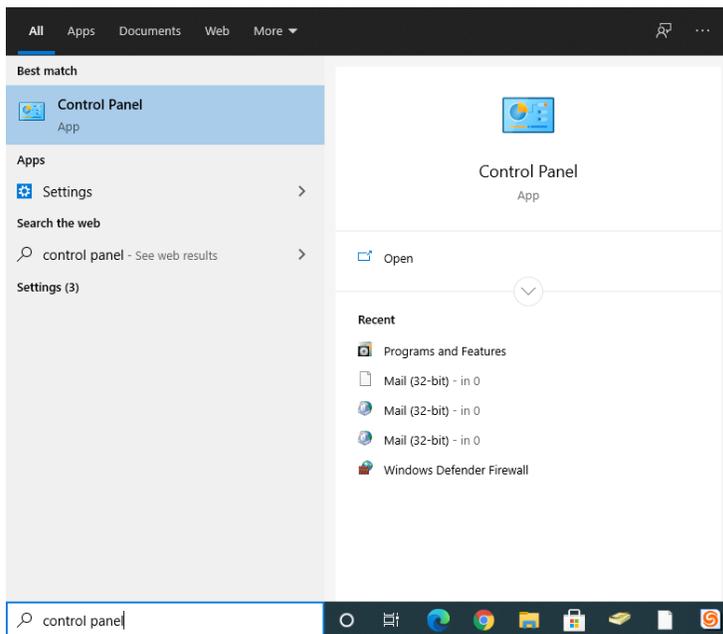
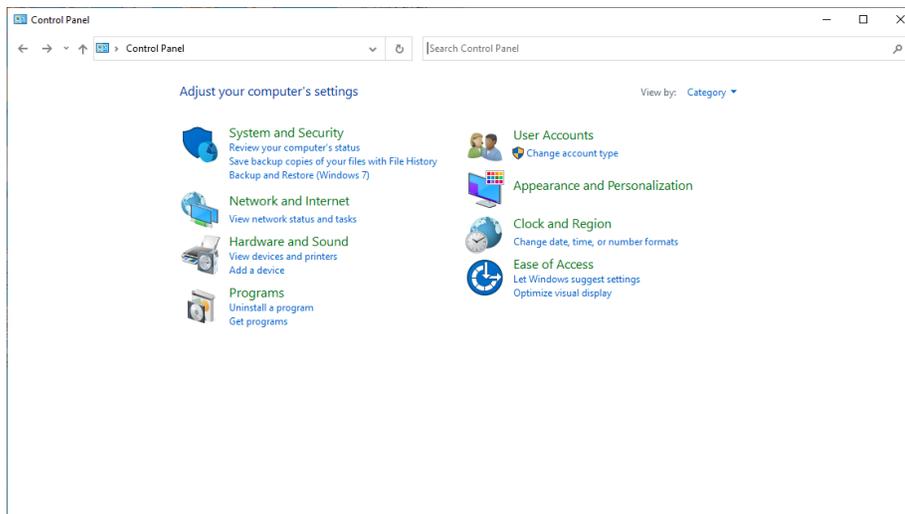


How To Replace Your Old Email On The Outlook Desktop App With Office 365 Email

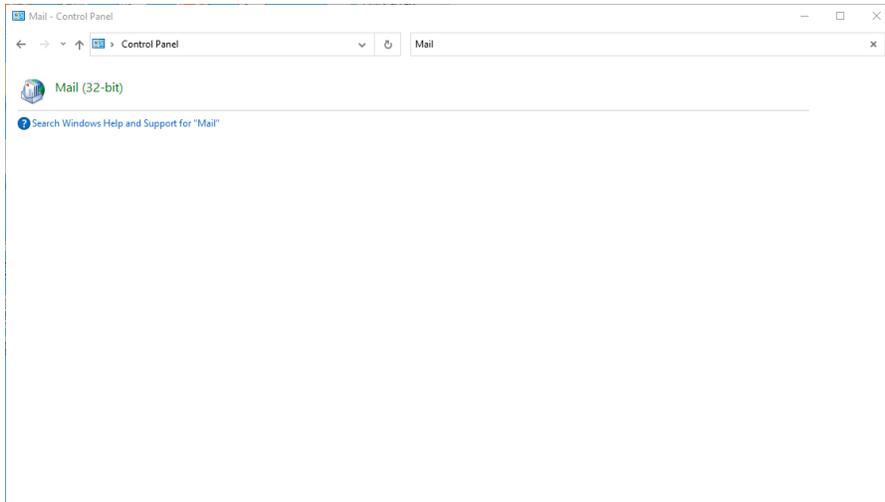
1. In the search field, type in “Control Panel” and click on it.



