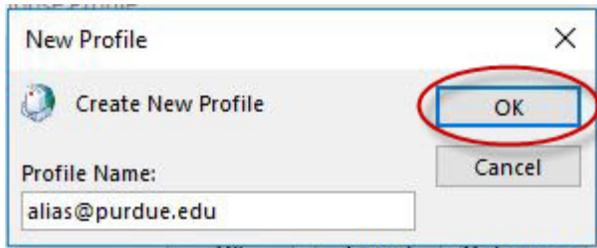
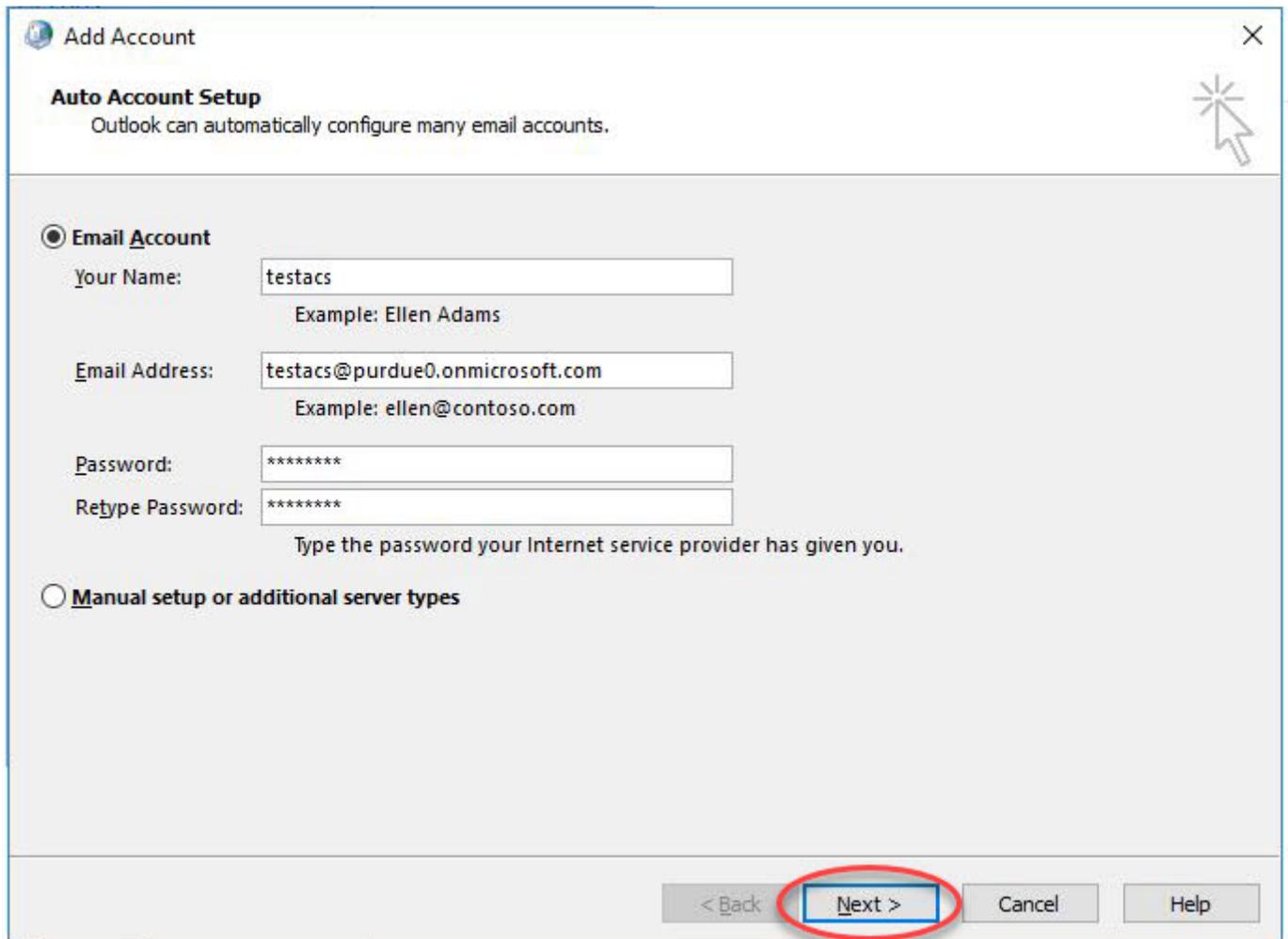


