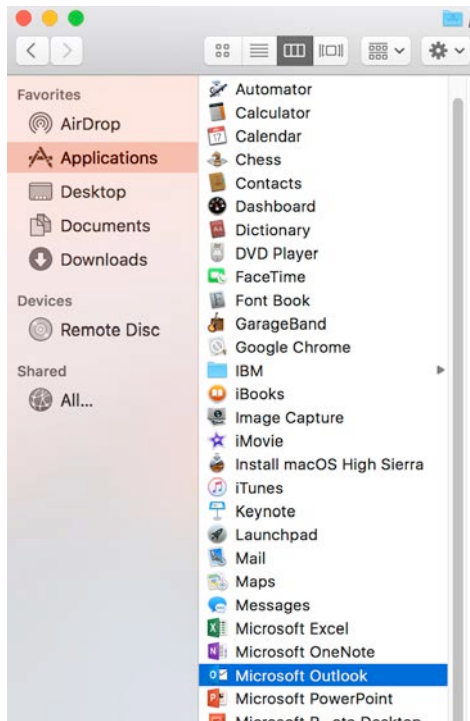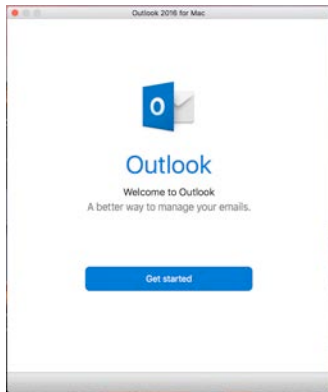Exchange to Office 365 migration MacOSX instructions
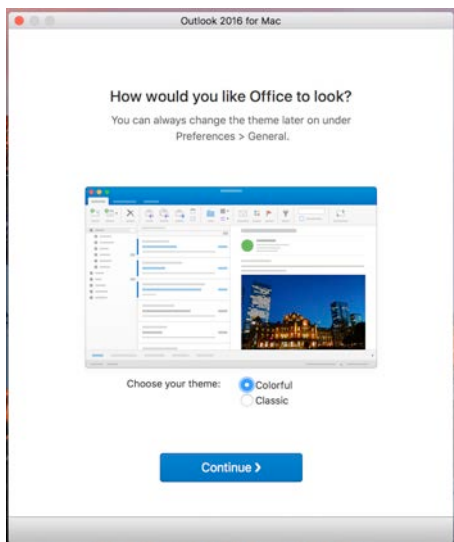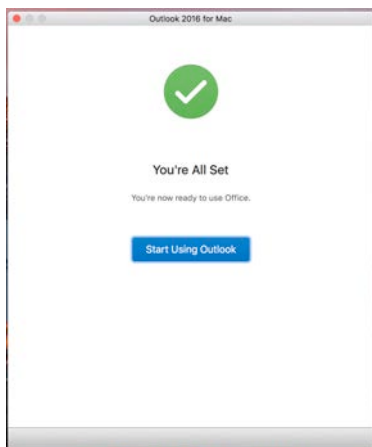
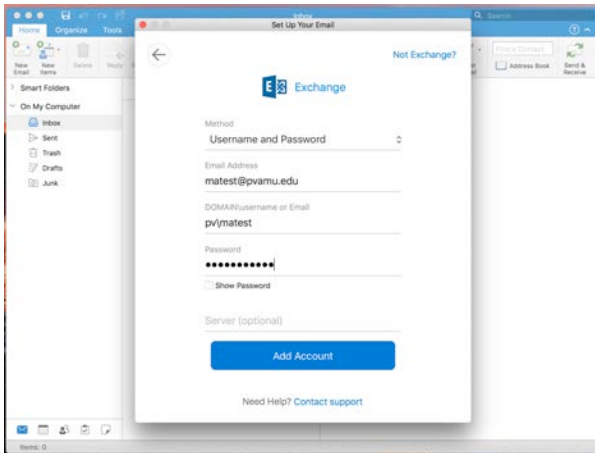01. From finder open Outlook