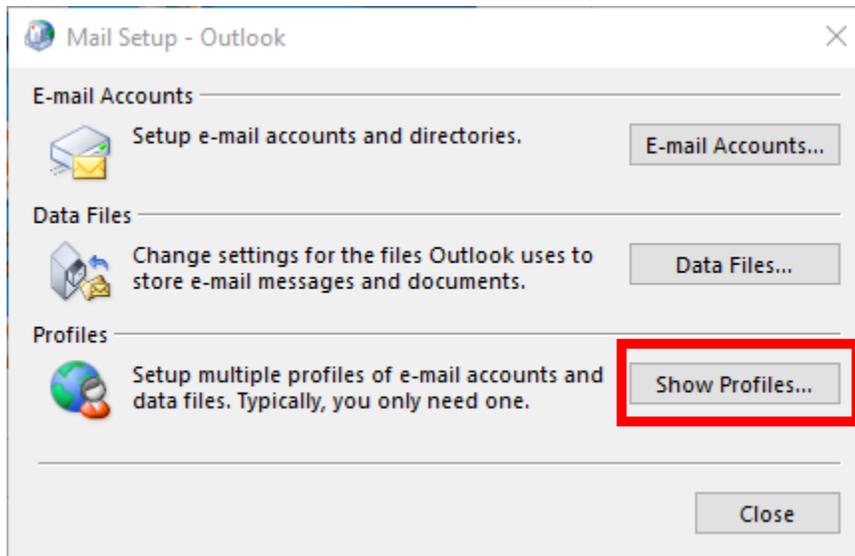
2. This screen should appear.



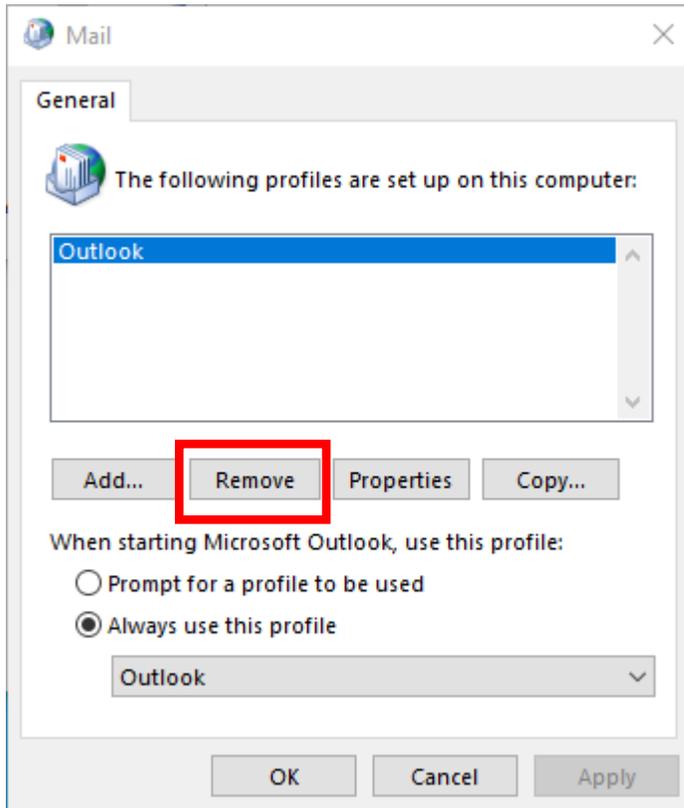
3. In the upper-right hand corner of the screen,
type in “Mail”.