# Part 1: Setting up Your Office 365 Account in Outlook

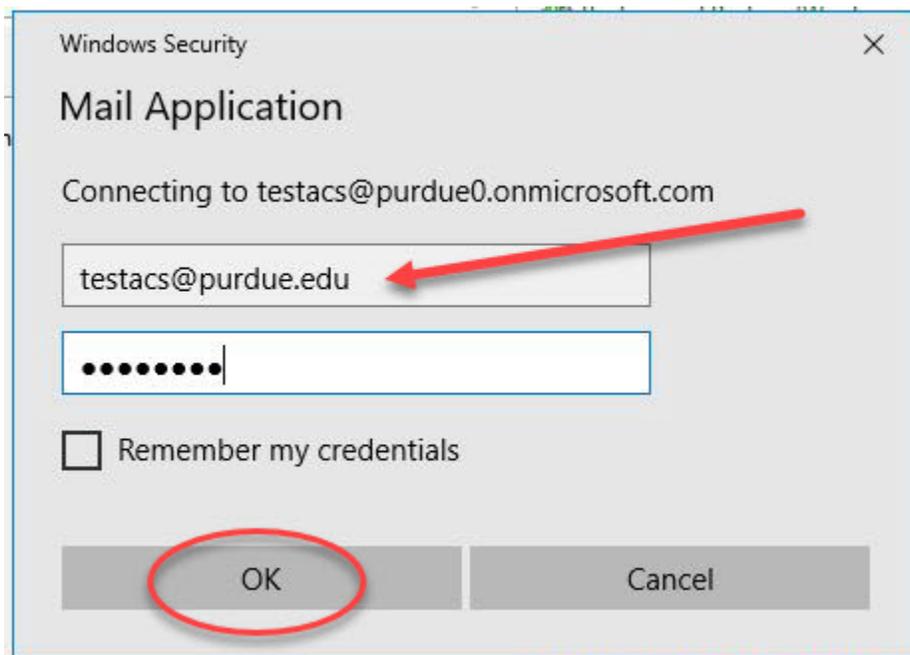
**Step 1:** Go to Control Panel > Mail > Show Profiles > Add. You will need to give a name to your new Outlook profile. You can name it anything you'd like, but you'll typically want to make the name representative of what account you are connecting to. **Enter** a name here and then **click** OK.



