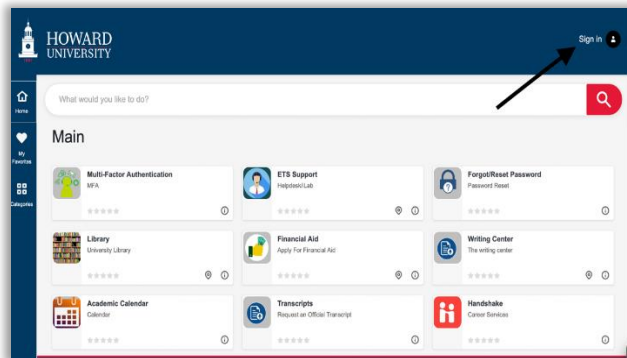


Microsoft 365 Instructional Guide

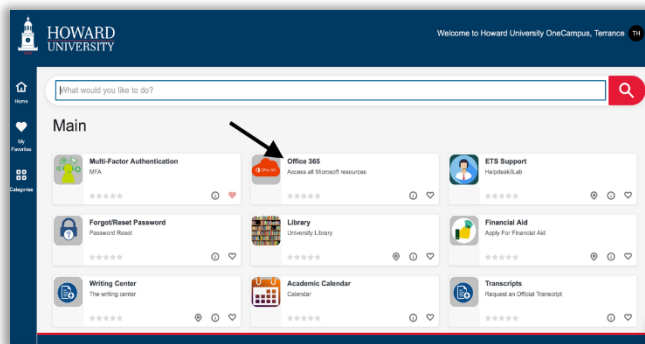
This provides step-by-step instructions to ensure that your Microsoft 365 migration has been completed successfully.

LOG IN TO OUTLOOK USING ACCESS HU

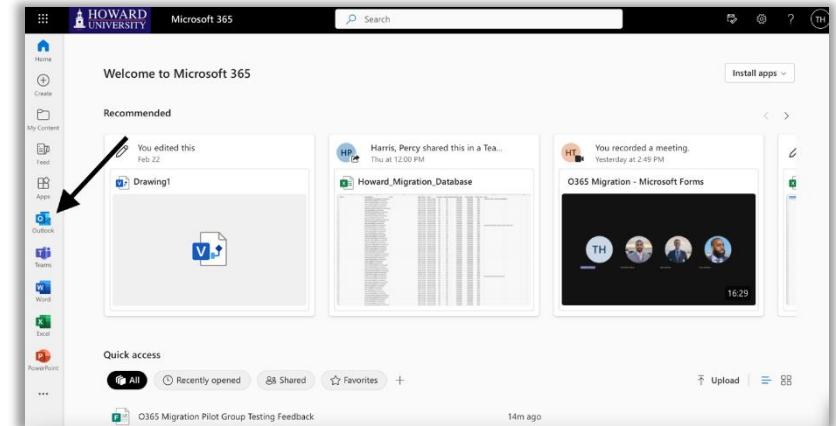
1. Go to accesshu.howard.edu and sign in.



