

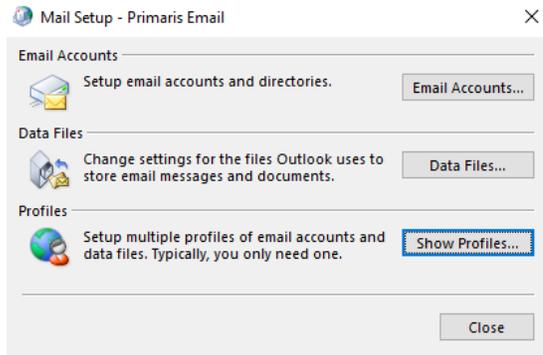
Welcome to the migrated Primaris Email System on VDI

Warning! Do you have messages in your VDI 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.

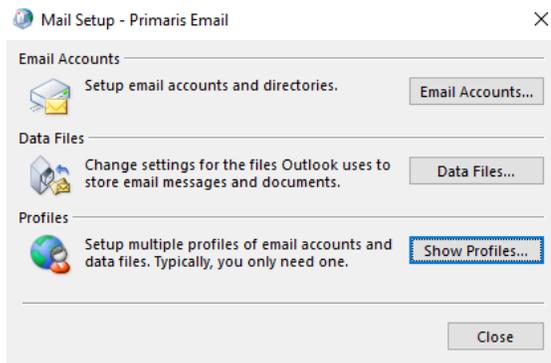
This is for D7O365, D7O365P and D7O365AdobePro users. N7 users will need more instructions. N8 users will happen soon, but not now.

Prepare to use Updated Outlook by replacing your existing @corporate.primaris.org Outlook profile with your migrated @primaris.org Outlook O365 profile.

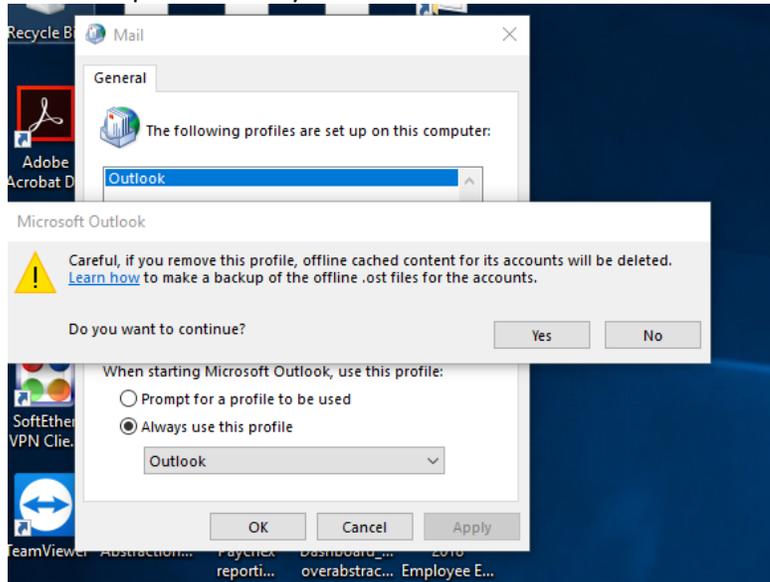
1. In the VDI there is a Special folder on the Desktop. Open that folder and run the old Del_My_OST shortcut. It will make sure Outlook and Lync are closed, Delete your old OST file and open the next dialog you need for you.
2. You will get a Mail Setup Window like this:



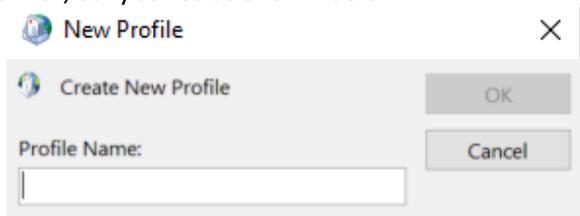
3. Click on "Show Profiles"



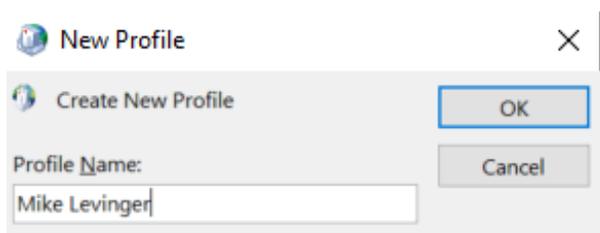
4. Select the profile name you see and click on “Remove”. YOU MIGHT GET THIS WINDOW



5. IF you do, please click “Yes”.
6. The old profile is gone. Now it is time to add the new one.
7. When the indicated profile is gone, Click “Add...”
8. 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:



9. Outlook will bring up this form to establish your updated profile.
NOTE: For some people, this screen MAY fill in itself

BUT YOU HAVE TO MAKE CHANGES! Click on Manual setup or additional server types. Then Next.

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:
Enter the password your Internet service provider has given you.