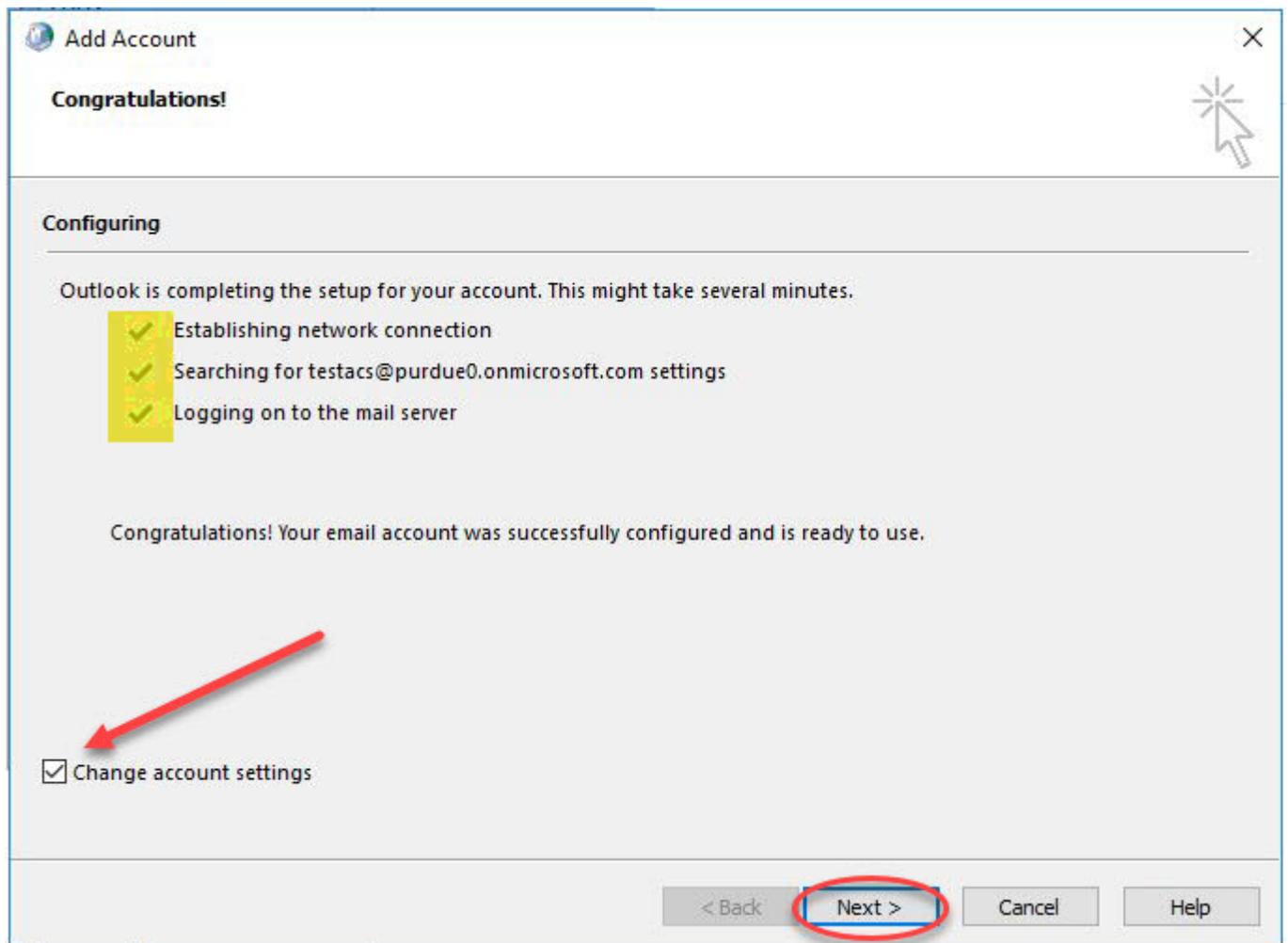
**Step 2:** The 'Your Name' field can be ignored, since Exchange Online will automatically use your Display Name as set in Office 365. In the 'E-mail Address' field, you will **enter** your Purdue username at purdue0.onmicrosoft.com (username@purdue0.onmicrosoft.com), and fill in the Password fields with your Purdue Career Account password. Once that information has been entered, you will **click** 'Next.'



**Step 3:** You will now see Outlook setting up the account for your mailbox. You should be prompted to **enter** your password at this point. **IMPORTANT:** *You MUST change the username field to 'username@purdue.edu'*. You can then enter your Career Account password, **check** the 'Remember my credentials' box (if you want to avoid having to enter your password each time you launch Outlook), and then **click** the 'OK' button.



**Step 4:** Once you have three green checkmarks, **select** the 'Change account settings' box and then **click** Next.



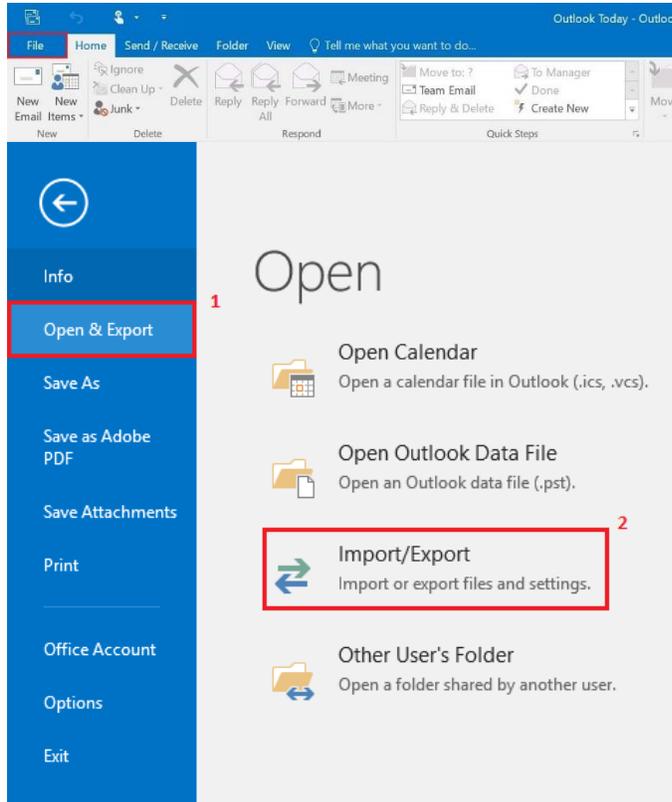
**Step 5: Check** the “Use Cached Exchange Mode” box, drag the slider to all, and then **click** Finish. You can now begin using Outlook to access your On-Premise Exchange mailbox.

