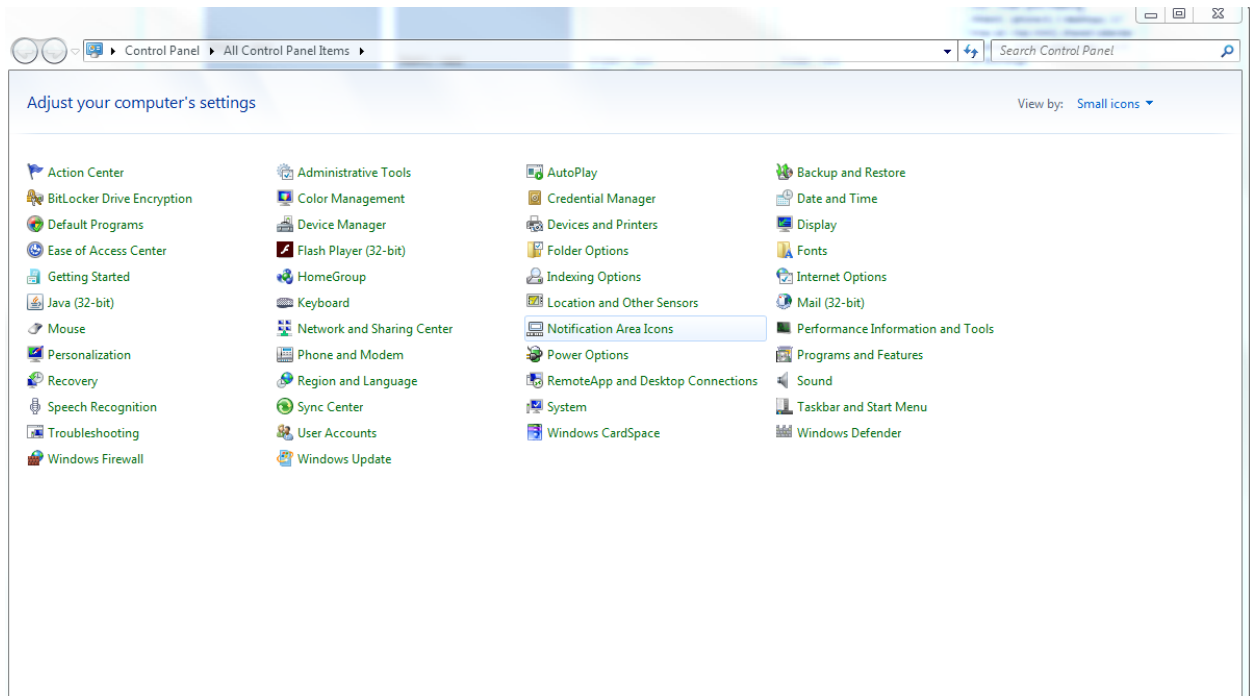


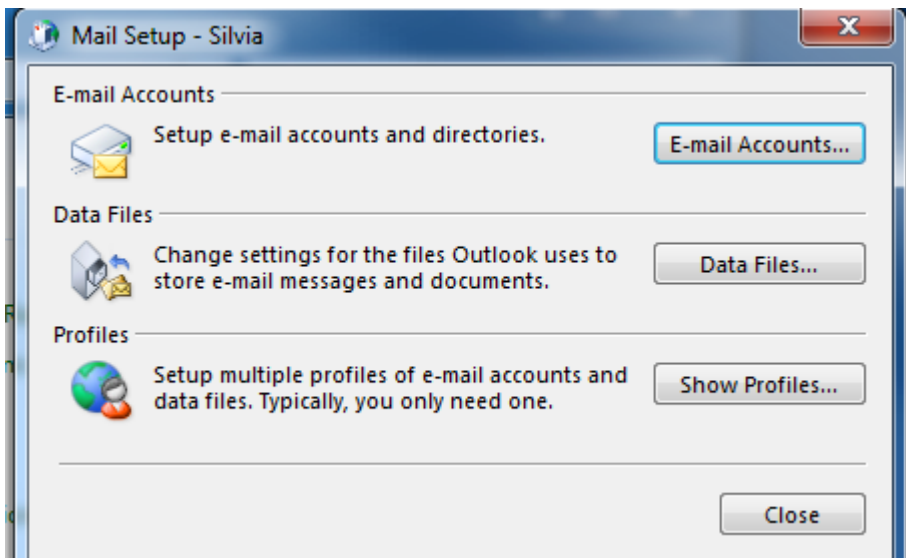
## Reconfiguring Outlook for Office 365

**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**.

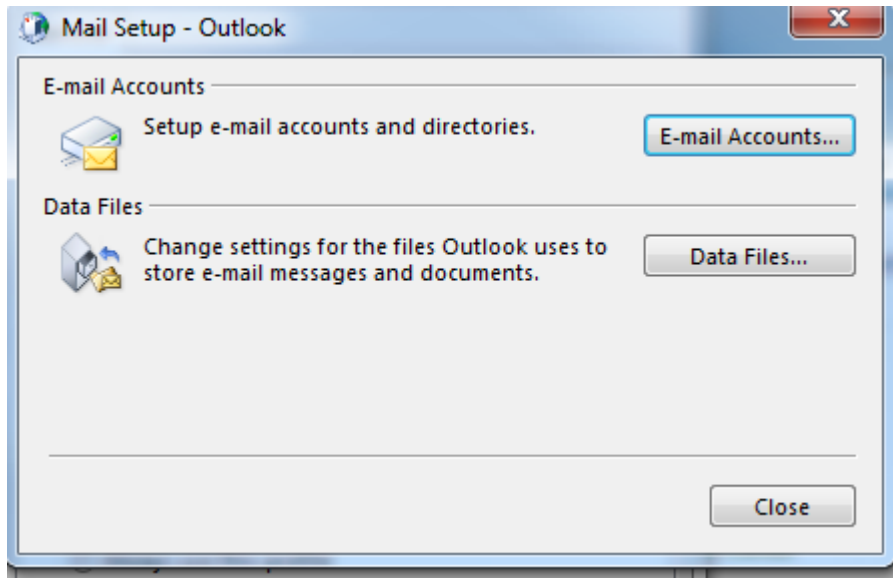


