External Links Associated With This Page

Log in for O365 front page	https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=2&ct=1381251847&rver=6.1.6206.0&wp=MBI_SSL&wreply=https:%2F%2Foutlook.office365.com%2Fowa%2F&id=260563&CBCXT=out
Old Exchange Log On Page	http://outlook.com/owa/creighton
New Exchange Log On Page for O365	https://outlook.office365.com/owa/creighton.edu
Set up Email for Outlook 2010 or 2013	http://office.microsoft.com/client/15/help/preview?AssetId=HA102823161&lcid=1033&NS=OLWAO365E&Version=15&CTT=5&origin=HA102823155
Set up Email for Outlook 2007	http://office.microsoft.com/client/15/help/preview?AssetId=HA102823160&lcid=1033&NS=OLWAO365E&Version=15&CTT=5&origin=HA102823155
Set up Email for Outlook 2003	http://office.microsoft.com/client/15/help/preview?AssetId=HA103785606&lcid=1033&NS=OLWAO365E&Version=15&CTT=5&origin=HA102823155
Set up Email for Mac 2011	http://office.microsoft.com/client/15/help/preview?AssetId=HA102823162&lcid=1033&NS=OLWAO365E&Version=15&CTT=5&origin=HA102823155
Set up Email on an Android Phone or Tablet	http://office.microsoft.com/en-us/office365-suite-help/set-up-email-on-an-android-phone-or-tablet-HA102823196.aspx
Set up Email on and Apple iPhone, iPad, and iPod Touch	http://office.microsoft.com/en-us/office365-suite-help/set-up-email-on-apple-iphone-ipad-and-ipod-touch-HA102818554.aspx

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**NOTES:**

Migration to Office365 in the Cloud

Congratulations on your decision to migrate to Office 365! However, simply clicking on the "Migrate Me" button only starts the migration process. The back end conversion process could take some time to complete so be patient. Once your account has been created the conversion process can begin.

Note: Once you select the Migrate Me button the process will be begin. However, there will only be a certain amount of users to be migrated before and after noon each day. If you are unable to migrate at that moment you will receive a message stating due to the high volume of interest, we are unable to complete your request just now, please try again later that day or the next day.

Note: During the conversion process you will still have full access to your CUmail account, and you will know your account has been migrated when you start to see the following Indicators.

The following indicators appear on your screen and will be the first hints the Office 365 accounts have been established and are ready to begin the conversion process.

Notifications 1: Allow this Website Notification to Configure Server Settings
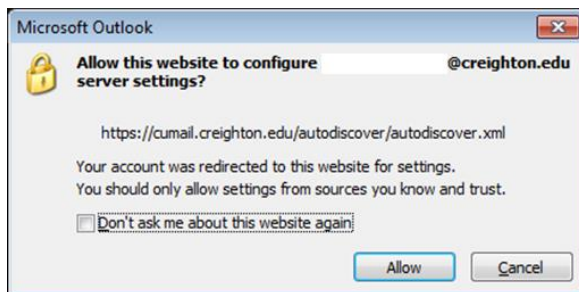
Notification 2: You will also notice that your connection to email server has been changed and you will now be prompted with "Need Password".
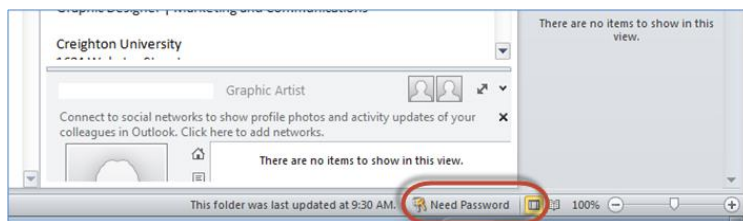
It is at this point your account in the cloud has been established and you may start the migration process, you will need to utilize the following steps to reconnect your device(s) to the new account.
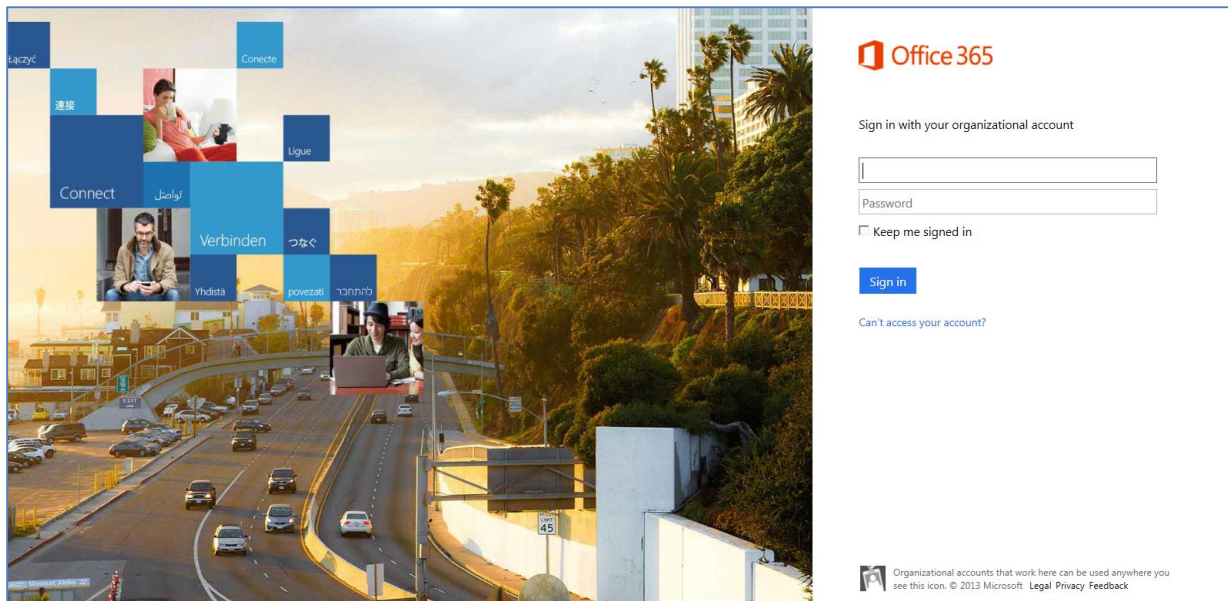
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Part 1: Office 365 Sign in