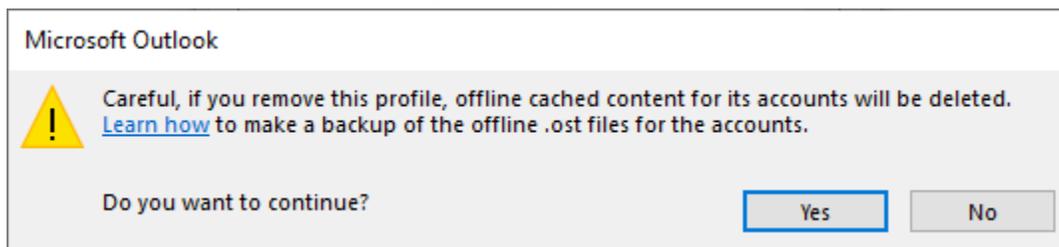
4. Click on the Mail control panel and click on
“Show Profiles”.



5. Click “Remove”.

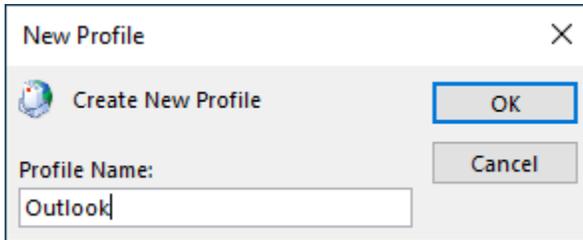


6. When this message appears, click “Yes”.



7. Exit out of the Mail Control Panel and open up Outlook.

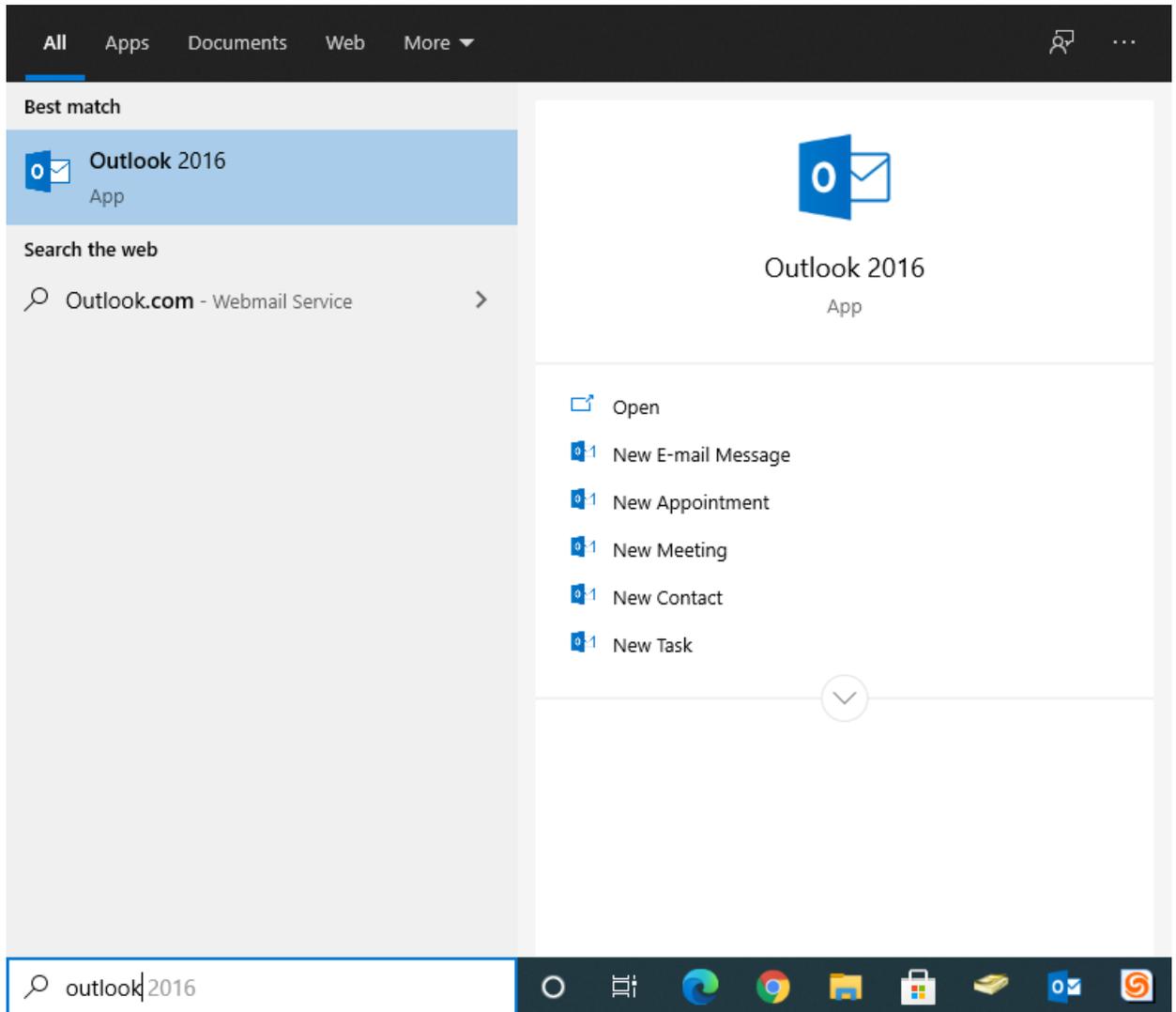
8. A blank text box will appear. Type in “Outlook” and click “OK”.



