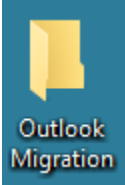


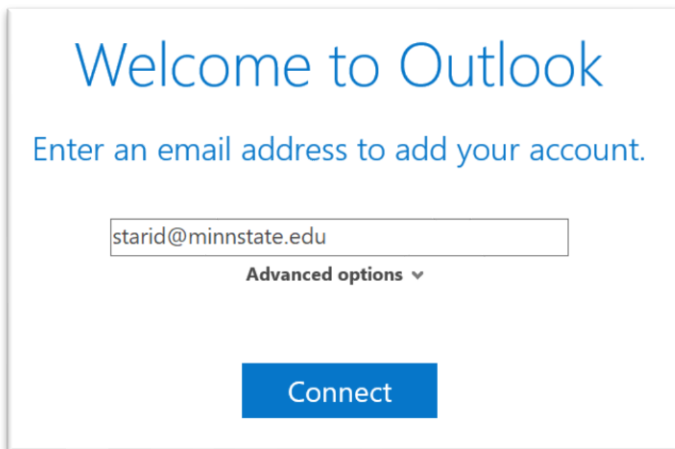
## Set up your Outlook 2019 profile



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 and one for Outlook 2019 (this document). 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"
```



You will then see the first dialog box where you will enter your new email address in the form of [starID@minnstate.edu](mailto:starID@minnstate.edu) and click “Connect”. 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.)



sg7295nt@minnstate.edu

## Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

You will then need to type your current StarID password and click "Sign in".

## Use this account everywhere on your device

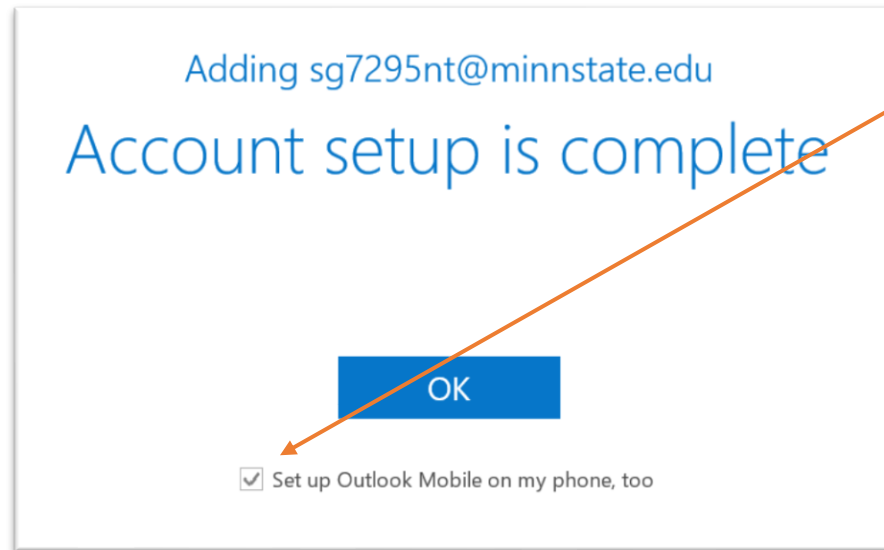
Windows will remember your account and make it easier to sign in to apps and websites. You won't have to enter your password each time you access your organization's resources. You may need to allow them to manage certain settings on your device.

