Office 365 Mail Migration Using Outlook For Mac Desktop Client

The steps below are for users that use Outlook for Mac that are migrating from our on-premise exchange server to office 365.

1. Launch **Outlook**. Click **Tools** and select **Accounts**

2. Locate and select your **@nyit.edu** account and click the (-) **minus** and choose **Delete** to **remove** the account.
3. Next, click **Add Email Account**

4. Enter your @nyit.edu email address and click Continue
5. Next, enter your email **password** and click **Sign in**

6. Finally click **Done** to add the account and close the **Accounts** dialog box.