2. Select the **Office 365** tile.

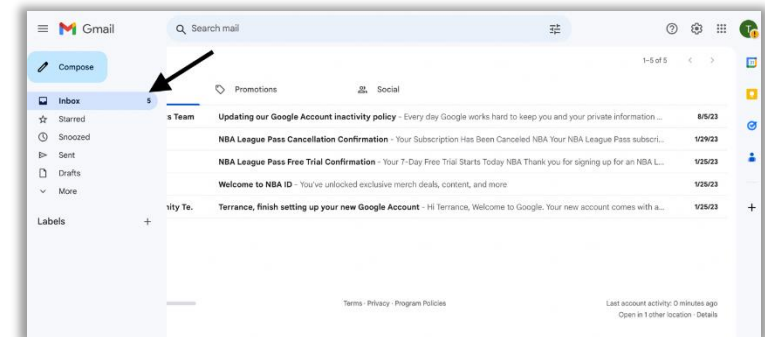


3. Select **Outlook** on the navigational panel.

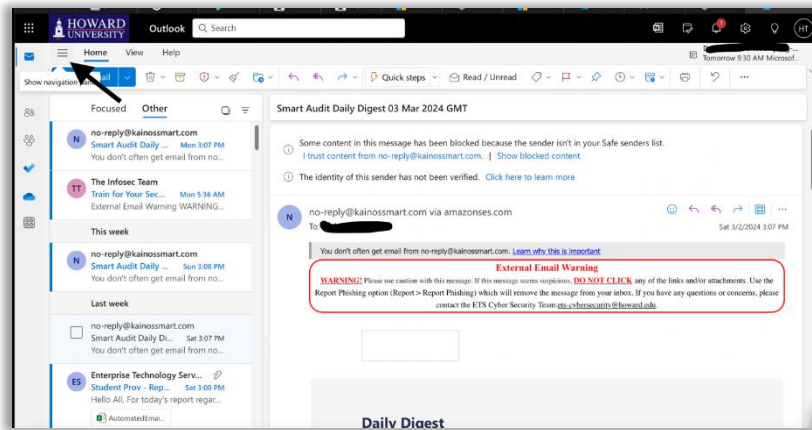


ENSURE PREVIOUS GMAILS ARE VISIBLE IN OUTLOOK

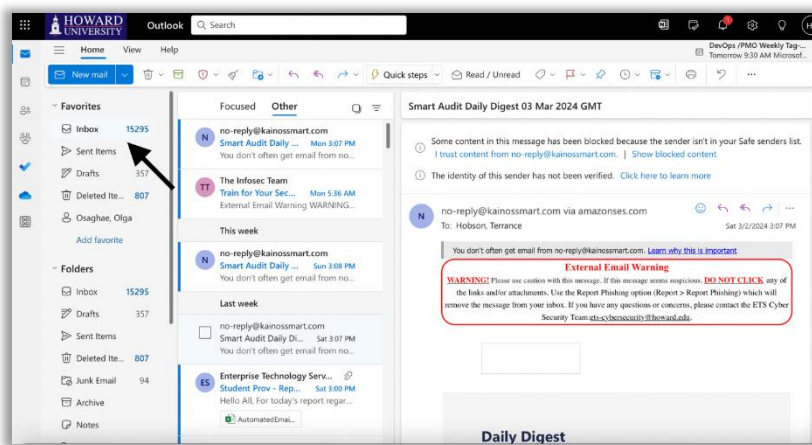
1. Check your total email count in Gmail. *You will only have access to your Gmail for the first three days so please make this one of the first things you test.* Scroll over the inbox button on the left navigational panel, and it should have the total email count.



2. Check your total email count in Outlook. On the Outlook home page, select the three lines in the top left-hand corner.



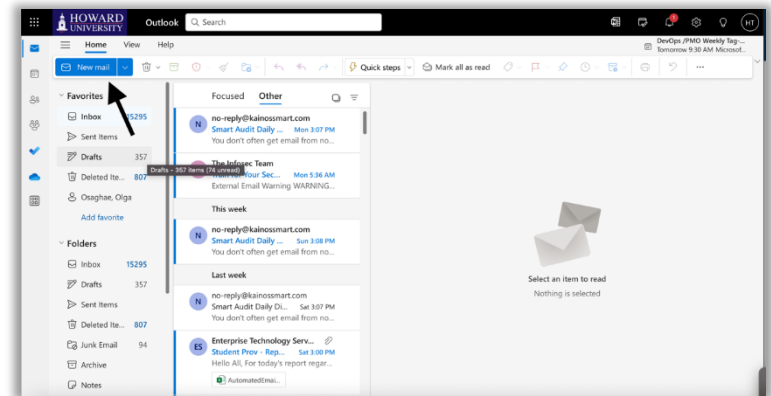
3. The number should show next to **Inbox** on the left side. Compare both numbers from Gmail and Outlook. If all of your emails have migrated over, then numbers should be very close to the same.



SENDING EMAILS

Please attempt to send an email to gmailto:O365@howard.edu. Are you able to see this email in your "sent" folder?