The screenshot shows the 'Add Account' dialog box in Outlook. The title bar reads 'Add Account' with a close button (X) in the top right corner. Below the title bar, the section is titled 'Server Settings' with the instruction 'Enter the Microsoft Exchange Server settings for your account.' The 'User Name' field contains 'testacs@purdue.edu'. Under the 'Offline Settings' section, the checkbox for 'Use Cached Exchange Mode' is checked and circled in red. Below this checkbox is a slider for 'Mail to keep offline:' which is set to '1 year'. At the bottom left, there is a checkbox for 'Set up Outlook Mobile on my phone, too'. At the bottom right, there is a 'More Settings ...' button. The bottom of the dialog box contains four buttons: '< Back', 'Finish' (circled in red), 'Cancel', and 'Help'.

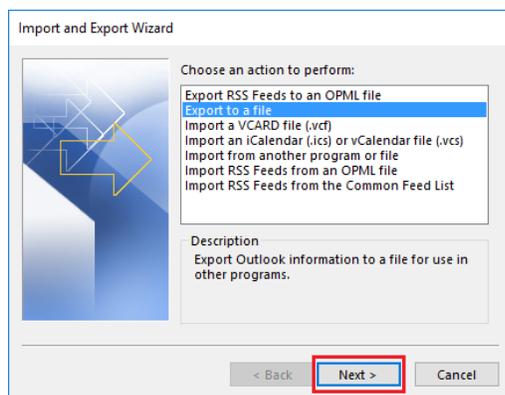
[Close Window](#)

# Part 2: Creating a Backup of all of Your Emails

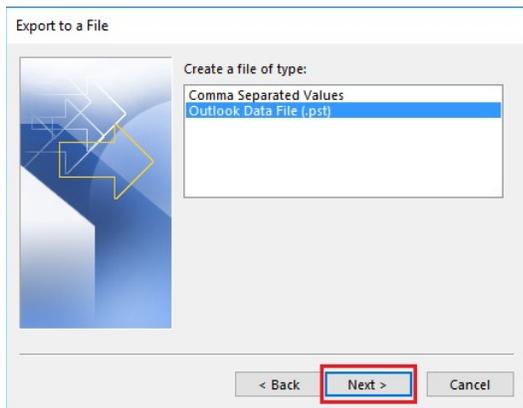
1. Under the 'File' tab, **select** 'Open & Export' then **click** 'Import/Export'.



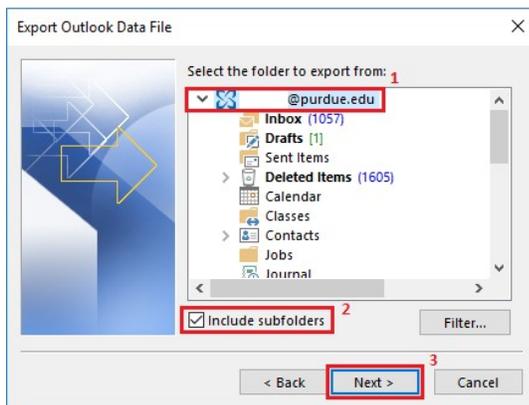
2. **Highlight** 'Export to a file', and **click** 'Next'.



