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After Your Email Moves: Set Up Outlook on Your PC and Phone

Once a business's email has actually moved to Microsoft 365, there's one more short step for everyone on the team: setting Outlook back up. This guide covers re-adding the account in classic and new Outlook on a PC, signing back in on the Outlook mobile app and approving the Microsoft Authenticator prompt, where to find old mail and PST archives afterward, and what to do if anything looks missing.

What to expect

This isn't a rebuild from scratch. It's a quick sign-in, and you're right back where you were.

Same email address

Nothing changes about how people reach you.

Same Outlook

Classic or new Outlook, on your computer and your phone.

Just sign in again

A quick sign-in with your new Microsoft 365 password, not a rebuild.

Step by step

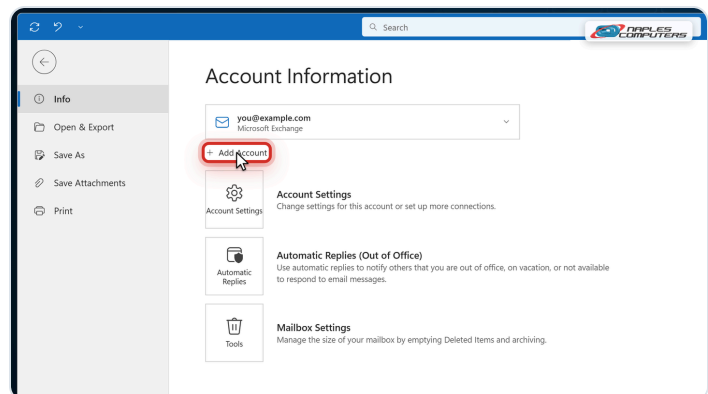
1

Classic Outlook: click File, then Add Account

Click **File**, in the upper-left corner. On the Info page, click **Add Account**.

WHAT TO DO

Sign in with your new Microsoft 365 email address and password, the same way you'd sign in anywhere else.



STEP 2 OF 3

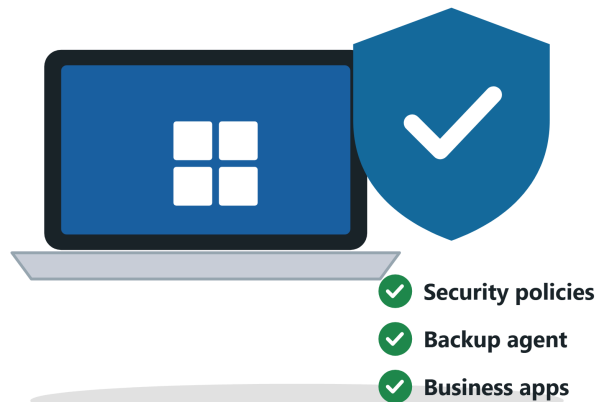


Using the new Outlook? Settings, then Add account

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

WHAT TO DO

Click Add account, and sign in the same way, with your new Microsoft 365 email address and password.



Settings → Accounts → Email accounts → [Add account](#)

STEP 3 OF 3



Outlook on your phone: sign in and approve

Open the Outlook app on your iPhone or Android, and sign in with your new Microsoft 365 address.

WHAT TO DO

When a sign-in prompt appears, approve it in Microsoft Authenticator on your phone, and you're back in.



Approve the prompt in [Microsoft Authenticator](#)

Finding old mail and archives

- ☐ Your old PST archives aren't deleted
They're still on your computer; nothing about this move touches them
- ☐ Open them the same way as always
File, Open & Export, Open Outlook Data File
- ☐ Calendar and contacts move with you
Pre-copied during the migration, so they're already in your new mailbox

If something seems missing

- ☐ Don't delete anything
A folder, calendar item or contact that looks missing is almost always still there
- ☐ Call Naples Computers: 239-513-1960
We'll track it down
- ☐ Or click Join Remote Session at naplescomputers.com
So we can see exactly what you're seeing

When in doubt, don't delete. Just call.

Recap: setting up Outlook again

- ☐ Classic Outlook: File, then Add Account
- ☐ New Outlook: Settings, then Add account
- ☐ Phone: sign in, then approve in Authenticator
- ☐ Old PST archives aren't deleted
- ☐ Something missing? Don't delete, just call

This is a quick sign-in, not a rebuild: your email address, calendar and contacts all come with you. Old PST archives stay right where they were. If anything looks missing, don't delete anything first; call Naples Computers at 239-513-1960, or click Join Remote Session at naplescomputers.com.



Still setting up after a move to Microsoft 365, or something looks off?

Call 239-513-1960

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