

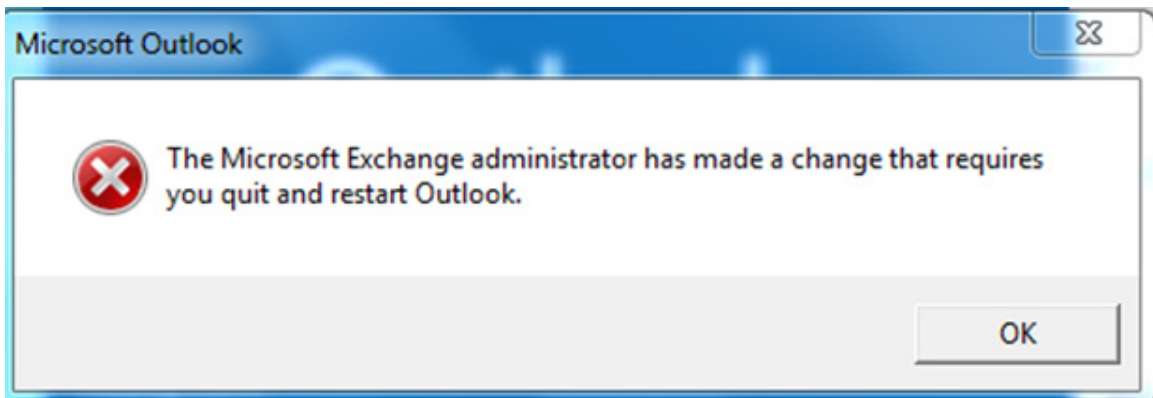
Office 365 Migration for Outlook 2013

Use these instructions to reconfigure your Outlook 2013 application once you have been migrated to Office 365 email and calendaring services.

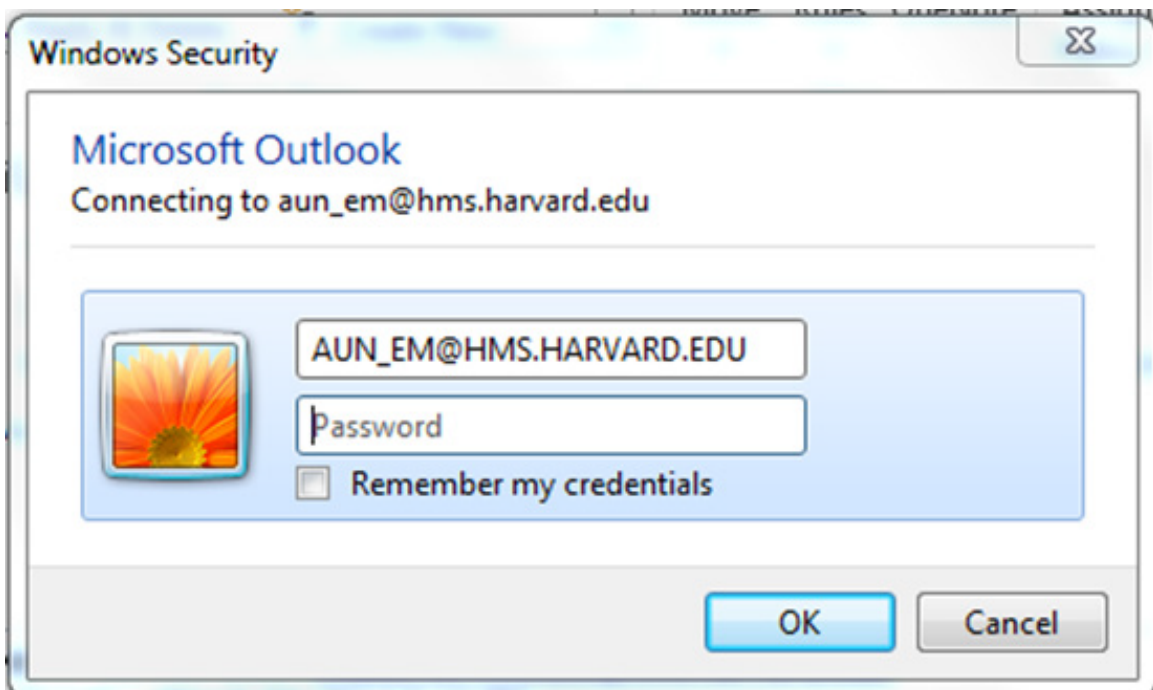
Once you've been migrated, you will not be able to access your mailbox with Outlook 2013 until you follow these steps.

Updating Office 2013 for use with Office 365

1. Open Outlook 2013.
2. You should see the following message appear:



3. Click **OK**.
4. Re-open Outlook 2013.
5. You should see a window similar to the one presented below:



Office 365 Migration for Outlook 2013

6. Enter your full, primary email address if it is not shown. 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**.

Outlook 2013 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](#).