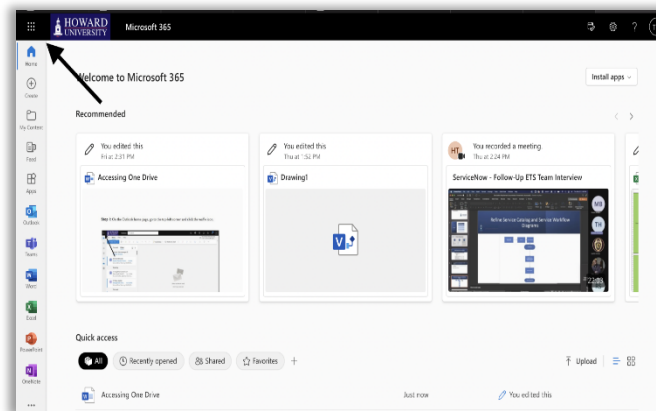
1. Select **New mail** on the top left side. The new email box should open. Proceed to send an email to the email address above.



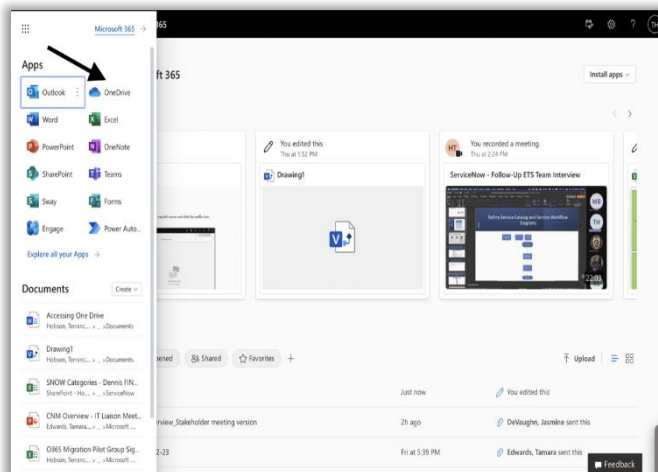
ONEDRIVE

Please navigate to your OneDrive. Are you able to see all of your previous G-Drive documents stored in your OneDrive?

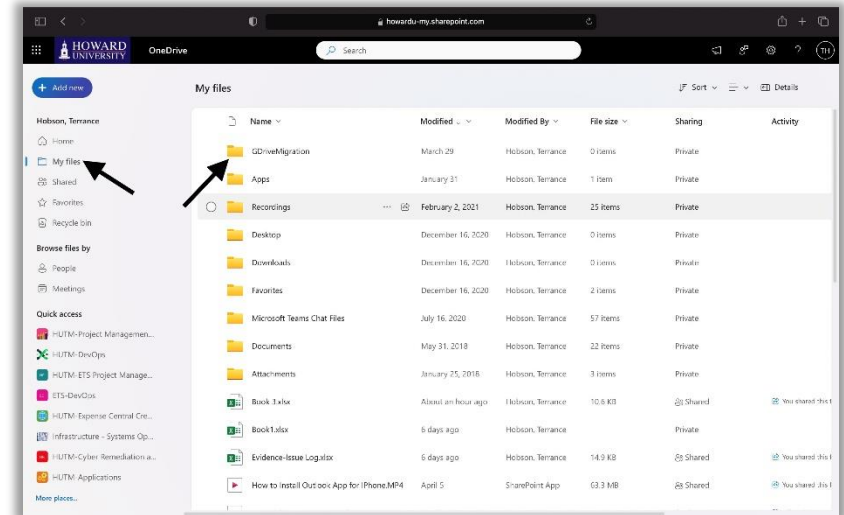
1. On the Microsoft 365 home page, navigate to the top-left corner and select the **waffle icon**.



2. Scroll and select **OneDrive**.



3. Scroll and select **My files**. Under **My files**, there is a folder titled "GDriveMigration" that will contain all of your previous Google Drive documents.



