

Welcome to the migrated Primaris Email System

Warning! Do you have messages in your Outbox awaiting delivery? If so you are going to lose them unless you copy the messages into Word and save them locally or on One drive because these instructions delete the Outlook profile and the Outbox.

The steps below are organized into three (3) sections to guide you on the 3 things that need to be done to use the new email.

Section 1 - Sign onto your Windows 10 machine with your migrated username (fLastname@primaris.org).

Section 2 – Updating some of your existing application sign ins from your fLastName@primaris2.onmicrosoft.com login to fLastname@primaris.org such as OneDrive and Teams.

Section 3 - Prepare for Updated Outlook usage by replacing your existing fLastName@primaris2.onmicrosoft.com Outlook profile with your updated fLastname@primaris.org Outlook profile.

SECTION 1 - Sign onto your Windows 10 machine with your migrated username

1. Open and turn on your computer.
2. You should now see the login screen.
3. Click on 'Other User' on the bottom left.



4. Now sign in using your @primaris.org username, i.e. fLastname@primaris.org. For example Mike Levinger's username is mlevinger@primaris.org.
5. Next enter your O365 password, the one you used to log into the @Primaris2.onmicrosoft.com. This is not your PIN, which is what the email on Monday of last week described, also in the FAQ.
 - We asked you to know your O365 password. If you do not know it, join the IT Open Office on Monday morning and we will help you do it.
6. You will now be logged into your computer.

Section 2 – Update some of your existing application sign ins from your @primaris2.onmicrosoft.com login to your @primaris.org such as OneDrive and Teams.

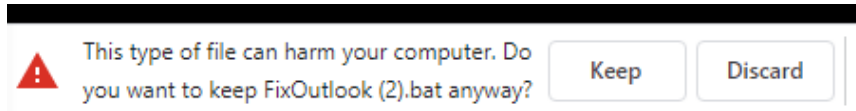
7. Log in to Microsoft Teams and Microsoft OneDrive as follows.
 - **OneDrive** – The blue cloud in the bottom right, by the time and battery life – Click this once and it will bring up a log in screen. Follow the prompts, you do not need to adjust any settings on the prompts, just click through them. Done.
 - **Teams** – Click on the Microsoft Teams icon. If it doesn't prompt you to log in then click on your initials on the top right and make sure you are logged in with your @primaris.org account and your Office 365 password. Done.

NOTE: Logging in, you may receive a verification text on your cell phone. If you do, enter the received code in order to complete signing into OneDrive. You may have to do this a few times before it logs you in. If in doubt, sign off and sign back in.

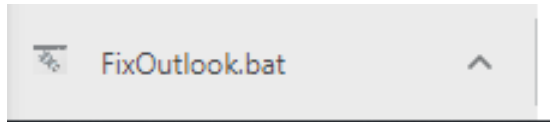
Section 3 - Prepare to use Updated Outlook by replacing your existing @primaris2.onmicrosoft.com Outlook profile with your migrated @primaris.org Outlook profile.

Note: In this section you will download and run a small file that will make the necessary changes on your Windows 10 machine and then you will delete your existing Outlook profile and add the new one.

8. IN YOUR CHROME BROWSER, Click this link <http://e.primaris.org/files/FixOutlook.bat> to download a program to *make the necessary changes on your Windows 10 Machine.*
9. If you get the message in your Chrome (your internet browser) “This File can harm your computer. Do you want to keep it?”, click on Keep as shown here.



10. On the bottom left of your Chrome (internet browser) screen you will see FixOutlook.bat in a box as shown here. Click on that box



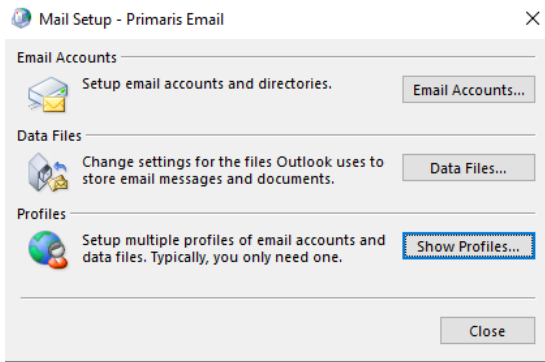
11. You might get a message that taking this action could harm your computer and ask if you want more information.
 - If you get that question, click “More Info”



