Exchange Online Mailbox Setup in Microsoft Outlook

Mailbox migration from Exchange 2010 to Exchange 365 will result in the following error message being presented, along with a prompt to restart Microsoft Outlook.

At this point, exit Outlook and define a new Exchange 365 mailbox user as follows:

1. Open **Control Panel** on the Windows **Start** menu, then click **Mail**, **Show Profiles** and **Add**.
2. Enter a new user name, click **Ok** and fill out the following:
   - Enter the address **outlook.office365.com** in the **Server** field.
   - Type your Institute user ID in the **User Name** field.
   - Enter your password in the **Password** field.
   - Type your full e-mail address in the **Email Address** field.
3. You will now be requested to enter your user name and password. Type in your user ID (in the **wismain\user ID** format) and password accordingly.
4. Select the **Always use this profile** option for the newly created user profile.

You may now launch Outlook again and access your e-mail.