9. Follow the instructions below from Step 4 onwards!

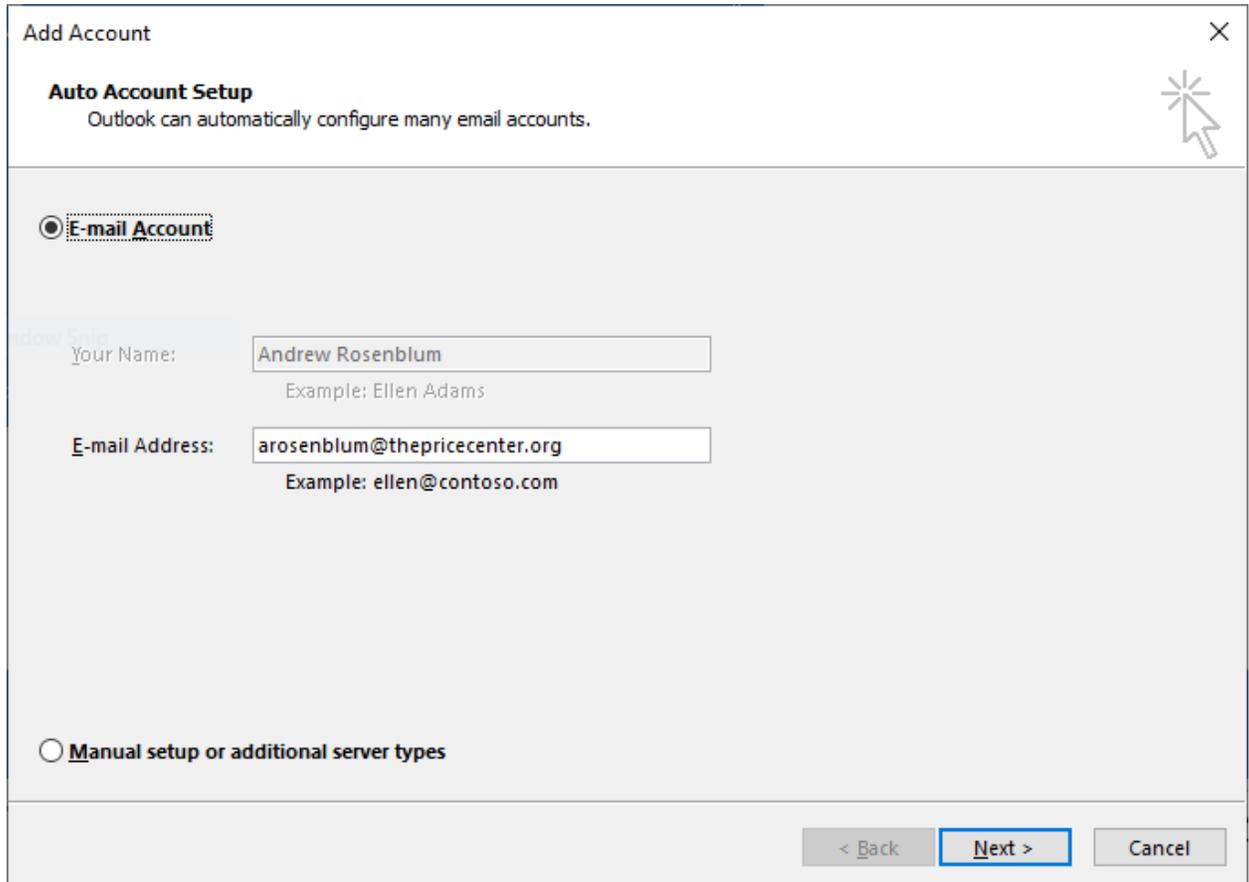
How To Login Into Price Center Office365 Email Using The Outlook Desktop App