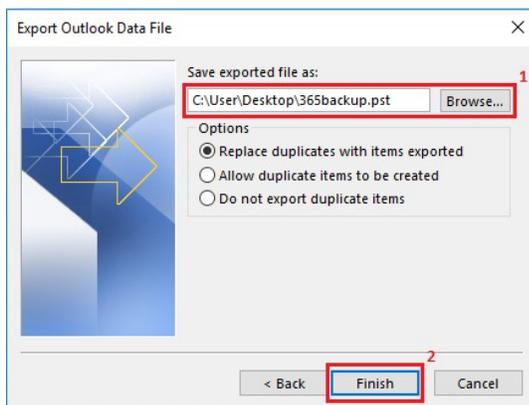
3. **Highlight** 'Outlook Data File (.pst), and **click** 'Next'



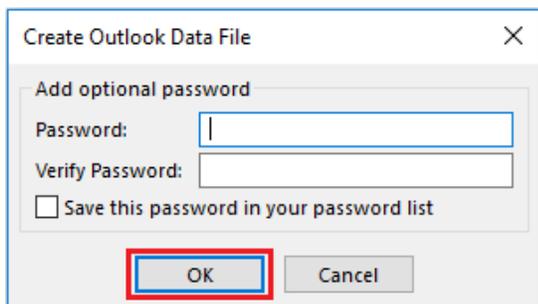
4. **Highlight** the top level of your @purdue.edu mailbox, **check** the 'Include subfolders' box, and **click** 'Next'.



5. **Browse...** to a location that you want to save the Office 365 mailto (be sure that you can find it later), and **click** 'Finish'



6. If an 'Add optional password' window appears, do not enter a password. Simply **click** 'OK'.



7. Once 'OK' has been selected, Outlook should start copying all of your emails within your Office365 account to a .pst Outlook archive. Be sure that this process has fully completed before continuing.

8. Go to <https://www.purdue.edu/apps/account/ChangeMailbox>, log in with your Purdue Career Account, and select 'Purdue Exchange Server'.

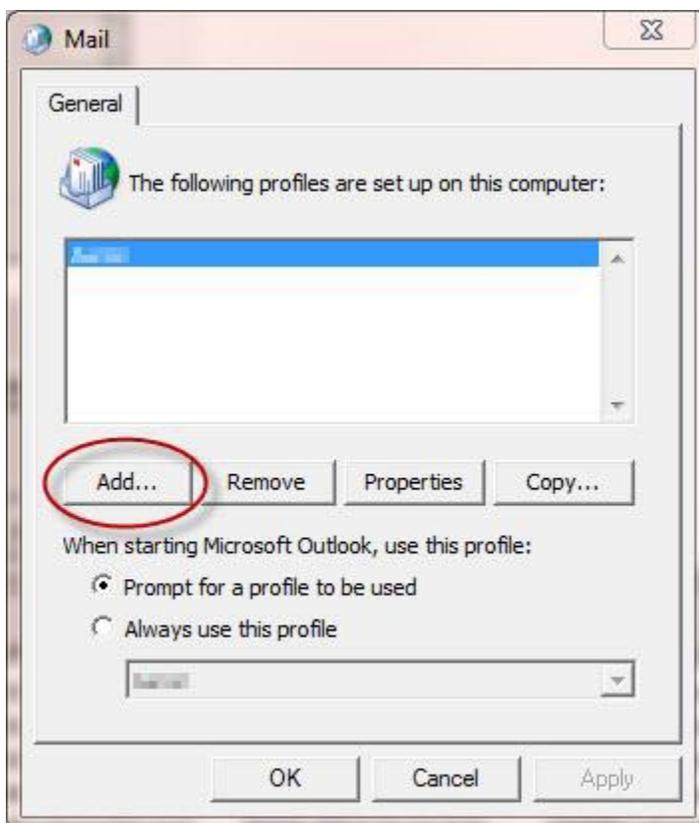
Once this change is made please wait 15-30 minutes before continuing to the next step.