In the **Mail Setup** wizard, click on **Show Profiles...**

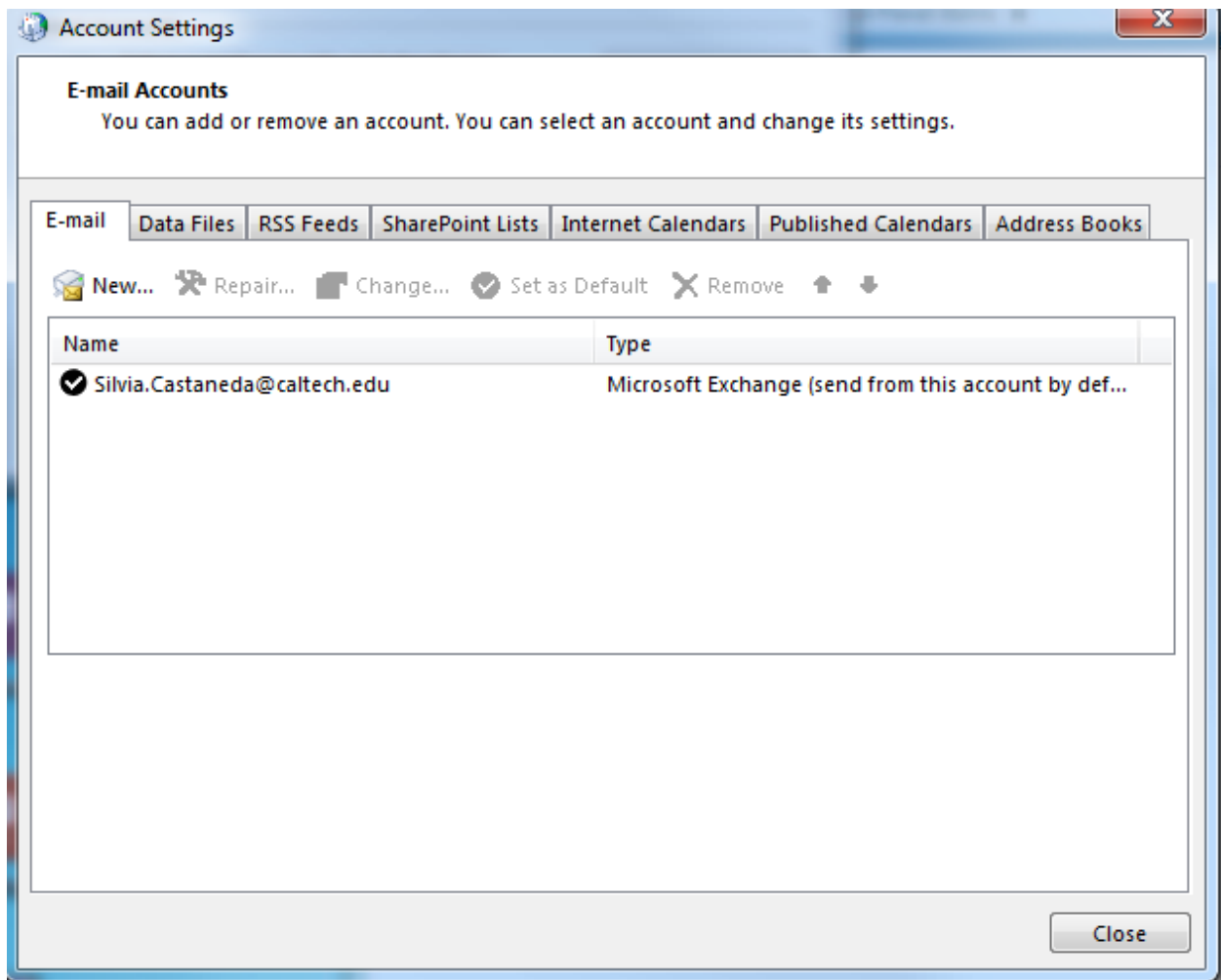


**DO NOT** add a new profile, click on the existing profile and select **Properties**

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.