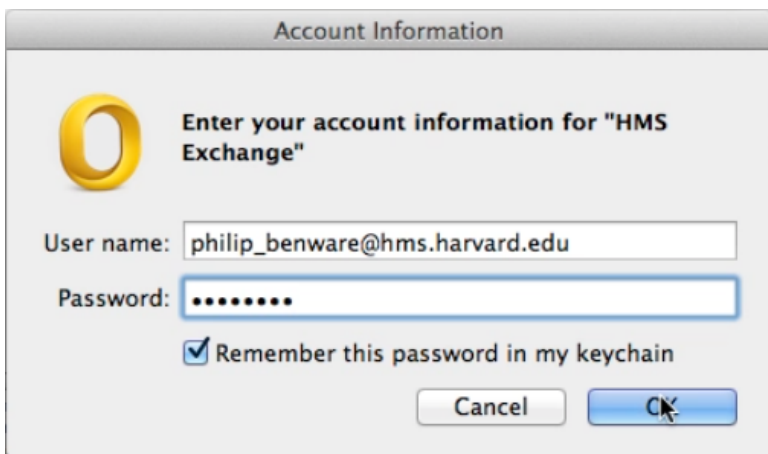
Once you've been migrated, you will not be able to access your mailbox with Outlook 2011 until you follow these steps.

Updating Office 2011 settings for Office 365

1. Launch Outlook 2011.
2. Once the application launches you may see the following error:


3. Click **Yes**.
4. You should see the following login dialog window:

5. Enter your full, **primary HMS email address**. This is usually in the form of firstname_lastname@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 **HMS Email password.** This is also your eCommons password.
   a. You may choose to save your password if desired. This is not required.
7. Click **OK.**

8. You may see the following message:
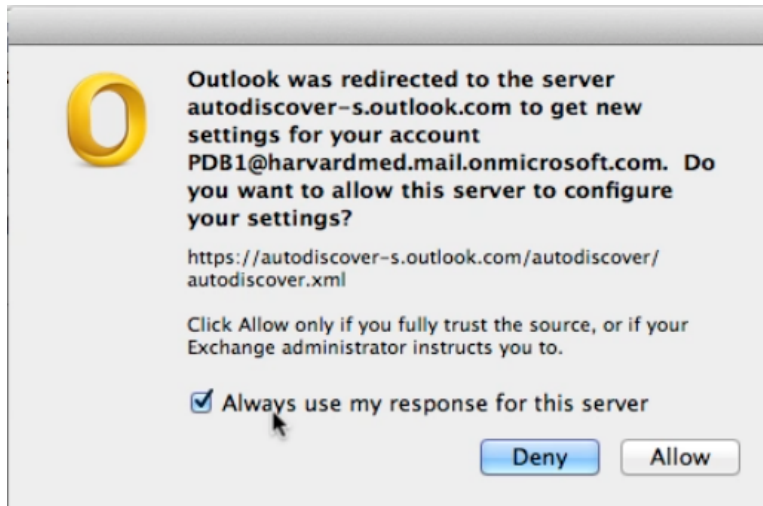
9. Click the box **Always use my response for this server** so it is checked to save this setting.
10. Click **Allow**.

Outlook is now configured to connect to the Office 365 email system.

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.