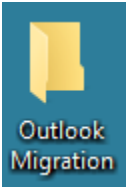


## Set up your Outlook 2016 profile

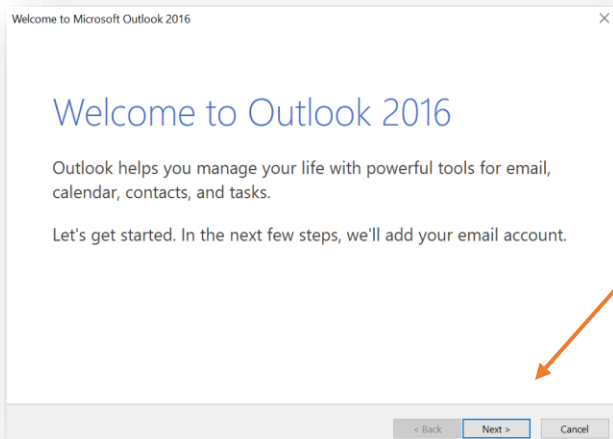


When you log into your computer on Monday December 9<sup>th</sup>, you should see a new folder on your desktop named “Outlook Migration”. Double-click the icon to reveal the contents. You should see 2 Word documents: one for Outlook 2016 (this document) and one for Outlook 2019. These instructions will walk you through the steps for removing your existing Outlook profile and creating a new profile for Office 365.

You should also see a file named “Update Outlook Profile”. Double-click the file to run the script that removes your existing Outlook profile and launches the Outlook setup process. A program window similar to the one below will appear and then disappear from your desktop.

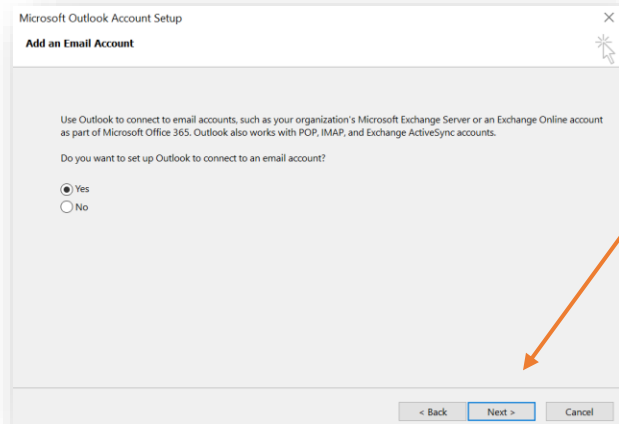
```
C:\WINDOWS\system32\cmd.exe

:\Users\ab1234cd\Desktop>"C:\Windows\system32\WindowsPowerShell\v1.0\powershell.exe" -ExecutionPolicy Bypass -File "J:\Migrate_Outlook_Profile\Migrate_Outlook_Profile2.ps1"
```

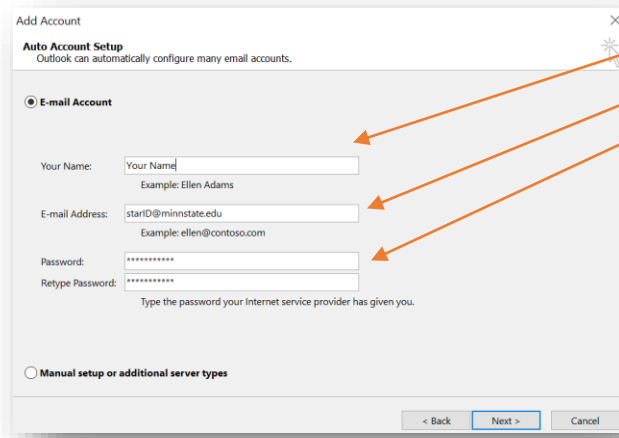


At this screen, click “Next >”



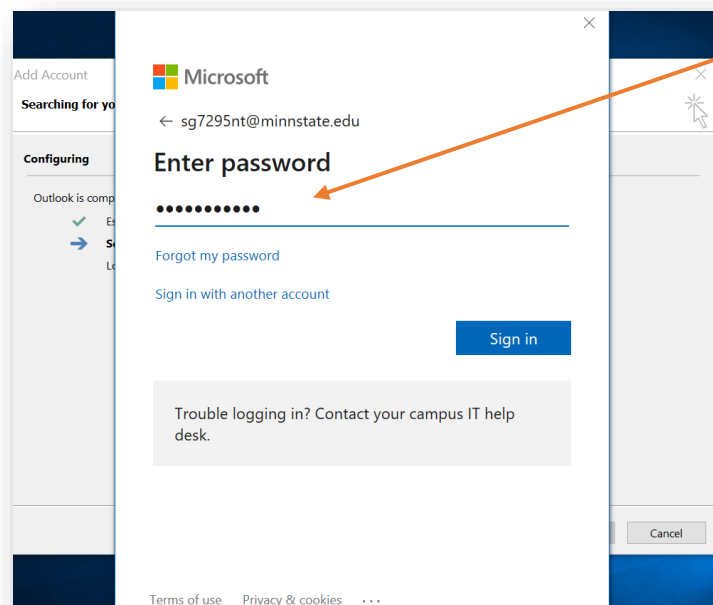


At this screen, leave the default selection as “Yes” and click “Next >”

