Reconfiguring Outlook for Office 365

NOTE: These steps are important to follow to ensure that users do not lose items such as their Contacts.

Close MS Outlook if it’s currently open. Go to the Control Panel and click on Mail.

In the Mail Setup wizard, click on Show Profiles...

DO NOT add a new profile, click on the existing profile and select Properties.

Click Email Accounts...
Click **New** to add a new email account connecting to Office 365.
Once you have set up the new account to connect to Office 365 and confirmed that everything is set up appropriately, you can remove the old account as long as the old account is not using POP.