

STEPS AFTER THE MIGRATION

1. Log in to <https://outlook.office.com> with your e-mail address and the temporary password that you've received.
2. The system will ask you to set the permanent password of your choice. It has to have:
 - at least 8 characters, of which at least
 - 1 uppercase letter
 - 1 lowercase letter
 - 1 number or symbol
3. Now you're in webmail of your new mailbox. You can start using it right from here if you want.

SETTING UP THE OUTLOOK CLIENT

If you're using Outlook on your workstation, you can now set the new mailbox in it. The idea is to set it in the current profile that you're still using, in order to inherit the autocomplete of the addresses of your correspondents from the previous mailbox. However, there is no guarantee that the autocomplete will be transferred, so it is advisable to save important addresses as contacts – open new email, start typing the name of the person in "To:" field, and when it appears, select it and choose "Add to Contacts".

The procedure to add the new mailbox to the existing profile is the following:

Windows	MacOS
<ol style="list-style-type: none">1. Close Outlook.2. Open Control Panel and choose Mail (Microsoft Outlook).3. Click on Email Accounts, and then on New.4. Sign in with your credentials (e-mail and the new password you've set in the previous step).5. Close Control panel and start Outlook.	<ol style="list-style-type: none">1. Open Outlook and go to Tools > Accounts.2. Click the + button and choose New Account.3. Enter your e-mail address. The system will detect it's hosted in Exchange Online and configure it as an Exchange account.4. Sign in with your credentials (e-mail and the new password you've set in the previous step).

After this procedure, you should have two sets of folder trees – one for the old mailbox and one for the new, current one. Leave them like that for at least an hour, in order for settings to merge, and then you can remove the old account from the profile. When writing new and replying to e-mails, use the new mailbox exclusively.

SETTING UP THE MOBILE CLIENT

For mobile access, use Outlook for mobile (there are versions both for Android and iOS) – besides it being the native client for the new e-mail service, it shares the same address autocomplete database as the desktop version (one will supplement another and vice versa).

In order to set it up on your mobile phone, just add the new account with your credentials. If you've already used mobile Outlook for the previous mailbox, remove it first.

MICROSOFT AUTHENTICATOR

If at any moment during the setup of initial password or Outlook the system notifies you that your account needs to be additionally secured, it will ask you to install Microsoft Authenticator application on your mobile phone. It is a security measure to provide two-factor authentication, so proceed with the process – install it (from Google Play or AppStore) by searching by name, being careful to install the app with that exact name (since advertisements may be offered first).

The system will guide you to scan the QR code from your workstation screen via the app, so then it is all set. It will ask you for confirmation via mobile only when you're accessing the service from other locations.