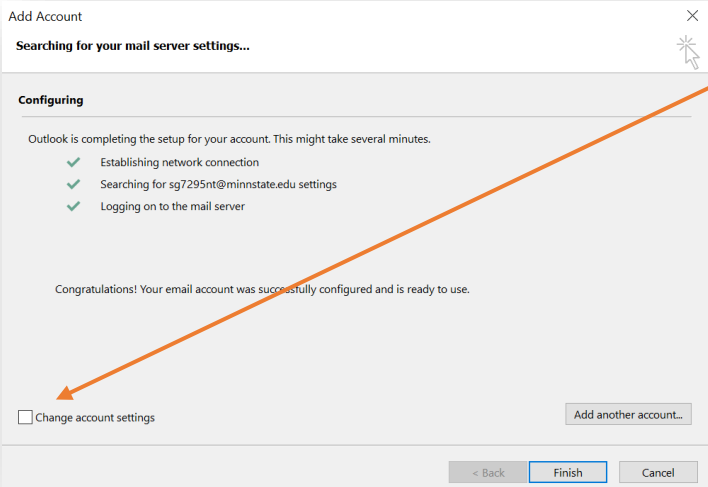


In this dialog box, you will enter your name and your new email address in the form of [starID@minnstate.edu](mailto:starID@minnstate.edu). Then type your current StarID password and click “Next >”.

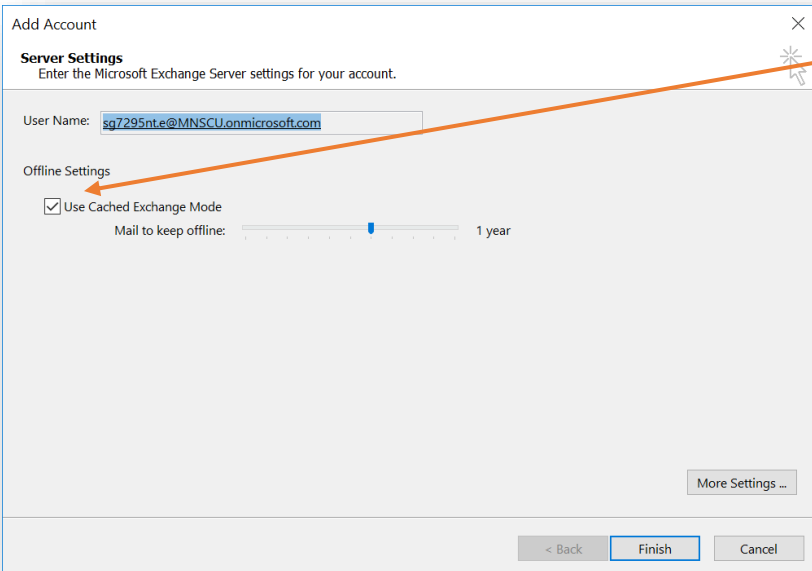
This tells Outlook to look for your email account in the MinnState.edu shared tenant. (Don’t worry, your previous InverHills.edu email address is still valid and will be your default.)



In this dialog box, you will type your StarID password again and click “Sign in”.



In a few moments, you will see this dialog box. **Place a check mark** in the box beside “Change account settings” and then click “Finish”.



In this dialog box, **remove the check mark** from “Use Cached Exchange Mode” and click “Finish”.

Outlook will open your mailbox and you can begin your Post-Migration tasks.

Inbox - sg7295nt.e@MNSCU.onmicrosoft.com - Outlook

File Home Send / Receive Folder View Acrobat Tell me what you want to do...

New Email New Items Delete Reply Reply All Forward Quick Steps Move Unread / Read Search People Address Book Filter Email Store Report Message Protection

sg7295nt.e@MNSCU.onmicrosoft.com

**Inbox**

- Drafts
- Sent Items
- Deleted Items
- Archive
- Calendar
- Contacts
- Conversation History
- Journal
- Junk Email
- News Feed
- Notes
- Outbox

Search Current Mailbox (Ctrl+E) Current Mailbox

**All Unread** By Date Newest

**Two Weeks Ago**

Test from Live account 11/21/2019  
1st mail message <end>

**Older**

Items: 7 Online with: Microsoft Exchange 100%