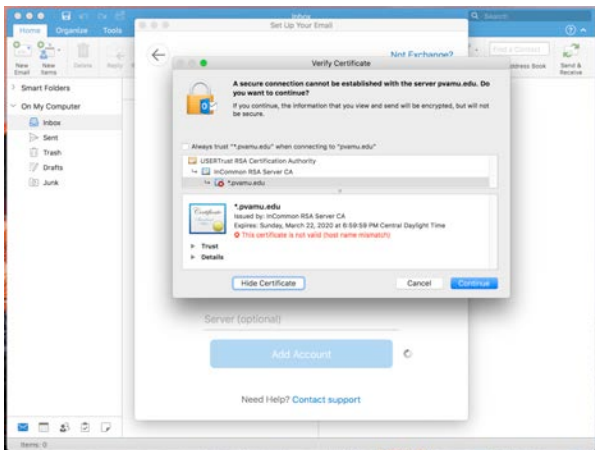02. Click get started

03. Click continue
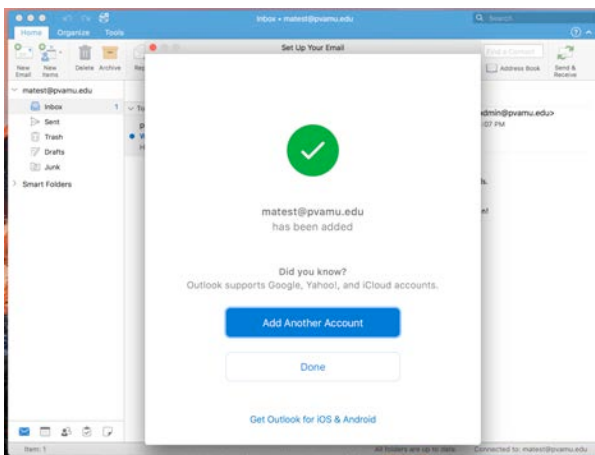

04. Click start using Outlook

05. Enter email address, pv\network username & password
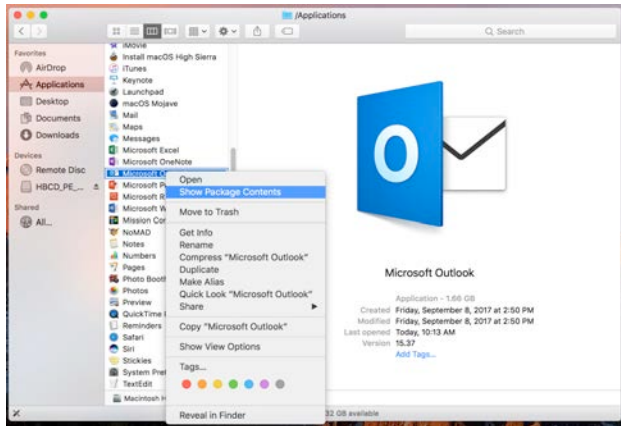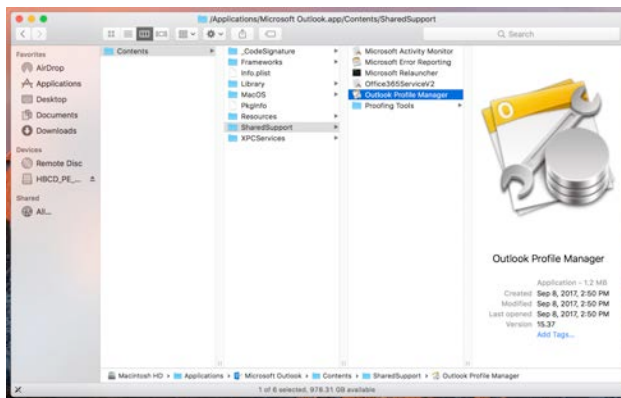