OPENING DOCUMENTS IN ONEDRIVE

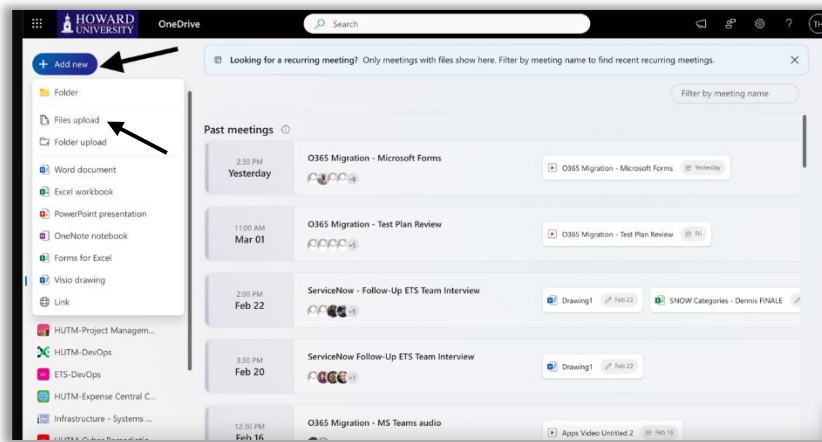
Please try to open a document that is saved in your OneDrive. Were you able to open it?

1. In your **GDriveMigration** folder within OneDrive, please select any document and try to open it.

SAVING DOCUMENTS IN ONEDRIVE

Please try to save a new document to your OneDrive. Were you able to save it?

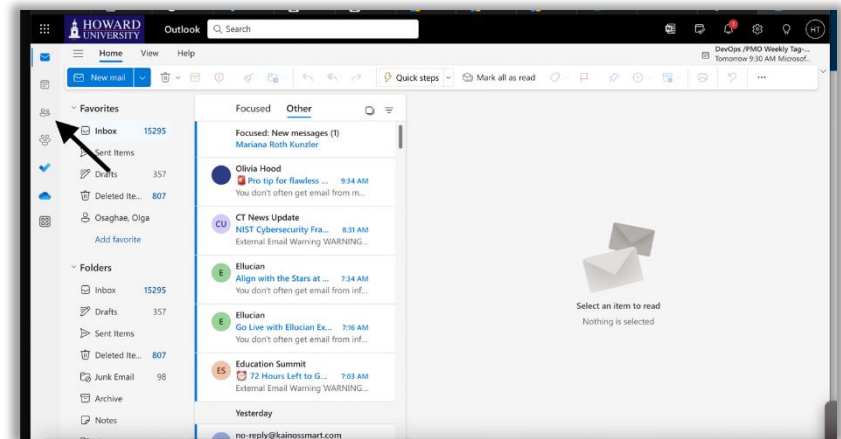
1. On the OneDrive home page, select **Add new** on the top-left corner. Next, select **files upload** and upload any file you would like.



ACCESS CONTACTS IN OUTLOOK

Are all of your previous Gmail contacts visible in Outlook?

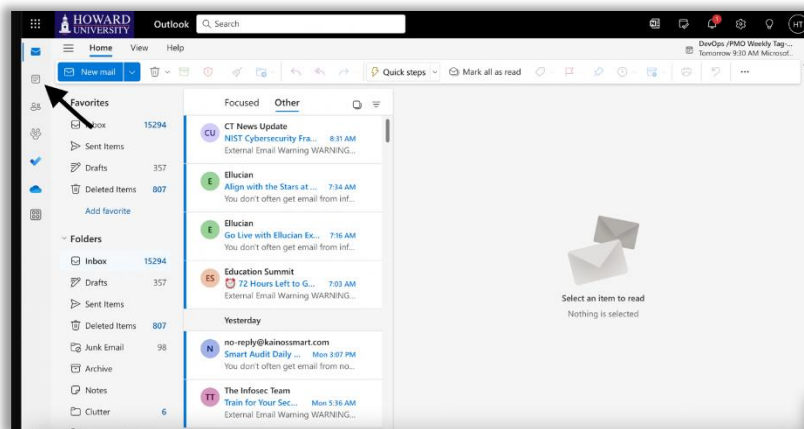
1. On the Outlook Home page, select **People** on the left navigational panel.
2. Select **Contacts** on the left side.



