

Outlook on local device

If using Outlook, you will be made aware that changes have taken place and you will need to restart the app for these to take effect. On restarting Outlook all the changes should be transparent if using your school laptop as this is a trusted device, if using a personal PC/laptop you may be required to go through the O365 logging on process of entering username, selecting work/school account, password, and allowing permissions.

Office 365 Portal

Once the migration is complete you will be able to access Outlook directly from your Office 365 account, with the Outlook app being available directly from the dashboard.

Mobile Devices

On both Apple and Android devices you will get password incorrect notifications, entering your password will not work you will need to delete and re-add your account into your mail app. The process of re-adding your account is a lot simpler than before and I've placed some basic steps below for your information:

Apple Devices

- To delete your account
 - Go into settings
 - Select Passwords and Accounts
 - Select your work email located in the Accounts section
 - Select Delete account
- To add a new account
 - Go into settings
 - Select Passwords and Accounts
 - Select Add account
 - Select Microsoft Exchange
 - Enter Email address and a description is entered automatically feel free to change
 - Select the Sign In option this will take you through the O365 sign in process
 - Select Work/School account and enter your password
 - Except preferences and Save
 - Your account has now been added

Android Devices

I've placed basic instructions below, these will be dependent on the your chosen mail app.

- To delete your account
 - Go into settings
 - Select Accounts and backup
 - Select Accounts
 - Locate and select your work email account from the list
 - Select Remove your account
- To Add an account
 - Go into to your mail app of choice
 - Add a new account from
 - Ensure you Select Exchange and/or O365 account
 - Enter your Email address
 - Select Sign In this takes you to O365 sign in process
 - Select Work/School account and enter your password
 - Except preferences and Save
 - Your account has now been added