06. Click continue

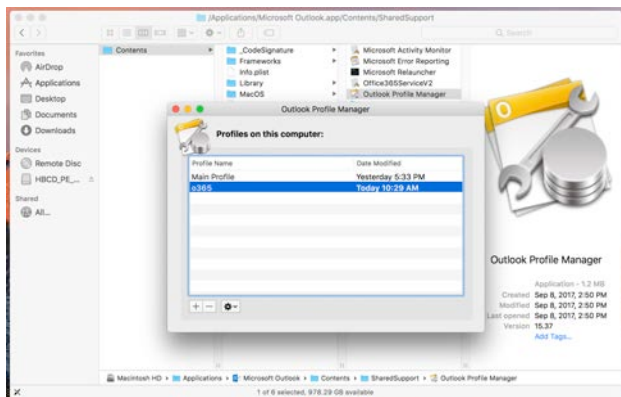07. Click done

08. Close Outlook and open Finder
09. Locate Microsoft Outlook, right click and choose Show package contents
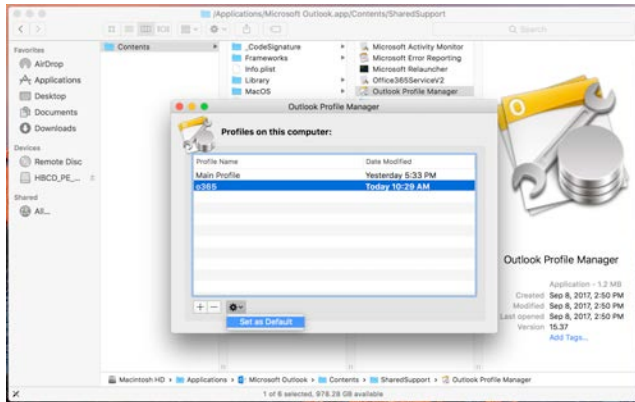

10. Click on Contents > SharedSupport then double click "Outlook Profile Manager"

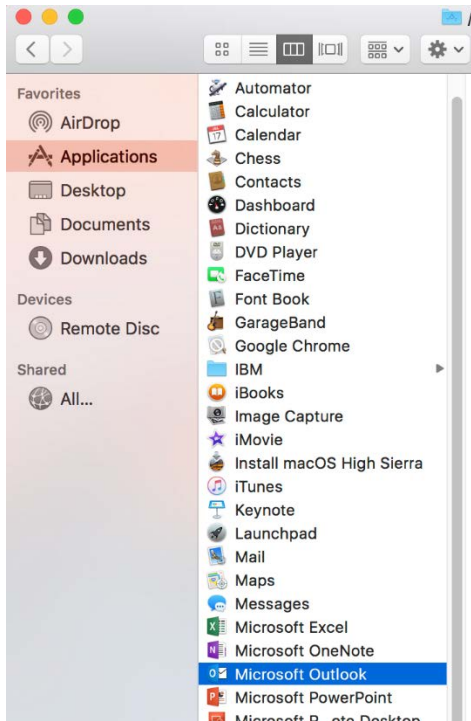11. Click + sign and add new profile name
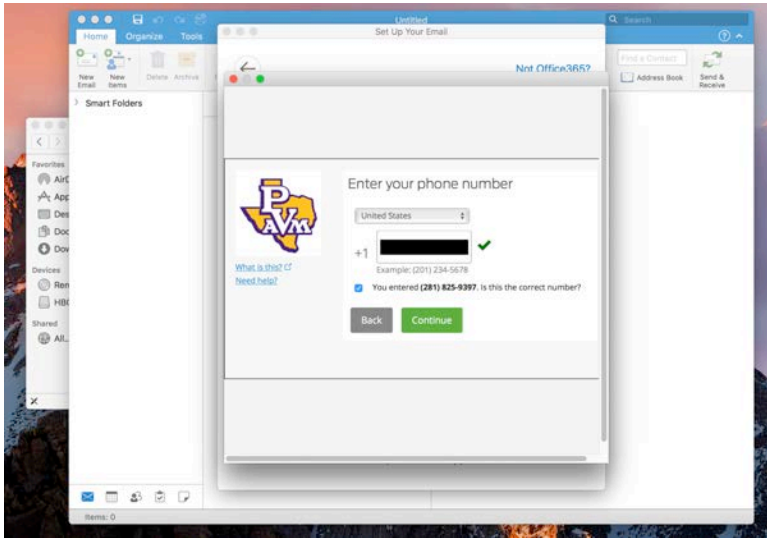
12. Click Gear icon and choose set as default

