

# Set Up Outlook After the Move

A short, guided step for everyone on the team after a Microsoft 365 migration.



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## 1 Classic Outlook: File

Click **File**, in the upper-left corner.



## 2 Then Add Account

On the Info page, click **Add Account**, and sign in with your new Microsoft 365 address.

## 3 New Outlook: Settings

Click the **Settings** gear (or View → View settings), then Accounts, then Email accounts.

## 4 Then Add Account

Click **Add account**, and sign in the same way.

## 5 On Your Phone

Open the Outlook app, and sign in with your new Microsoft 365 address.



## 6 Approve in Authenticator

When a sign-in prompt appears, approve it in **Microsoft Authenticator**.

## 7 Old PST Archives? Still There

Nothing about this move deletes them. Open them the same way as always.

## 8 Something Missing?

**Don't delete anything.** Call **239-513-1960**, or click Join Remote Session at [naplescomputers.com](https://naplescomputers.com).



### Good to Know

- **Same email address, same Outlook.** This is a quick sign-in, not a rebuild from scratch.
- Calendar and contacts are pre-copied, so they're **already in your new mailbox** once you sign in.
- Not sure what's missing, or what to click? Call 239-513-1960 and we'll walk through it with you.



### Need Help?

Contact Naples Computers

**239-513-1960**

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