

Taylor County Schools Technology Department

Reconfigure Outlook Client for E-Mail Migration

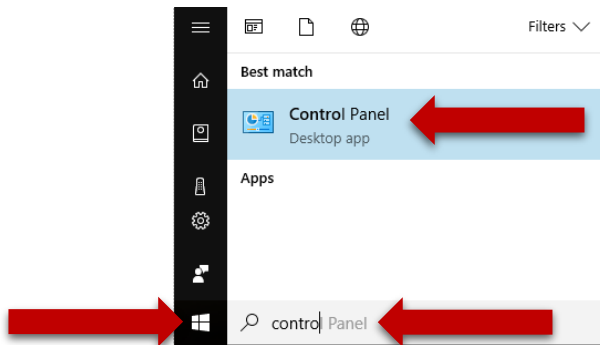


Summary

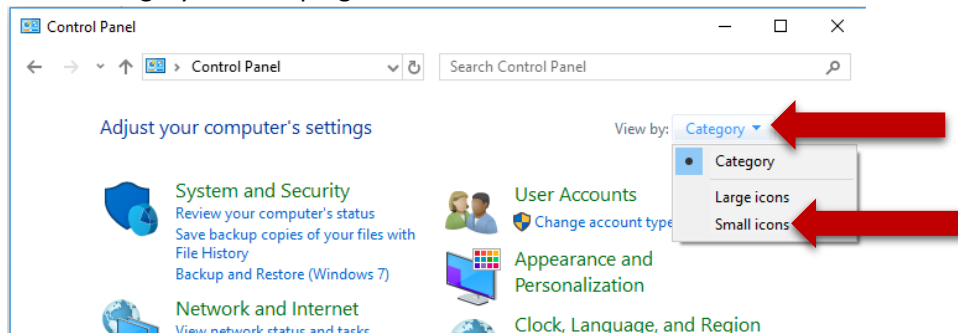
Due to the e-mail migration project all Outlook client users must reconfigure the Outlook profile for the new set of exchange servers. Below are the steps on how to do the client reconfiguration.

Remove old Outlook profile and setup new Outlook profile

- Navigate to Control Panel by clicking the search or start button, then search for Control Panel, and then click Control Panel.

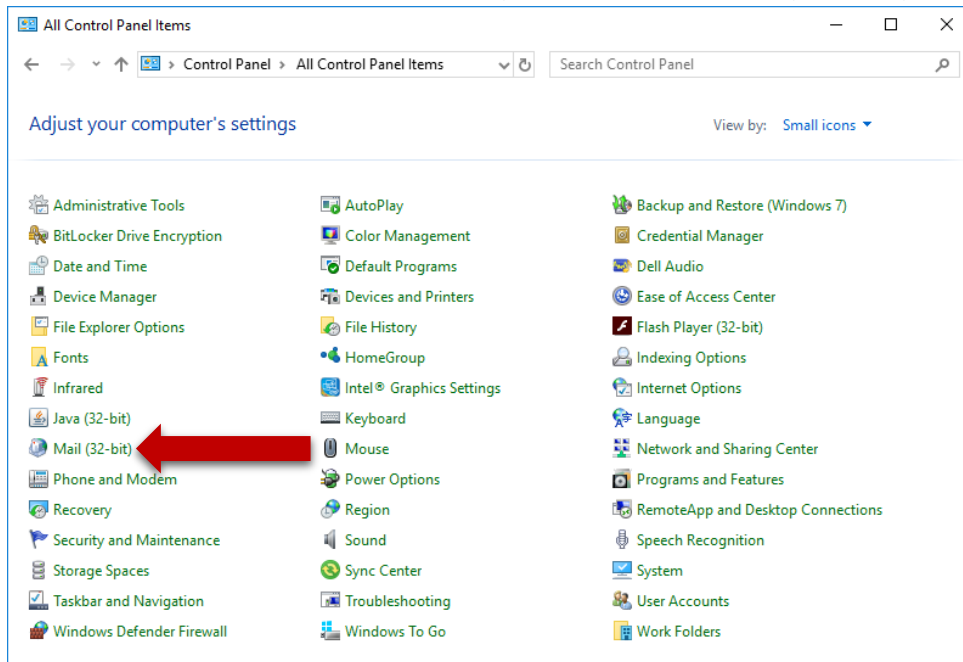


- Select Category in the top right and select Small Icons.

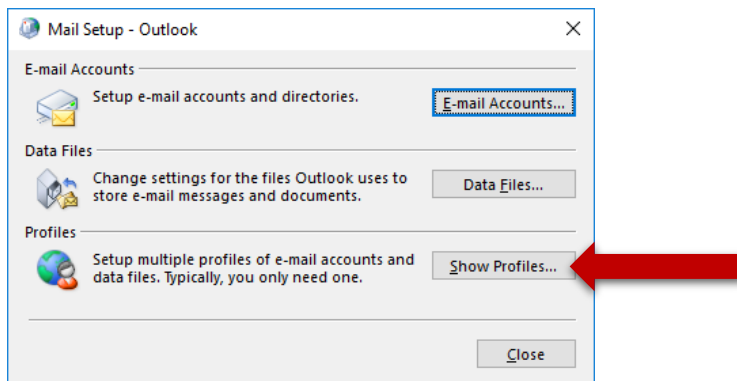


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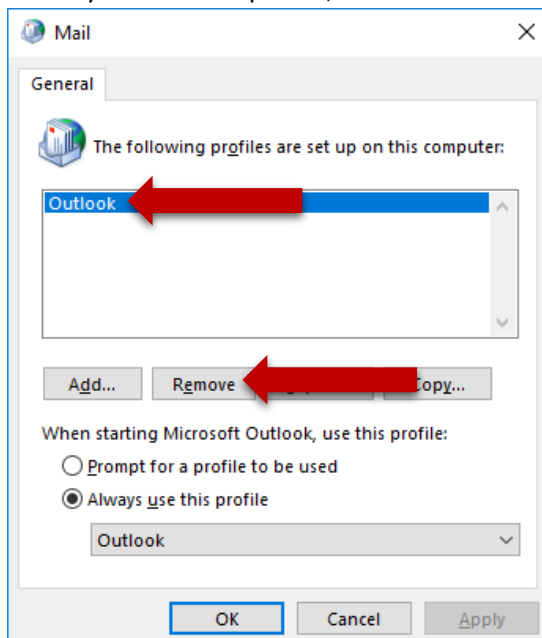
- Click Mail. Sometimes this shows as Mail (Microsoft Outlook 2016) or Mail (32-bit) or something similar.



- Click Show Profiles.



- Select your Outlook profile, then click remove



- Click Apply, then click OK and exit out of all open windows.

- Launch the Outlook application from your desktop or start menu. Navigate through the wizard by clicking Next. You should see your account auto-populate based off of the credentials you're logged in on the computer with. You may be prompted for a password during this process.
- To make sure your Outlook client is working properly, make sure that the status in the bottom right shows Connected to Microsoft Exchange and you're receiving new mail.