1. In the area that says “Type here to search”, type “Outlook”. The Outlook program should appear.



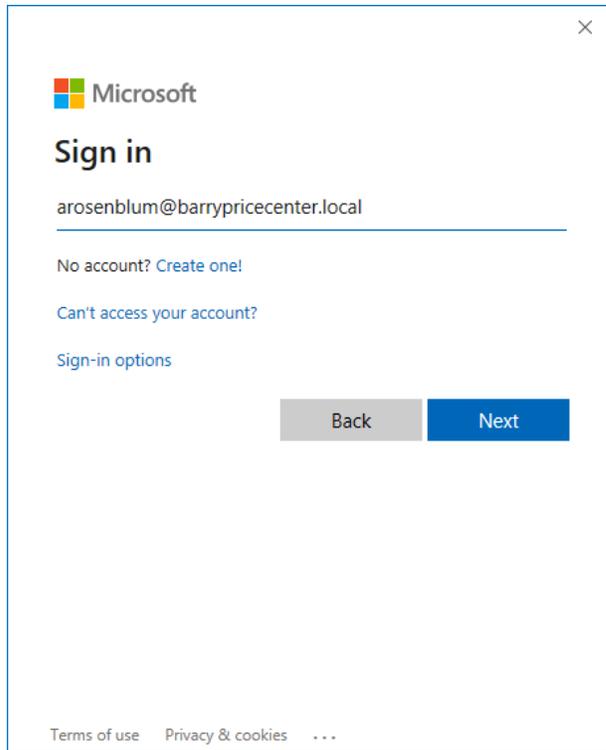
2. To pin it to the bottom of your screen, right click on that icon and click “Pin to Taskbar”.
3. Click on the Outlook icon to open up your email.