Manual setup or additional server types

< Back Next > Cancel Help

10. You will need to fill in your Primaris.org Email Address and click Next.

Add Account

Choose Your Account Type

Office 365
Automatic setup for Office 365 accounts

Email Address:
Example: ellen@contoso.com

POP or IMAP
Advanced setup for POP or IMAP email accounts

Exchange ActiveSync
Advanced setup for services that use Exchange ActiveSync

< Back Next >

11. Then Click "Next >" You will get this window:



Sign in

Type the email of the account you would like to use to open [autodiscover.xml](#).

YADA12345@corporate.primaris.org

No account? [Create one!](#)

Next

That is NOT YOUR EMAIL ADDRESS! Enter your email address:



Sign in

Type the email of the account you would like to use to open [autodiscover.xml](#).

firstinitiallastname@primaris.org

No account? [Create one!](#)

Next

12. Once you have your REAL EMAIL ADDRESS entered, it will ask if that is a Work account, Click on Work or School acct.



We need a little more help

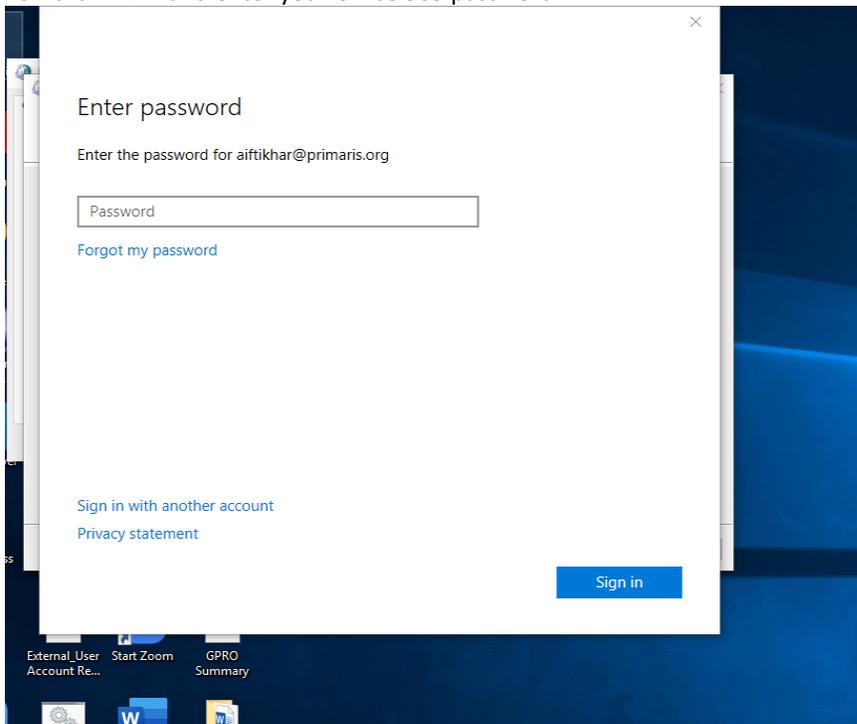
It looks like this email is used with more than one account from Microsoft. Which one do you want to use?

 **Work or school account**
Created by your IT department

 **Personal account**
Created by you

Tired of seeing this? [Rename your personal Microsoft account.](#)

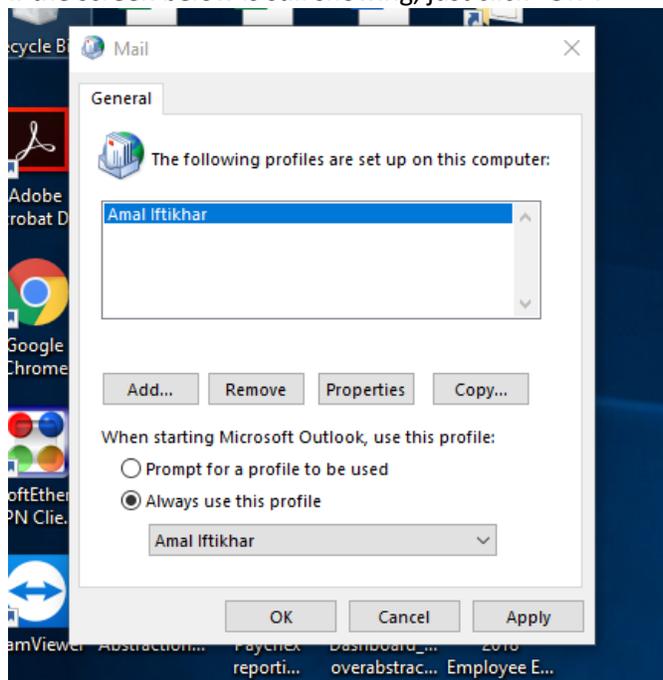
13. click NEXT and enter your Office 365 password.



14. 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!

15. 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.
16. Now you are ready to run Outlook by clicking on the Outlook icon.

17. You will see Outlook sync email from the Microsoft Exchange server (the “post office”) to your Outlook on your VDI. 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.