The following steps document the process of logging into your new Office 365 account.

1. To begin, go to the following sign-in location for Office 365:

   https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=2&ct=1381251847&rver=6.1.6206.0&wp=MBI_SSL&wreply=https:%2F%2Foutlook.office365.com%2Fowa%2F&id=260563&CBCXT=out
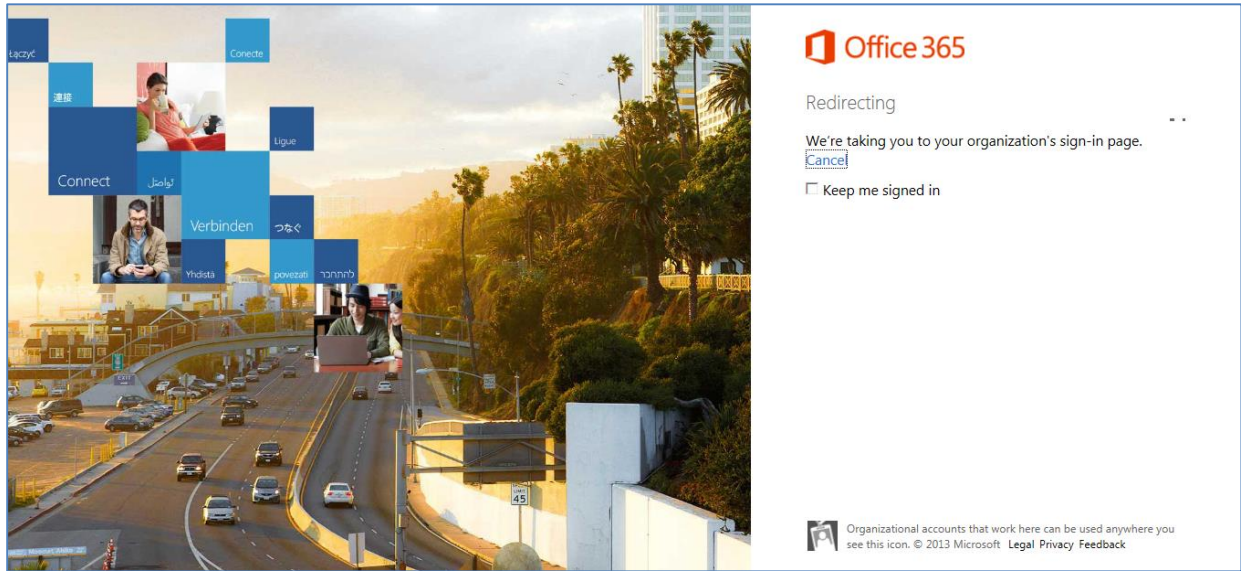
   Sign in with your organizational account – example: netid@creighton.edu

   Note: Once you type in your netid@creighton.edu email address and tab to the password field, you will be **automatically redirected** to our Creighton Specific log on screen, where you will actually login to your account.