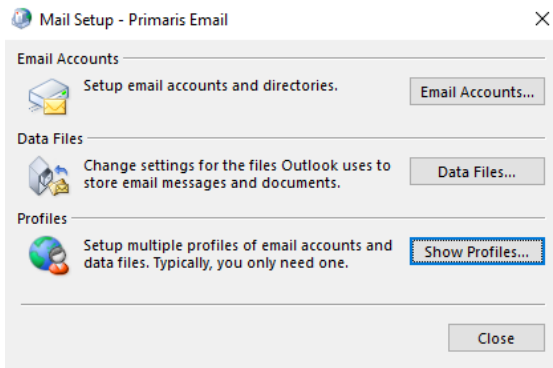
- Then click on “Run Anyway”



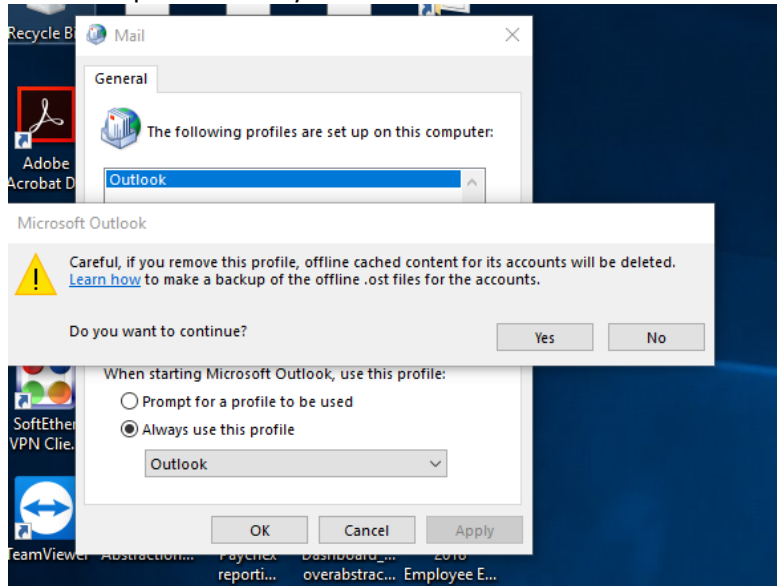
- 12. You might see things happening in a box on your screen. (very fast)
- 13. Then you will get a Mail Setup Window like this:



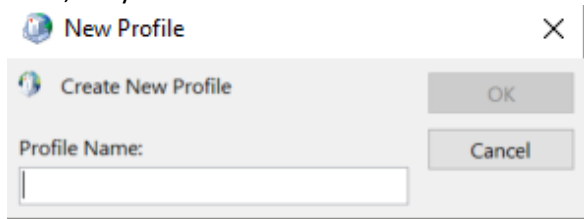
- 14. Click on "Show Profiles"



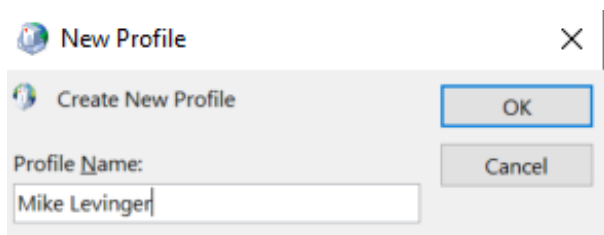
15. Select the profile name you see and click on “Remove”. YOU MIGHT GET THIS WINDOW



16. If you do, please click “Yes”.
17. The old profile is gone. Now it is time to add the new one.
18. When the indicated profile is gone, Click “Add...”
19. It will ask you for a “Profile Name:” This field is not fussy, please put in your name, .i.e John Smith, Sally Jones as shown below.



For example, Mike Levinger would type in:



20. Outlook will bring up this form to establish your updated profile.
NOTE: For some people, this screen MAY fill in itself. If it does not, just fill in the four fields.