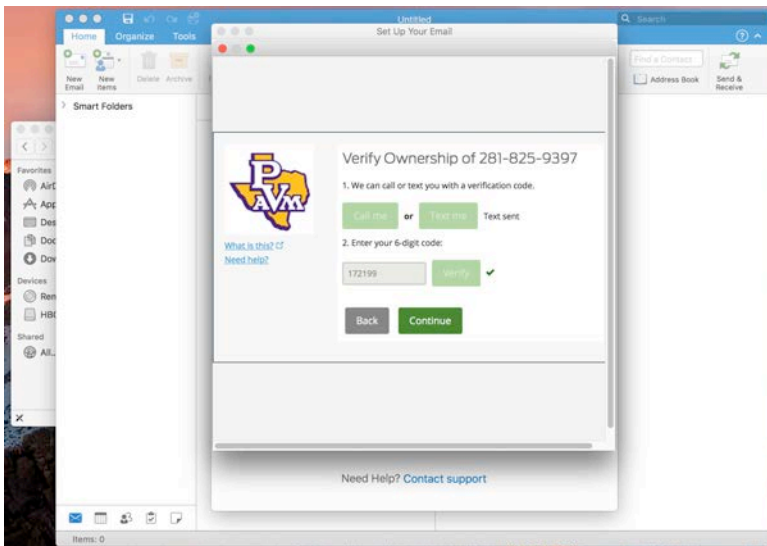13. Click red "X" top left corner of box to close
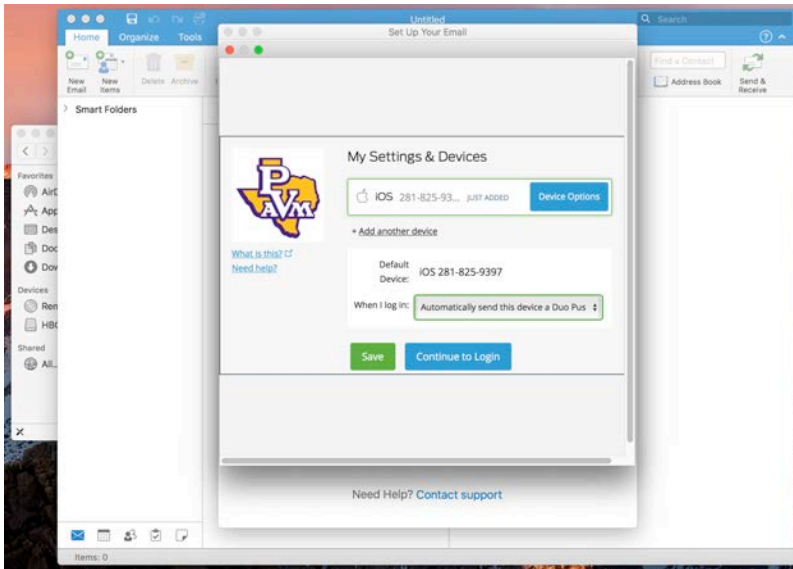14. From finder locate Outlook and double click to open

