


Office 365 Migration for Outlook 2011

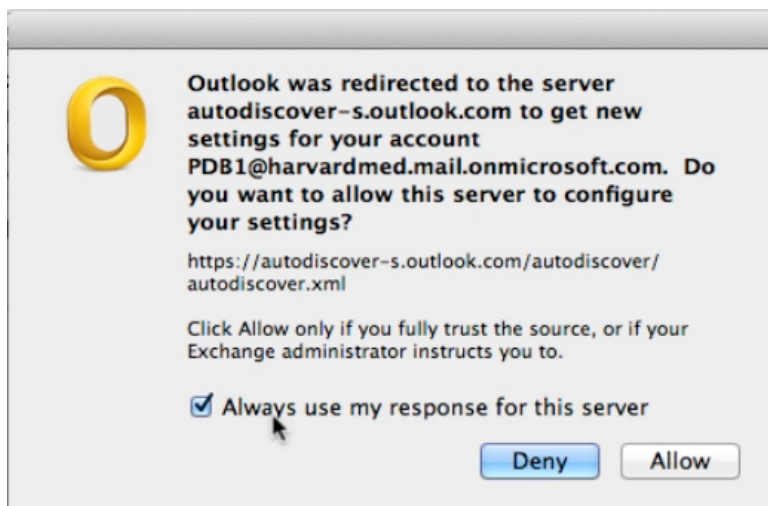
Use these instructions to reconfigure your Outlook 2015 application once you have been migrated to Office 365 email and calendaring services.

Office 2015 settings for Office 365

1. Launch Outlook 2015.
2. You should see the following login dialog window:



3. 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
4. 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.
5. Click **OK**.
6. You may see the following message:



7. Click the box **Always use my response for this server** so it is checked to save this setting.

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8. 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](#).