4. You should see your email and name populated in the fields. Click “Next”.

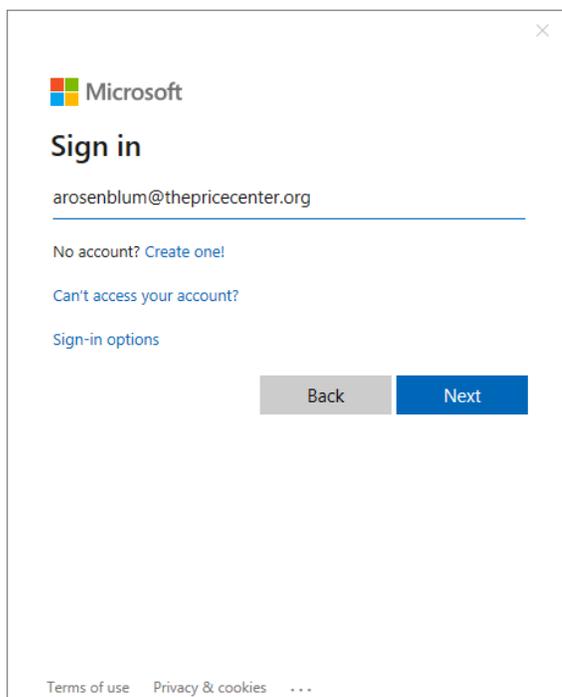


The screenshot shows the 'Add Account' dialog box in Outlook. The title bar reads 'Add Account' with a close button (X) in the top right corner. Below the title bar, the 'Auto Account Setup' section is active, with the text 'Outlook can automatically configure many email accounts.' and a starburst icon. The 'E-mail Account' option is selected with a radio button. Below this, there are two input fields: 'Your Name' with the value 'Andrew Rosenblum' and an example 'Example: Ellen Adams', and 'E-mail Address' with the value 'arosenblum@thepricecenter.org' and an example 'Example: ellen@contoso.com'. At the bottom, the 'Manual setup or additional server types' option is unselected. The bottom right corner contains three buttons: '< Back', 'Next >' (highlighted with a blue border), and 'Cancel'.

5. You should see a Microsoft “Sign In” screen pop up after a minute. (If you don’t, there are alternative instructions below). Make sure your email is correct. **YOU WILL HAVE TO DELETE THE “@barrypricecenter.local” AND CHANGE IT TO “@thepricecenter.org” AT THE END OF YOUR EMAIL ADDRESS IN ORDER FOR THIS TO WORK.** (See below for pictures)



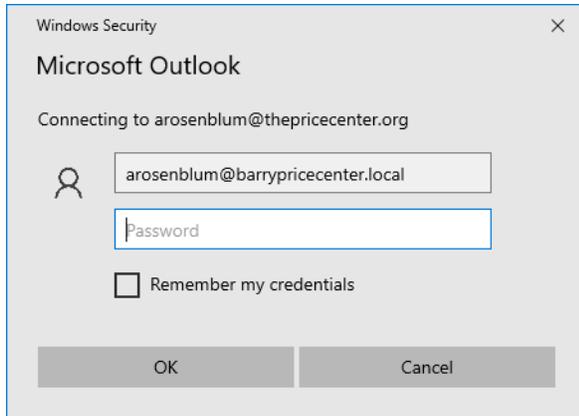
CHANGE @barrypricecenter.local to @thepricecenter.org as noted in the pictures.



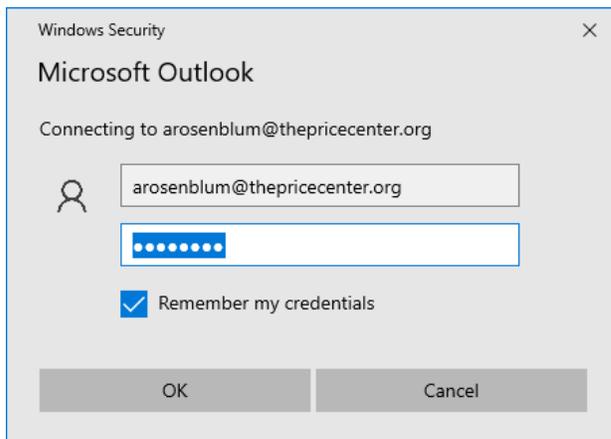
6. Click "Next".

7. Enter your Password for Office 365.
8. Click OK

NOTE: If you don't see the Microsoft login above and see the screenshot below, use these instructions:



Change the username that was auto-populated from @barrypricecenter.local to @thepricecenter.org and enter in your password so it looks like this:



Click on "Remember my credentials".

Click "OK" and follow the instructions below.

9. Click Finish.

10. You are all set and ready to go!