15. When Outlook starts for 1st time after Office 365 happens you will be prompted to use DUO.
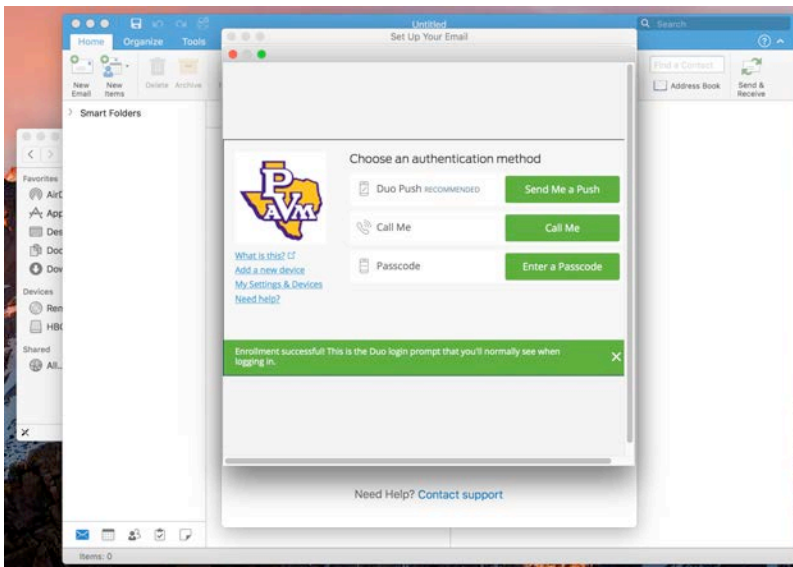16. Enter CELL PHONE # ONLY and click continue

17. Choose Text me and you will receive a text message with your code. Enter the code, click Verify, and continue
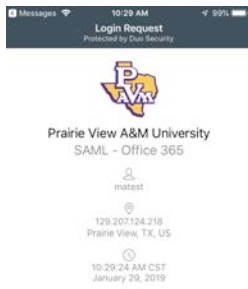
18. Choose to automatically send this device a Duo Push for When I Log In. Click continue to login
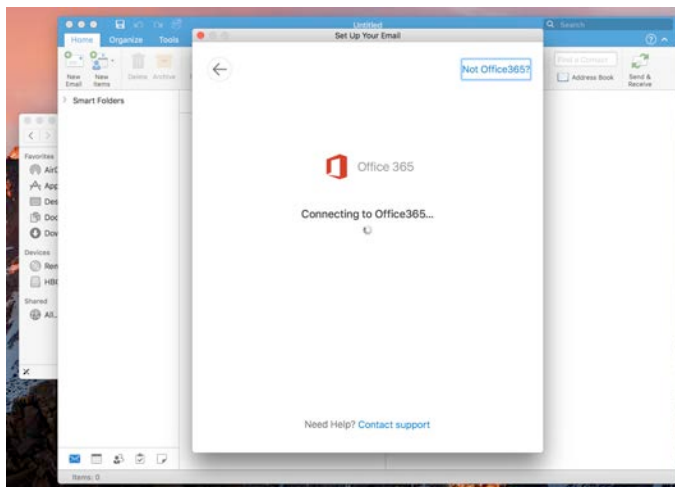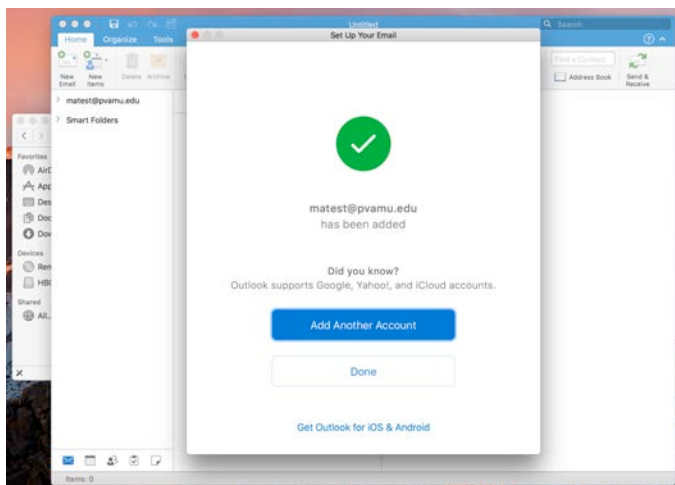

