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.

New Profile	×
Create New Profile	ОК
Profile Name:	Cancel
alias@purdue.edu	

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.'

Outlook can autor	natically configure many email accounts.	
Email <u>A</u> ccount		
Your Name:	testacs	
	Example: Ellen Adams	
Email Address:	testacs@purdue0.onmicrosoft.com	
	Example: ellen@contoso.com	
Password:	******	
Retype Password:	******	
	Type the password your Internet service provider has given you.	
) <u>M</u> anual setup or a	dditional server types	

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.

Mail Application	
Connecting to testacs@purdu	ue0.onmicrosoft.com
testacs@purdue.edu 👉	
•••••	
Remember my credential	s
Nemember my credential.	

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

Add Account Congratulations!		*
Configuring		45
Outlook is completing the setup for your a	account. This might take several minutes.	
Stablishing network connecti	ion	
Searching for testacs@purdue	0.onmicrosoft.com settings	
Logging on to the mail server		
Congratulations! Your email account	was successfully configured and is ready to use.	
-		
Change account settings		
	< Back Next > Cancel	Help

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.

More Settings .

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'.

Select the folder to export from: 1	
Contacts Contacts	^
<	>
Include subfolders	Filter
	3
< Back Next >	Cancel

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'.

Create Outlook Da	ta File	Х
Add optional pas	sword	
Password:		
Verify Password:		
Save this passv	vord in your password list	
	OK Cancel	

7. Once 'OK' has been selected, Outlook should start copying all of your emails within your Office 365 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'.

PURDUE Information Technology at Purdue UNIVERSITY. Identity and Access Management Welcome, Information Technology at Purdue
About IAMO How Do I Services Tools SecurePurdue
ITaP Main > IAMO Home > User Account Information > Change Mailbox
Please specify the email setting for ©purdue.edu:
Image Server (your current setting) (recommended) Email sent to @purdue.edu is stored on the Purdue Exchange server. This service is the primary choice for faculty, staff, and some graduate students. Exchange Account holders can access their email and calendar information using Microsoft Outlook or <u>Outlook Web Access (OWA)</u> . Please consult with your departmental Tech Coordinator or the Customer Service Center if you have questions about this service.
Purdue Office 365 Email @purdue.edu is sent to your @purdue.edu Office 365 email account. This service is the primary choice for most students. More details on your Office 365 account can be found on your <u>Office365Status</u> page. Please consult the <u>Office 365 Email web page</u> for additional information.
Forward @purdue.edu email
Email sent to craig26@purdue.edu is forwarded to an email address of your choice. Note that Purdue data handling guidelines must be followed for all forwarded email.
 Disable @purdue.edu email Email sent to @purdue.edu is rejected back to the sender. This choice should only be used once you have left Purdue, as your Purdue email address is used for official university business.
Save Changes
Please see http://www.itap.purdue.edu/email for additional information about the available email services. Faculty and staff should consult with their departmental IT staff or tech coordinator before making changes.

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'.

E-mail Acco	unts	
see •	Setup e-mail accounts and directories.	E-mail Accounts
Data Files -		
	Change settings for the files Outlook uses to tore e-mail messages and documents.	Data Files
Profiles —		-
	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles
		1

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

The f	ollowing profiles a	are set up on thi	s computer:
A.com			*
			Ŧ
Add	Remove	Properties	Сору
When startin	ng Microsoft Outle ot for a profile to l s use this profile	ook, use this pro be used	ofile:

- 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.

Add New Account Auto Account Set Click Next to cor	up nect to the mail server and automatically configure your account sett	ngs.	× ×
E-mail Account			
Your Name:	Street, April 1.		
E-mail Address:	Example: Cleri Adams		
	exempter eiter geen toso com		
Text Messaging	(5145)		
Manually config	ure server settings or additional server types		
	<	Back Next >	Cancel

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'.

Add New Ad	count	Page 1	— X
Online sear	ch for your server settings		长
Configuring			
Configuring	e-mail server settings. This might take several minutes:		
à	Search for a grant of		
100	Log on to server		
		< Back Next >	Cancel
		HEAT P	Curreer

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.