Current primary users of Outlook, especially those that have never installed or used the Lotus Notes client and used Outlook instead will need to perform a self-migration.

To warm you up to the idea and get a clear idea of what is going on, this video from Microsoft UK is well done and enjoyable.

Office 365 How to series: How to Configure Outlook

https://www.youtube.com/watch?v=Lg0p1xSdesQ

Office 365 How to series: Import & Export PST Files

https://www.youtube.com/watch?v=HLykqd4jdMU

When you are done with that, refer to this document for both handiness and NCAT specific info.

Outlook 2013 is the recommended version to use with Office 365. Support does extend back to Outlook 2010 SP 2. These directions are written using Outlook 2013.

The Challenge - using Outlook in an IBM Notes Domino Environment

Faculty, staff, and administrators that currently use Outlook for Lotus Notes / Domino use an IMAP or rarely a POP3 connection to the Domino Servers.

One side of effect of this is that the email/contact/calendar data for the user of Outlook that had not used Lotus Notes is locally stored on the user's PC, and thus excluded from a server side push migration entirely. This may also apply to those who use both Lotus Notes Client and Outlook.

Those in a hybrid usage scenario may see some of your mail migrate via server side stored mail. However, the fidelity of that depends on Outlook set up regarding mail removal from the server after it was copied to the PC.

Heavy users of Outlook will have several PST files they manage.

This all means that those Outlook users will both have to perform a self-migration and an account settings reset in Outlook.

Other IMAP clients? No support or extremely limited. We have not trained or gained experience on other clients generally.
**Credentials**

Your username will remain the same, the password may be different. Active Directory is the basis of Office 365 access, thus depends on the password used to login to your PC, the most common way any user encounters Active Directory.

Employee wireless is another use of Active Directory. If you know that password you are good.

Those persons that log into non-NCAT Employee Active Director domains may also have passwords that do not work.

Lotus Notes/Domino server passwords are not synched with Active Directory, so that may not work.

Most folks keep the passwords the same.

First 4 Last 4 is the basis of the original University supplied password - worth a try before reaching out to tech support.

**Review current Outlook Setup for IBM Notes Domino at NCAT**

An Outlook Account Settings IMAP connection to our Domino servers looks like this:
Note - the incoming mail server may be different. The most common values are domino7.ncat.edu and imap.ncat.edu.

Now that you are familiar with what your account looks like with Domino, we will now set up Outlook for Office 365.

**Setting up Outlook for Office 365**

Log in to your Outlook mail. Go to File in the upper left corner.

Click on Add Account

![Outlook Add Account](Image)
Remember - use your Active Directory password and this time make sure the "Manual setup or additional server types" button is clear. Press Next.

A process called "Autodiscover" runs in the background and displays this screen. This can take a few minutes.
Once it does connect it will ask for your password again:
You can review your settings at this point by clicking "Change Account Settings" and hit Next. Finish will turn to Next when you click the box. Click Finish.
Hit OK to let Outlook restart.

After Outlook is restarted, you may see messages pop up about it being a work in progress. Recommend a visit to the local Keurig machine or a nice cup of tea.

After your refreshing break, the next step is to take a look around and illustrate how to get mail from your Local PST files up into Office 365. Of course, you really don't have to - there is no requirement for you to do so. It is available as needed.

A great benefit of getting it up into Office 365 is it will be available via Outlook Web Access (OWA) at http://office365.ncat.edu

You have a 50 GB quota in Office 365 and can get some real savings by detaching your attachment to OneDrive storage.

**Milestone: Office 365 setup, IMAP account still active.**

My setup is fairly simple - others may be more complex as they may be attached to a variety of personal folders.

One thing you may notice is what appears to be duplicate entries - the have the same display name - using the same username attached to two different systems. We really need to detach the old one as it will not allow you to receive new mail and we will turn off our Domino servers soon. However, you need to consider backing up your locally stored files first - your PST files - or maybe grab just a few mails before you let your old account go.
The top account is my recently created one for Office 365. The lower one is the old Domino IMAP account.

**Exporting Single Messages**

Expand both folder lists, and scroll down to a folder in the old account. Select any message in it, drag and drop it into any Office 365 folder.

**Exporting in Bulk to Office365**

*Note that depending on time of day and quantity/content of mail as well as other users, bulk actions described below can take some time. Pace yourself and be patient. No rush.*

IMAP access to your old Domino Account will be maintained so as to provide you the time to store your PST files (offline data).

Please do not feel rushed to get this done - you will have as long as you need, excepting that Domino NCAT mail Servers will go offline in late summer 2015.

All Migration is non-destructive, it is a copy action, including the push migrations done for our Lotus Notes users.
At accounts view right click select your offline data folder(s)

Open file Location:

Windows Explorer will open - find any PST or OST files there and right click, copy to another location.
You might want to search your hard drive for other PST files, especially if you have been using it for years. Just go to Windows Search and look for *.pst.

Now paste the pst file to location you can remember such as your desktop or documents folder.

In Outlook 2013, click the File button:

Now select the Open & Export option on the left bar, then select Import/Export:

- **Open Calendar**
  - Open a calendar file in Outlook (.ics, .vcs).

- **Open Outlook Data File**
  - Open an Outlook data file (.pst).

- **Import/Export**
  - Import or export files and settings.

- **Other User’s Folder**
  - Open a folder shared by another user.
You will then get the Import and Export Wizard as seen below. You will want to select the Import from another program or file option and click next:

The next step, you should select the Outlook Data File option, click next:

Now you will want get the screen to browse for the pst file you saved earlier. Click the browse button and go to the location of the file. Tell the wizard how to handle any duplicates:
Next, you will see the folder structure of the email in the pst file. Leave the include subfolders option checked and make sure Import items in the same folder option is selected:

Click Finish and your mail will be imported into your Office 365 account.
Detaching your IMAP Account

After you have done that, let's detach that old account (don't worry, in the next few months if you want to reestablish a connection to that account we can help you.)

Right click the old account and select account properties:
Select the account that is IMAP/SMTP account - you want to use the Microsoft Exchange account.

Select the one to delete (this only deletes the account information and the view from Outlook, there is no effect on the server data). However, local cached data on your PC will get destroyed unless you convert it to a PST.

If you are not sure what to do here, press no.
Refer to the Section on Migrating PST and OST files as needed.

Once you have decided to commit to the Yes action, close the next dialogue box and you will see you are now connected just to that Exchange account.

Questions?

Visit our website – http://its.ncat.edu/email

Aggie Tech Support 334-7195

Or contact your local Support person.