Configuring Outlook 2013

Please Note: If you have already completed the configuration of your Outlook 2013 client, please disregard this communication.

As a next step in preparation for our migration to Office 365 you will need to configure the Outlook 2013 client that you had recently installed as part of an earlier communication. As some have been completing the Outlook 2013 user training we have been receiving requests to assist with configuring the client in order to begin getting familiar with the new client.

We would ask that you launch and configure the Outlook 2013 client <u>prior to Friday June 2nd, 2017</u> which is the cutover date. As of Monday June 5th, you will be required to use the Outlook client in order to access your email.

If you have not yet completed the configuration of the Outlook 2013 client you can find instructions on how to do so by visiting our Office 365 Resources webpage and select the **How to Configure Outlook 2013** document based on your Operating System under the **How to:** section.

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