19. Choose Send Me a Push

20. Accept Push on cell phone

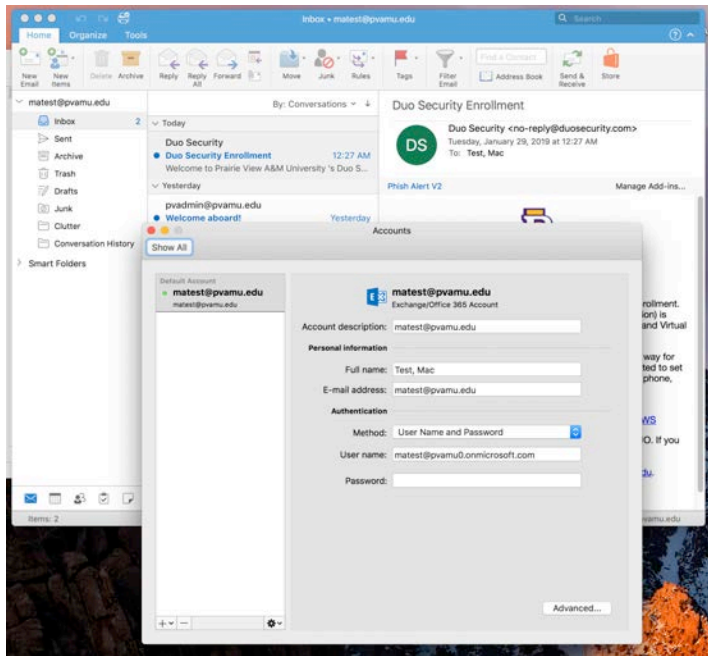21. Go back to Mac computer to complete initial process

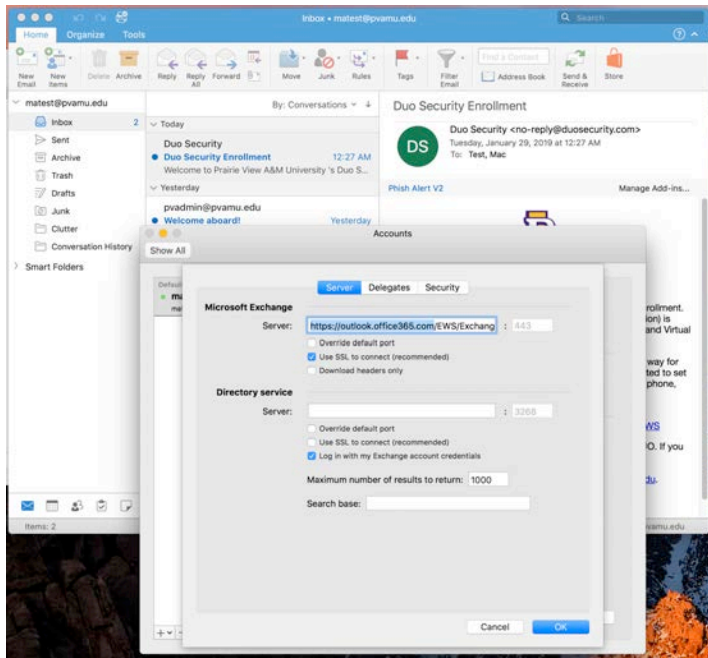22. Click done to start using Outlook on Office 365

To verify Outlook has migrated to Office 365 follow instructions below

01. Click Tools at top of Outlook window, choose Accounts and click Advanced

02. Verify that the Exchange server has the right address

03. Click OK and close Accounts window.
04. Office Outlook for Mac OSX has been successfully migrated