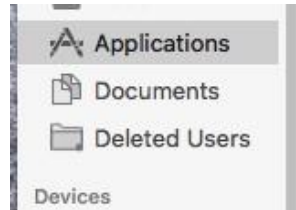


Outlook migration – Mac instructions

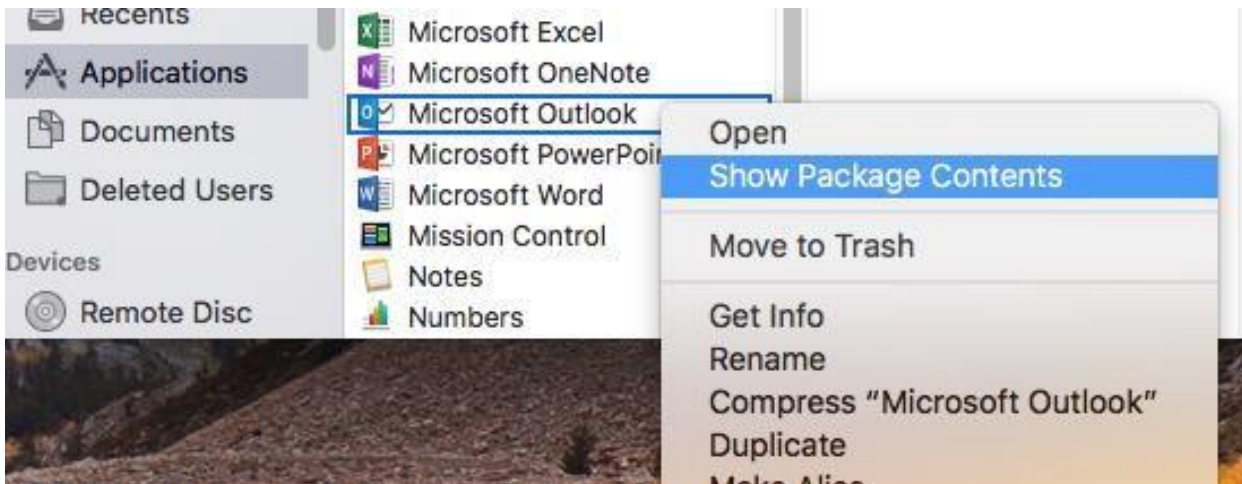
1. Click on the Finder Icon



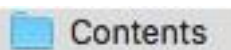
2. Click on Applications



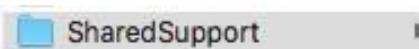
3. Find Microsoft Outlook and right-click and choose Show Package Contents



4. Then click on Contents

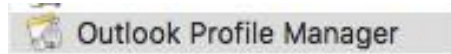


5. Then Click on Shared Support

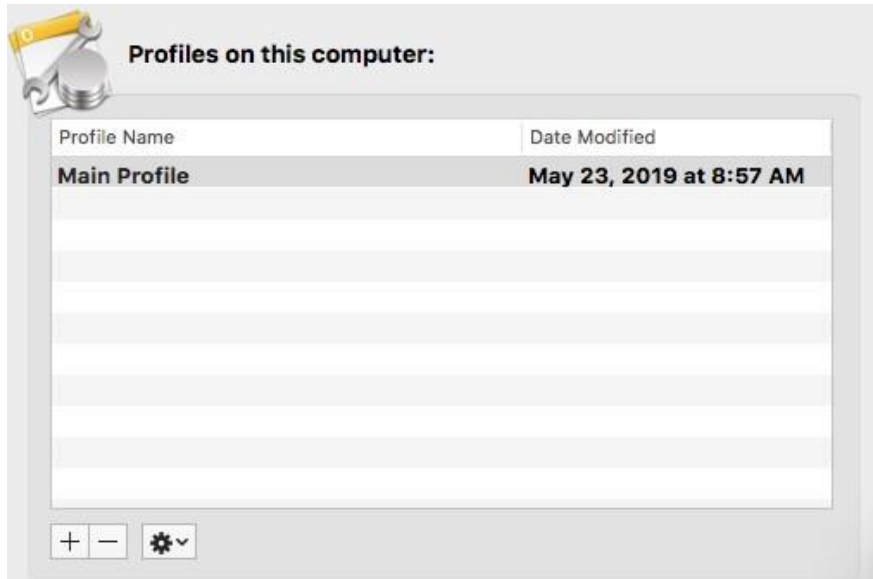


Outlook migration – Mac instructions

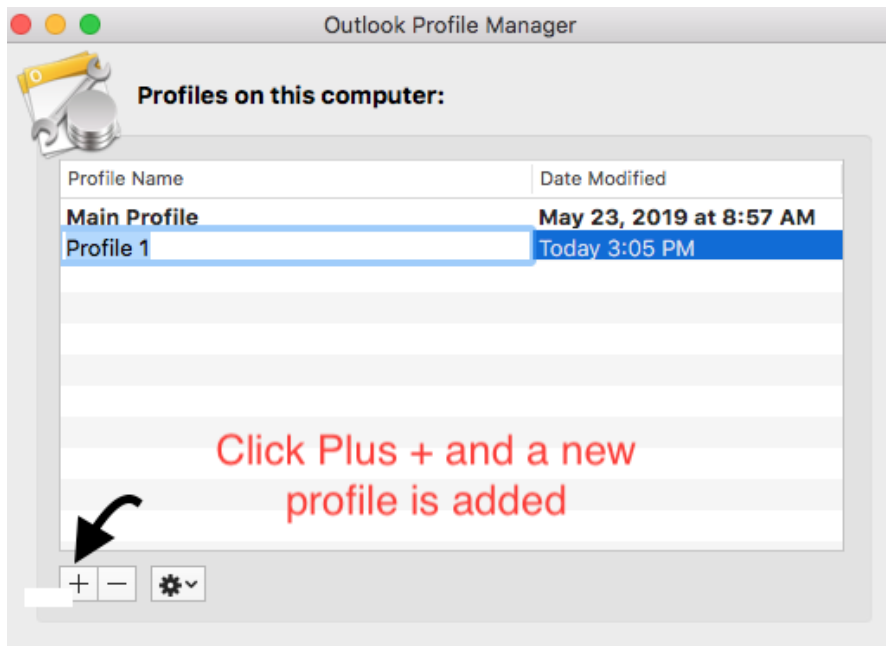
6. Double click on Outlook Profile Manager



This box will pop up



7. Click on the plus + sign and a new profile is created for you.



8. Name your profile by clicking on it and it will highlight. I suggest using your name. You have now created a copy of your Outlook Profile.

Outlook migration – Mac instructions

- December 9th or after, right click on your new profile, in this instance for example Cindy Profile and change it to your default profile by choosing Set Default. Once your default is changed to your new one, in this case Cindy Profile, it will become **bolded**.



- Click on the red dot to close out of Outlook Profile Manager



- You can now go back and open your Outlook and log on with your new username.

- When your outlook opens it may take longer than usual to pull your information into outlook, please give it time.