Allow my organization to manage my device

[This app only](#)

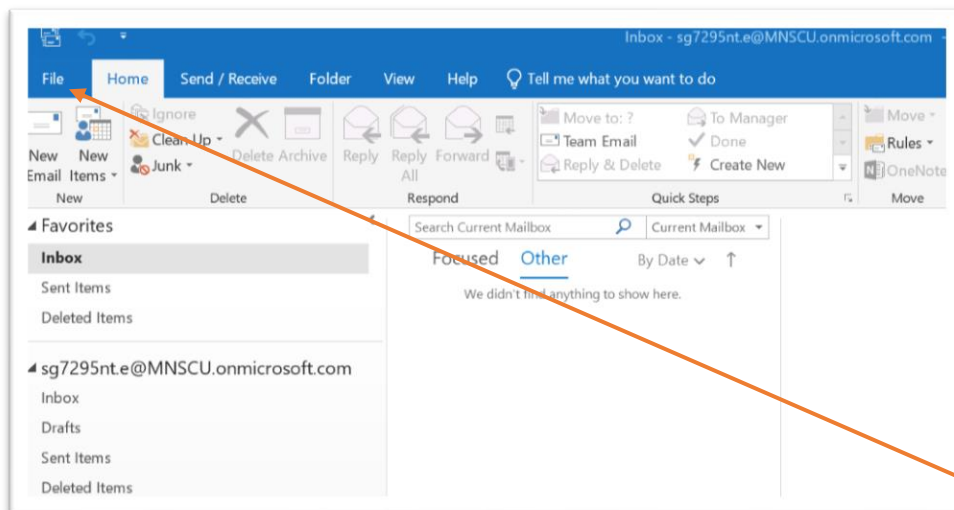
At this screen, you will need to remove the check mark from "Allow my organization to manage my device" and then click "This app only" in the lower-left corner.

Do not click the "Yes" button.

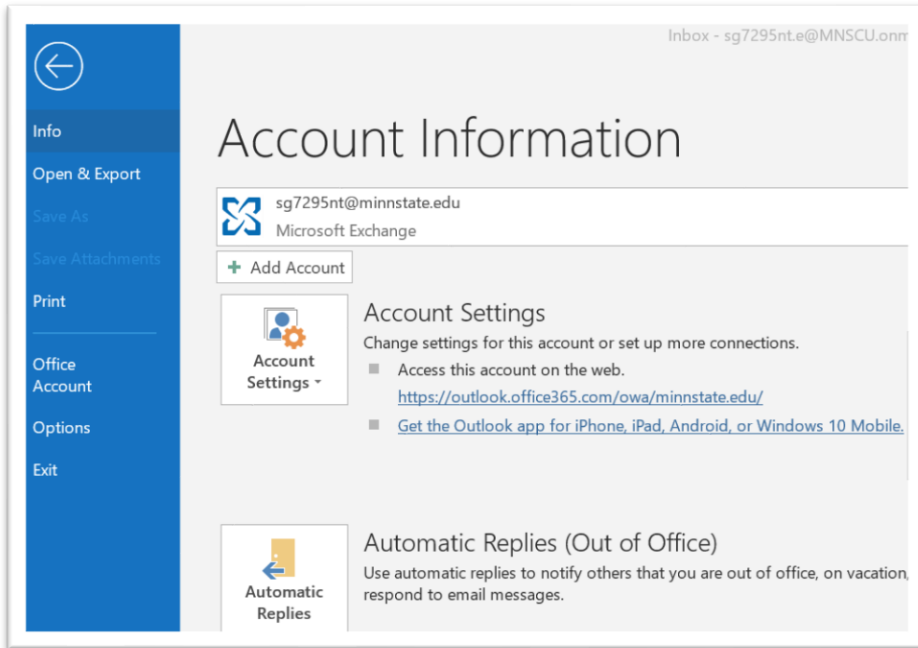


You will then see this screen. Remove the check mark from "Set up Outlook Mobile on my phone, too" and click "OK".

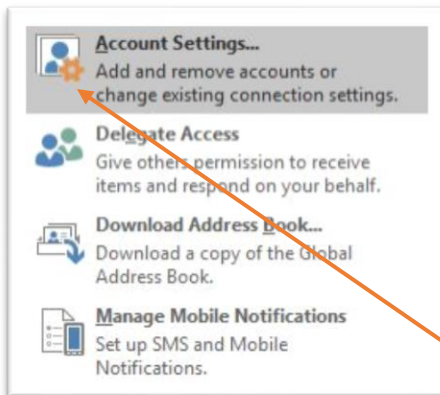
Your Outlook profile will launch and display your inbox. You may also see a pop-up message informing you that Outlook is creating an off-line copy of your mailbox. We would like to stop this process so that Outlook will perform more efficiently in the future. Doing this now will save time.



Click "File" to open the menu.