ACCESS CALENDAR TO VIEW APPOINTMENTS AND MEETINGS

Are all of your previous Gmail appointments and meetings visible in your Outlook calendar?

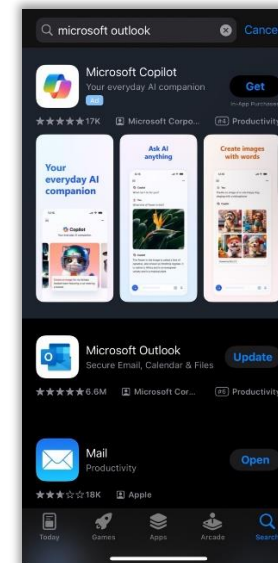
1. Select **Calendar** on the left navigational panel.



DOWNLOAD THE OUTLOOK MOBILE APP

Please download the Outlook mobile app from your mobile device. Are you able to sign in?

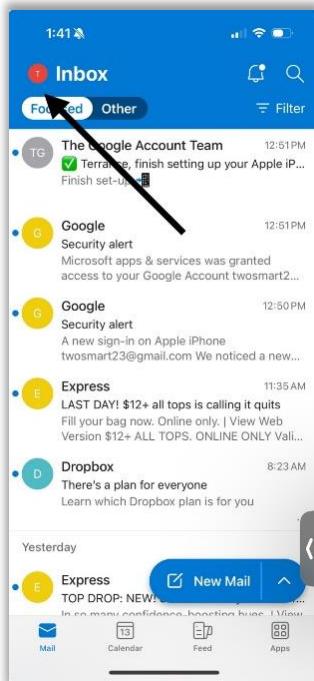
1. Download Microsoft Outlook from your cell phone app store. For iPhone users, it will look like the screenshot below. The app icon will be the same for Android users as well.



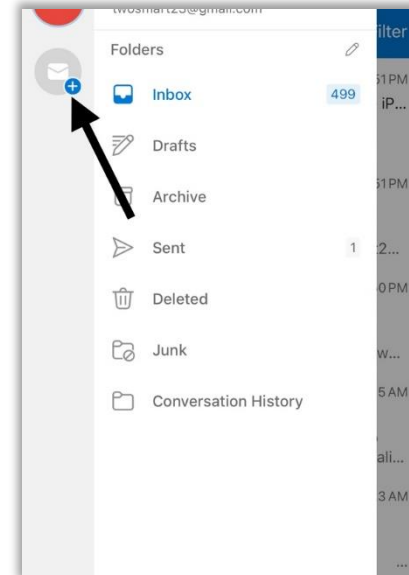
PREVIOUSLY LOGGED IN TO OUTLOOK APP USING GMAIL ACCOUNT

If you were previously logged in to the Outlook app using your Gmail account, you will have to add an additional account inside the Outlook app to access your Outlook emails.

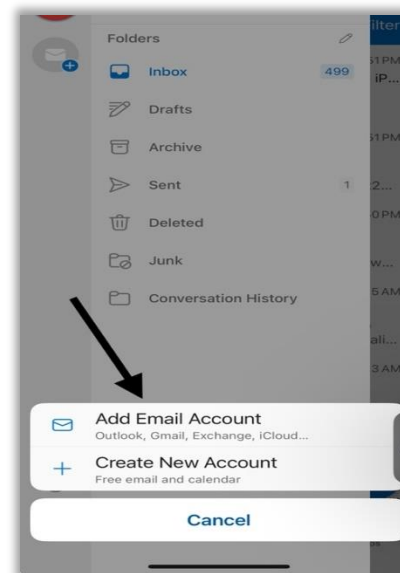
1. Click **your initial** in the top left corner.