## Part 4: Setting up Your New Exchange Account in Outlook

1. Go to 'Control Panel' > 'Mail' and **select** 'Show Profiles'.

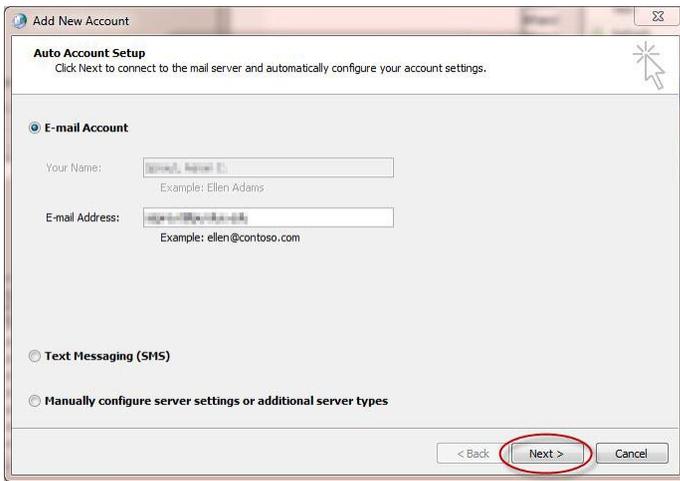


2. On the 'Mail' window (where it lists the existing Outlook profiles), **click** on the 'Add...' button.

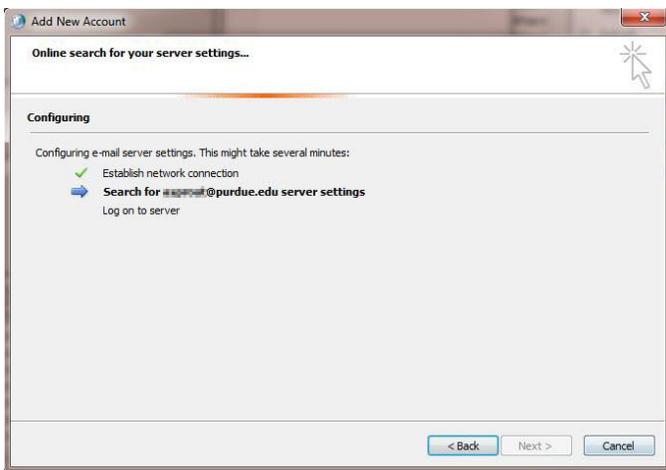


3. On the 'New Profile' window, **type** in a profile name (doesn't matter what you name it, but it's best to name it something so you know this profile is setup for your Exchange mailbox) and then **click** 'OK'.
4. On the 'Add New Account' window, you will see your name and email address automatically populated if you are logged into a OnePurdue machine. **Click** the 'Next' button once you have verified the information is correct.

**Note:** For Outlook 2016, if your machine is not currently on the OnePurdue domain, you will be prompted to enter your 'onepurdue\alias' username and password.



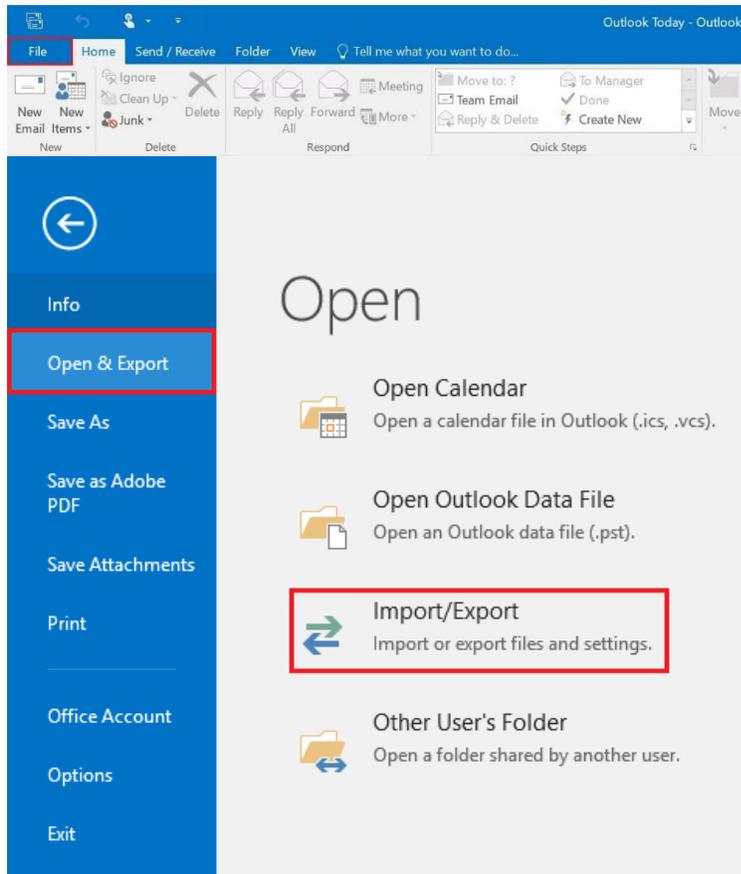
5. You will now see Outlook attempting to automatically configure your Exchange mailbox settings. If a security box opens, please **check** the box, and **click** 'Allow'.