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

Email Account

Your Name:
Example: Ellen Adams

Email Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back Next > Cancel Help

21. You may need to fill in your First and Last name, Primaris.org Email Address, and the Office 365 password you have used earlier. For example, Mike Levinger would type in:

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

Email Account

Your Name:
Example: Ellen Adams

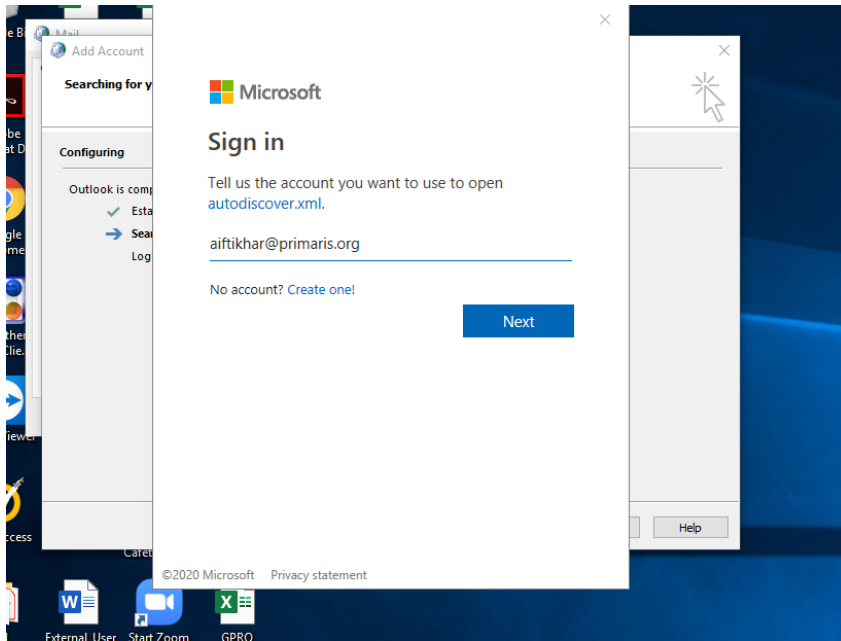
Email Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