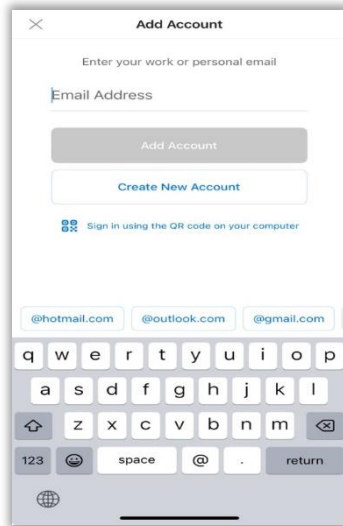
2. Select the **Mailbox** icon on the left.



3. Select **Add Email Account**.



4. Type in your **Bison email address** and follow the prompts.



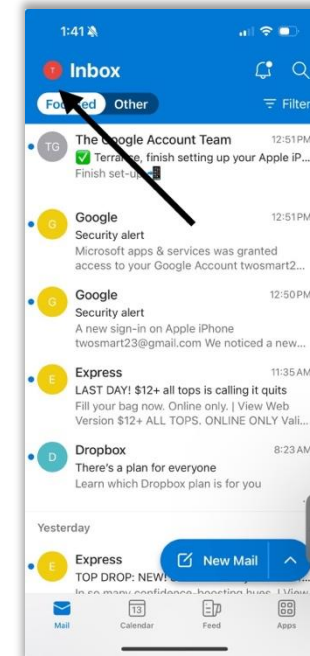
5. After you follow the prompts, your Outlook email should be added to the mobile app. You may see double of your old emails due to your Gmail account still being linked to the app. Therefore, we recommend deleting your Gmail account.

REMOVING YOUR PREVIOUS GMAIL ACCOUNT (OPTIONAL/NOT REQUIRED)

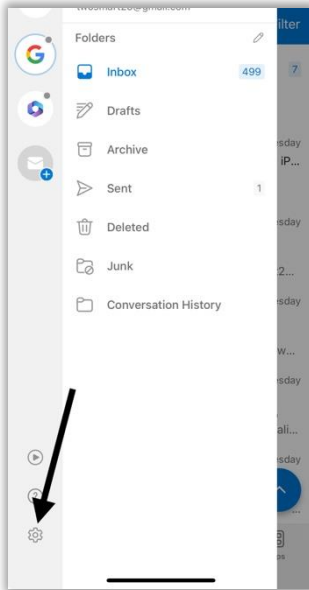
If you choose to delete your previous Gmail account, you can follow the below steps to delete the Gmail account. Please note that if you do choose to delete this account, it cannot be restored. **We recommend validating your data before you choose to remove your account.**

From your Outlook account:

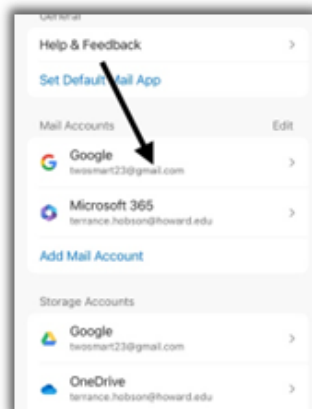
1. Select your initials in the top-left corner.



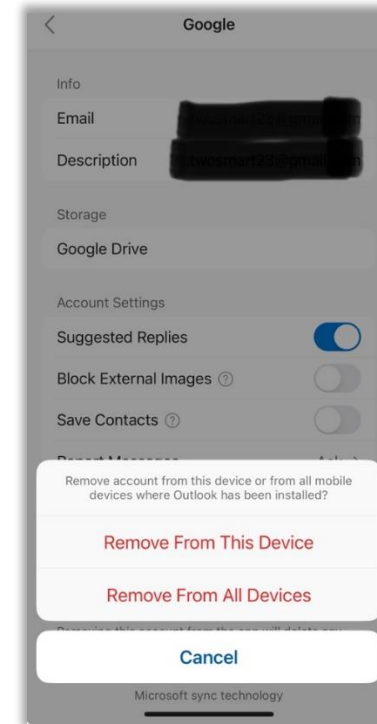
2. Select the **Settings** icon.



3. Under **“Mail Accounts”**, select the Gmail account.



4. Select Remove Account. You will then have the option of removing this from your current device or all other mobile devices you have this app installed on. Please choose whichever choice you like.



5. Your previous Gmail account is now removed.