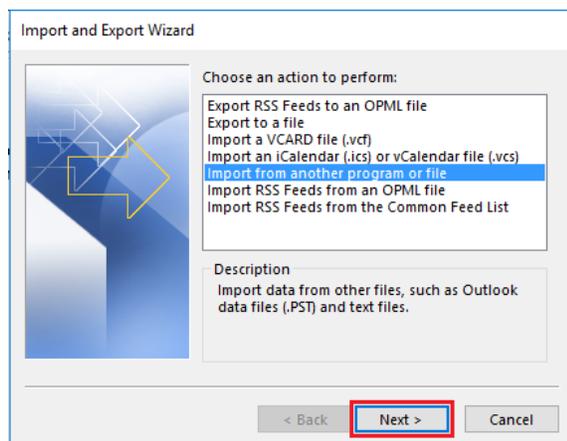
6. Once completed, **click** 'Finish'.

# Part 5: Importing Backed-Up Email to Exchange Account

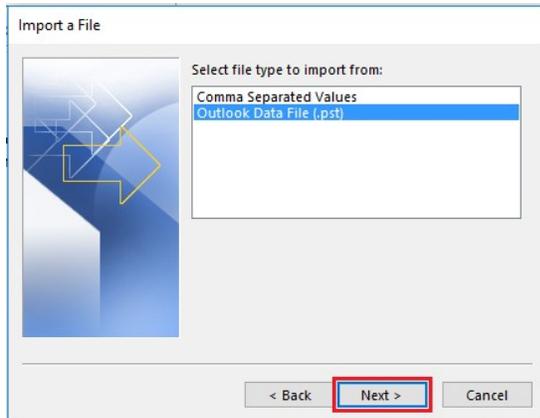
1. Under the 'File' tab, **select** 'Open & Export' then **click** 'Import/Export'.



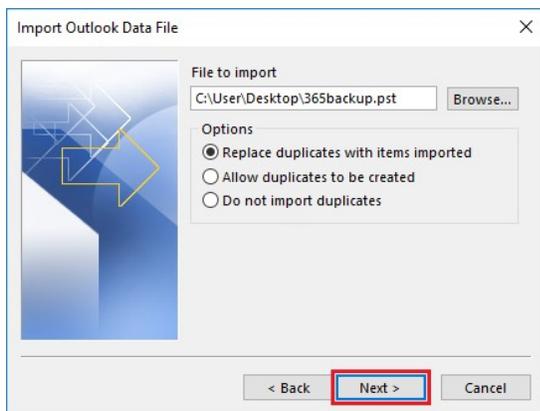
2. **Highlight** 'Import from another program or file', and **click** 'Next'.



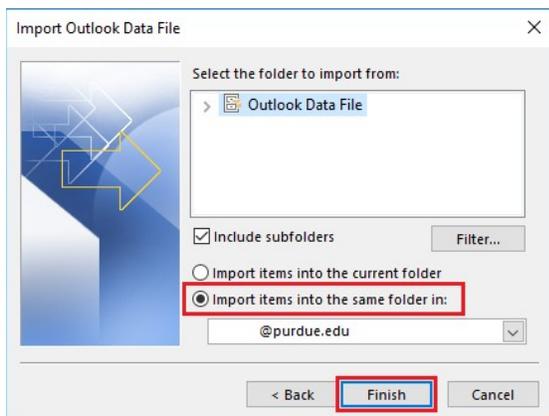
3. **Highlight** 'Outlook Data File (.pst)', and **click** 'Next'.



4. **Browse...** to the location that you saved the Office 365 mail backup to, and **click** 'Next'.



5. **Click** the 'Import items into the same folder in:', and **Click** 'Finish'.



7. Your emails should now all migrated to your Exchange account. **PLEASE NOTE:** It may take several hours for the email to import to exchange and during that time you should remain connected to internet with Outlook open until all folders are up to date.