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2. Once this new Windows Security box opens enter your **Password:** Netid@creighton.edu and click **OK**.

   Note: The password does not change, so enter what you normally use to log into your Email.
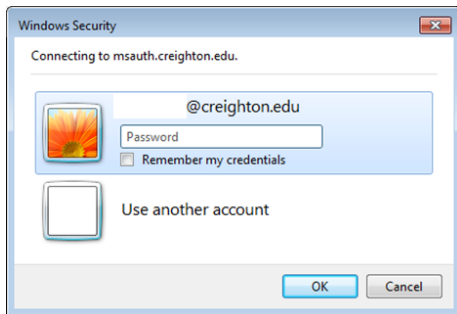
   Note: If you get this error, do not worry. Just log in again.
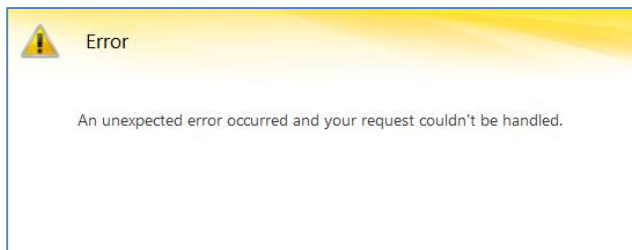
   If you get this error simply type in the following email address and you will be directed to the new email log at: https://outlook.office365.com/owa/creighton.edu

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3. Type in your **User name** and **Password** then press **Sign In.**

    Note: Keep in mind that your Work PC should be a private computer, if you are logging in from home than it should be a public computer.

4. Use the following link to open this mailbox with the best performance: **Click on the link to open.**

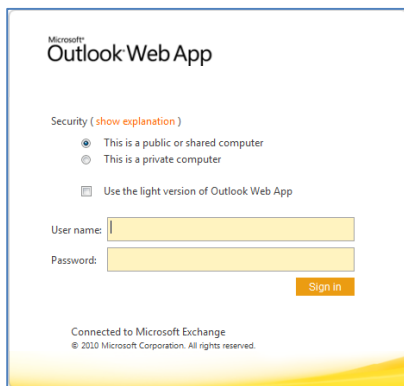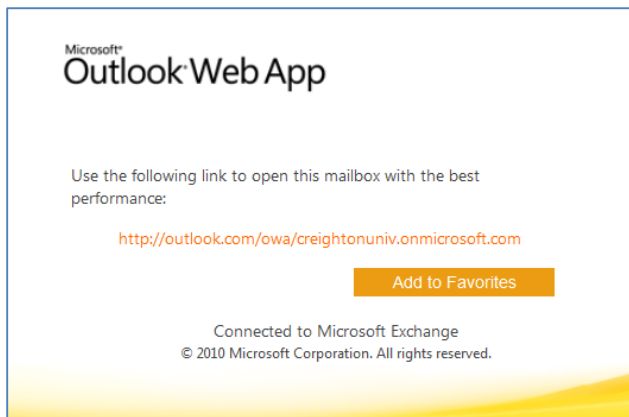   **Note:** You may also want to click on **Add to Favorites**. This will add it to your mailbox for convenience.

Tip: Bookmark the following link in your web browser for connection to outlook in the cloud: https://outlook.com/office365/creighton.edu

Note: You may need to add as a trusted site. To begin open your web browser of choice. Click on **Tools** and click on **Internet Options.** From the tabs across the top select **Security.** In the Security Tab select the **Trusted Sites** option. From the Trusted Sites option select the **Sites** button. Then add the website to the **"Add this website to the zone:"** field by typing in the web address for
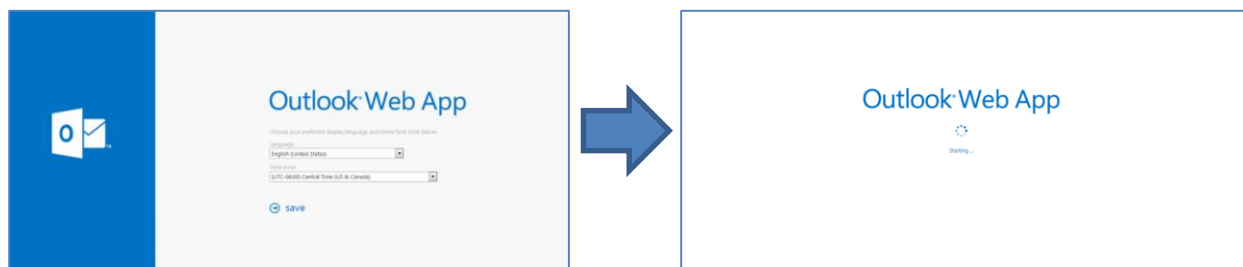
NOTES:

Outlook 365: https://outlook.office365.com Then press **Add**. Once this has been added you should not receive any security warnings. Once you have completed these steps simply click **Close**, and **Ok. Important Note:** If there is already a version of Outlook in the **Websites:** field, then you will want to delete this prior to adding the new address.

5. Once clicked you will be diverted to the Outlook Web App set up page to set up your Outlook 365 account.

    Begin the process of establishing your account by selecting:

    - **Language preference, and**
    - **Time Zone**

    Then press the **Save button**. This will continue the process of setting up your profile and logging into Outlook 365.

6. Once all the information is saved your Email on Outlook Web App will open and you will see your Web Accessible Email account. In this you will have everything that you had in your previous email, and more.

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Part 2: Using Desktop Version of Outlook

You may still access your desktop version of Outlook Email versus using the Outlook Web App. To set up your desktop version of Outlook you will need to utilize the following links.

Outlook Setup Steps

Please click on the following locations to direct you to the instructional locations for your version of Microsoft Outlook and the instructions to get this set up.

Set up Email in Outlook 2010 or Outlook 2013 click on the following link:

http://office.microsoft.com/client/15/help/preview?AssetId=HA102823161&lcid=1033&NS=OLWAO365E&Version=15&CTT=5&origin=HA102823155

Set up Email in Outlook 2007 click on the following link:

http://office.microsoft.com/client/15/help/preview?AssetId=HA102823160&lcid=1033&NS=OLWAO365E&Version=15&CTT=5&origin=HA102823155

Set up Email in Outlook 2003 click on the following link:

http://office.microsoft.com/client/15/help/preview?AssetId=HA103785606&lcid=1033&NS=OLWAO365E&Version=15&CTT=5&origin=HA102823155

Set up Email in Outlook for Mac 2011 click on the following link:

http://office.microsoft.com/client/15/help/preview?AssetId=HA102823162&lcid=1033&NS=OLWAO365E&Version=15&CTT=5&origin=HA102823155

Set up Email on an Android Phone or Tablet click on the following link:

http://office.microsoft.com/en-us/office365-suite-help/set-up-email-on-an-android-phone-or-tablet-HA102823196.aspx

Set up Email on and Apple iPhone, iPad, and iPod Touch click on the following link:

http://office.microsoft.com/en-us/office365-suite-help/set-up-email-on-apple-iphone-ipad-and-ipod-touch-HA102818554.aspx
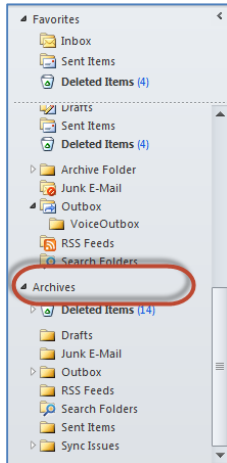
NOTES:

Once you have set up your account in Outlook, if you had a .PST file for your archives you may verify it has been imported to your account. If you have successfully backed up and inserted your .pst files you should see the following in your Desktop Version of Outlook.

In Outlook 365 it is simply a matter of drag and drop. Click on the folder in the Archive that you wish to move to your current Outlook inbox, then drag it up to your inbox and drop it into a newly created folder. The files transfer process might take a few moments so be patient. Once the folder has been moved it will automatically appear in both the Office 365 version and your Desktop Outlook version.

Tip: It is best to just simply grab the whole inbox folder drag it up to the inbox and drop it into the current email folders.

You may now synchronized both your desktop and web applications of Outlook 365. In addition to Email please take some time to explore all the other benefits of Office 365. These include:

- SkyDrive
- Lync
- Microsoft Word,
- Microsoft Excel,
- Microsoft PowerPoint, and
- OneNote

Should you have problems with any of this please contact the **DoIT Support Team at 402-280-1111**.

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