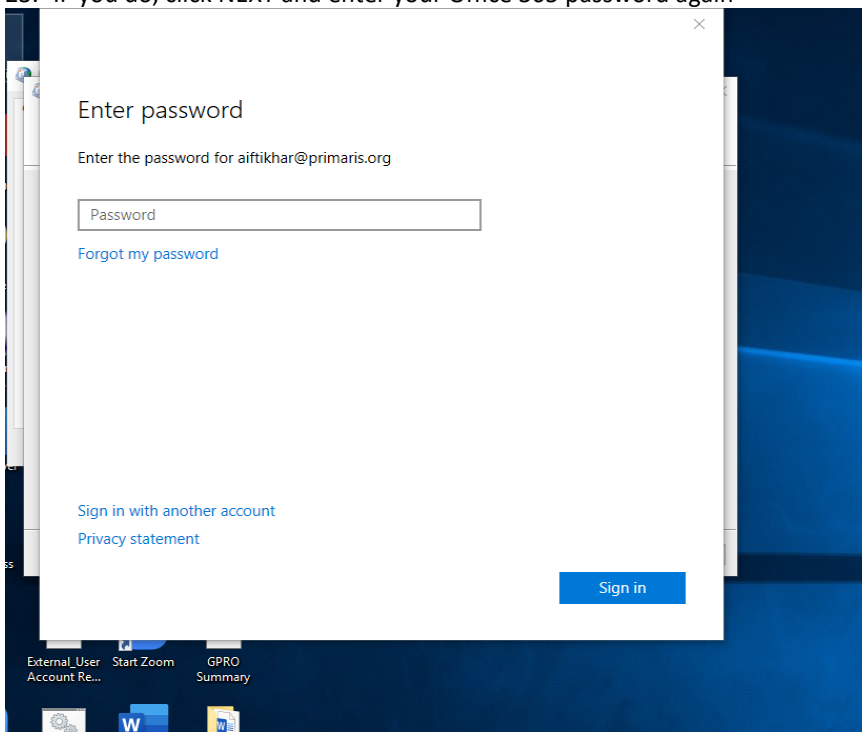
Manual setup or additional server types

< Back **Next >** Cancel Help

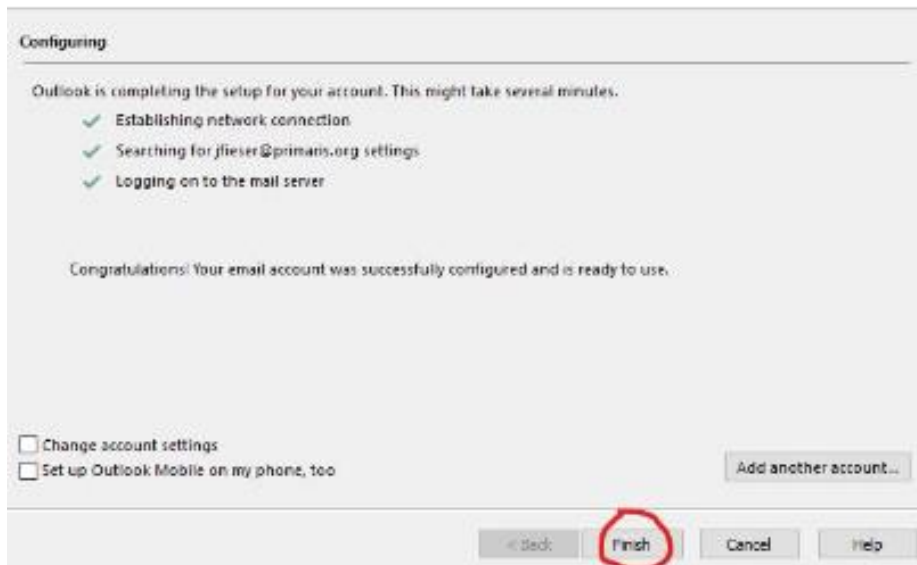
22. Then Click "Next >" You MIGHT get this window



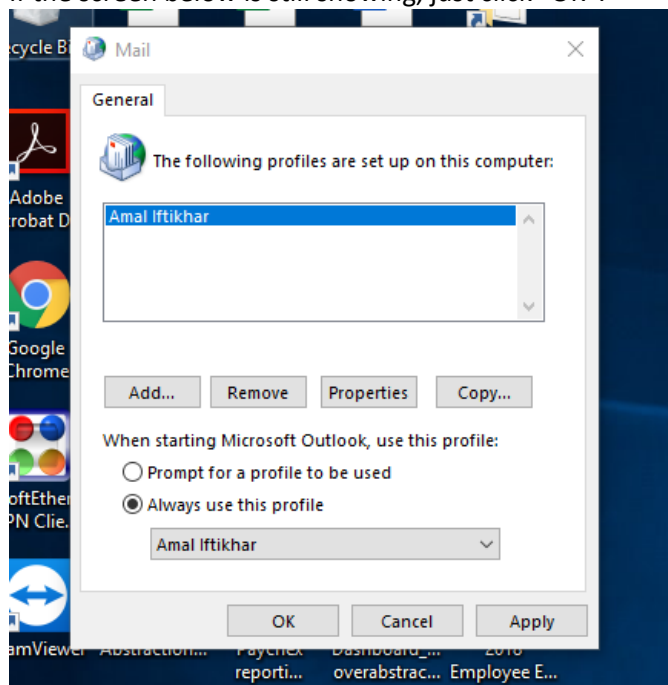
23. IF you do, click NEXT and enter your Office 365 password again



24. You might see this Configuration status screen. If so the computer will process and setup your email. Once it is completed, Click "Finish"



If the screen below is still showing, just click "OK":



You are done!

25. You might see an offer to set up Outlook on your mobile phone by entering your mobile phone number for a link. DO NOT DO THIS. THIS WILL BE DONE AT A LATER DATE.
26. Now you are ready to run Outlook by clicking on the Outlook icon.
- 27.

28. You will see Outlook sync email from the Microsoft Exchange server (the “post office”) to your Outlook on your personal computer. Depending on how much email you have, this could take a number of minutes.

Finally, you are all set to access the migrated Primaris email from Outlook! Congratulations!

WHAT IF THIS DOESN'T WORK FOR ME?

As long as you can get to ANY internet browser on any computer, you can go to <https://www.office.com/> and login in using your @primaris.org username and your O365 password. There you can always get access to your email as well as any O365 application.

If you have problems or these instructions are not working, hold off doing more and please join the IT Open Office on Monday using Zoom from any computer. You can access the Open Office from the All Staff selection on e.primaris.org or use Zoom meeting ID 5738178300.