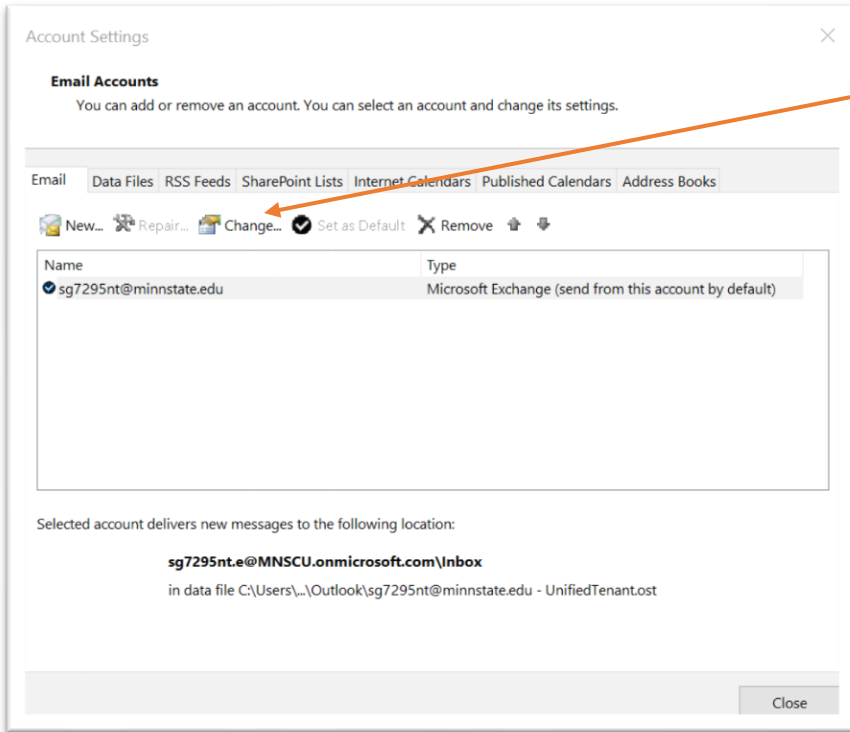


Click the large button "Account Setting".

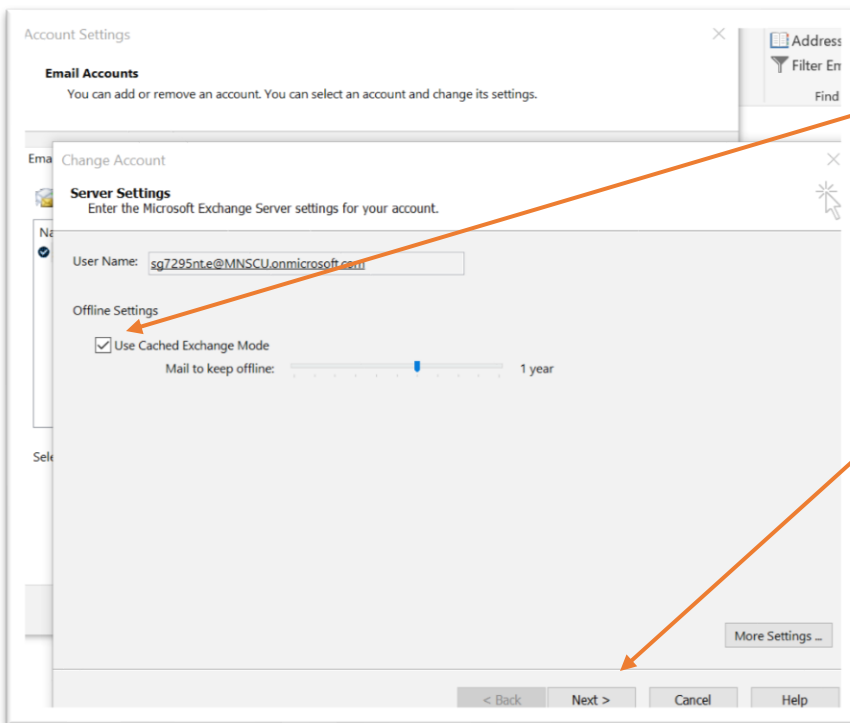


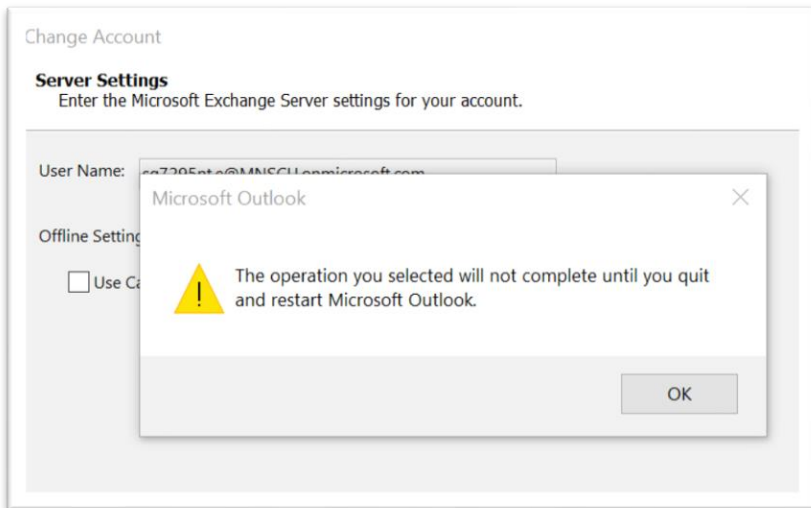
Now click the small button "Account Settings..."

With your account highlighted, click the "Change..." button.

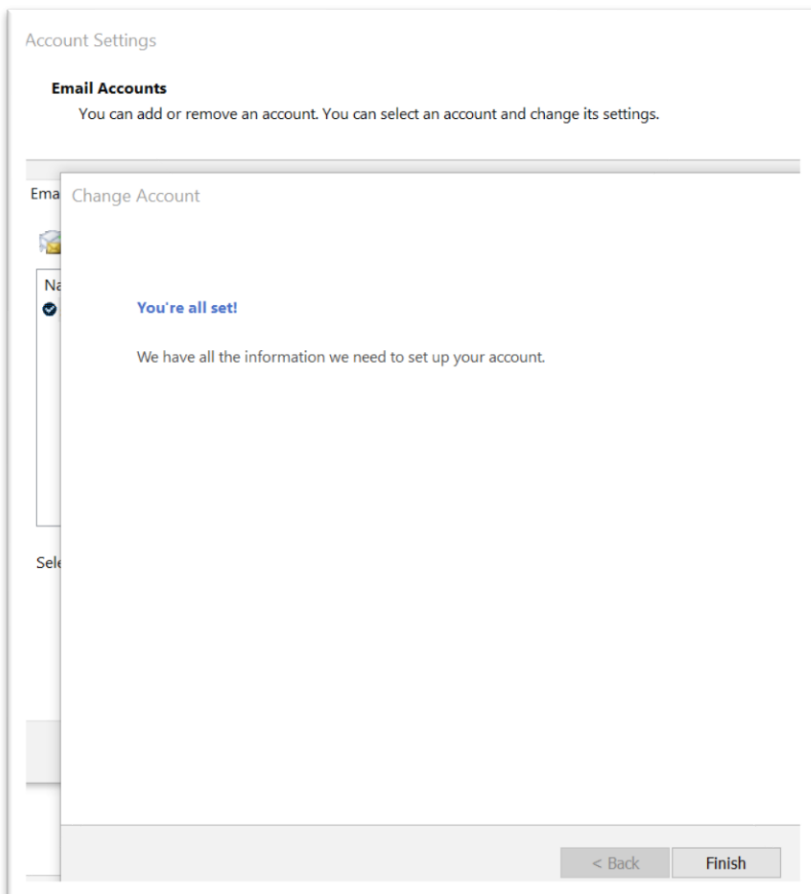


Remove the check mark from "Use Cached Exchange Mode" and then click "Next >".





This is just an informational message. Click “OK”



At this screen, click “Finish”. You will then need to close Outlook and wait a few seconds for it to stop creating the offline copy of your mailbox. You may then launch Outlook and then complete your Post-Migration tasks.