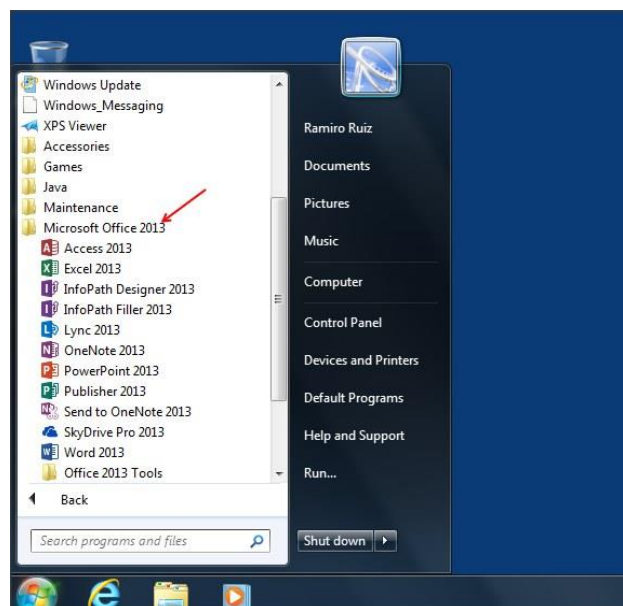
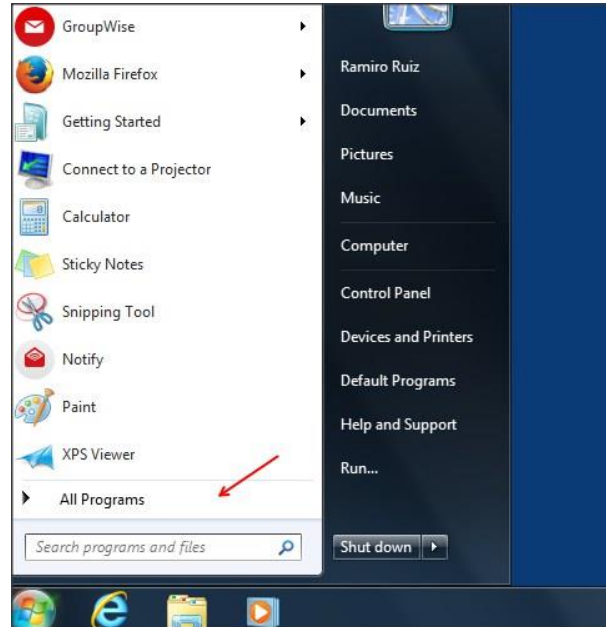


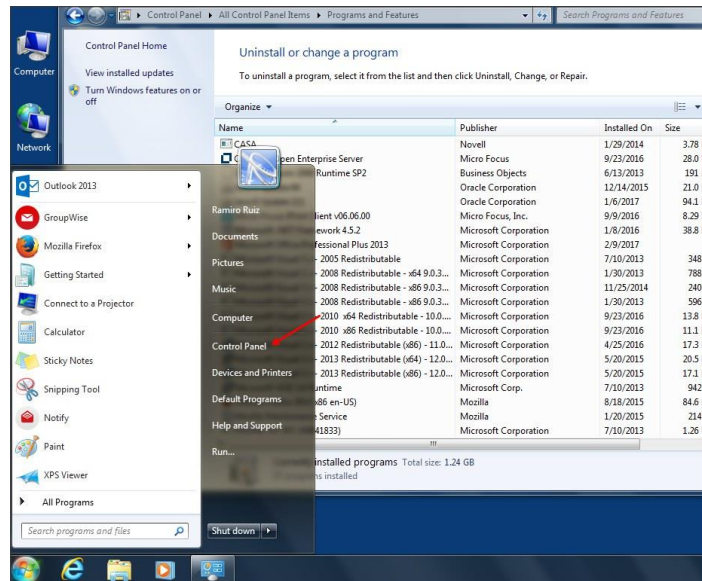
Installing Outlook for Office 365

*Before installing Microsoft Outlook 2013, please check that Outlook is not on your computer already. Click on the **Start** button, then click on **All Programs** and find the shortcut folder called Microsoft Office 2013. If you **do not** have a shortcut for Outlook 2013 continue with the installation on page 2. If you do, there is nothing for you to do at this point. If you have any other version of Microsoft Office installed, please **contact the Schulich Helpdesk at x81377**.*

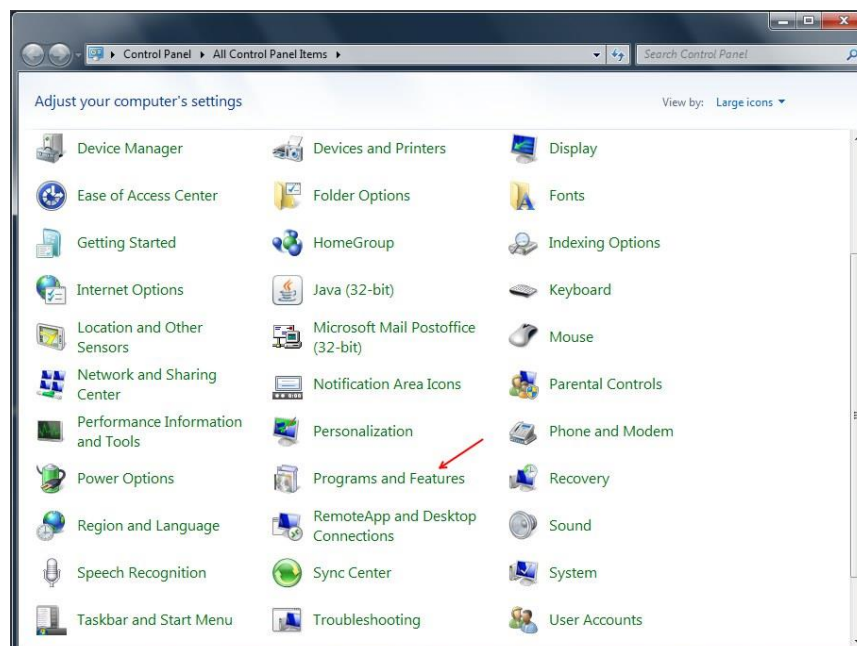


Installing Outlook 2013

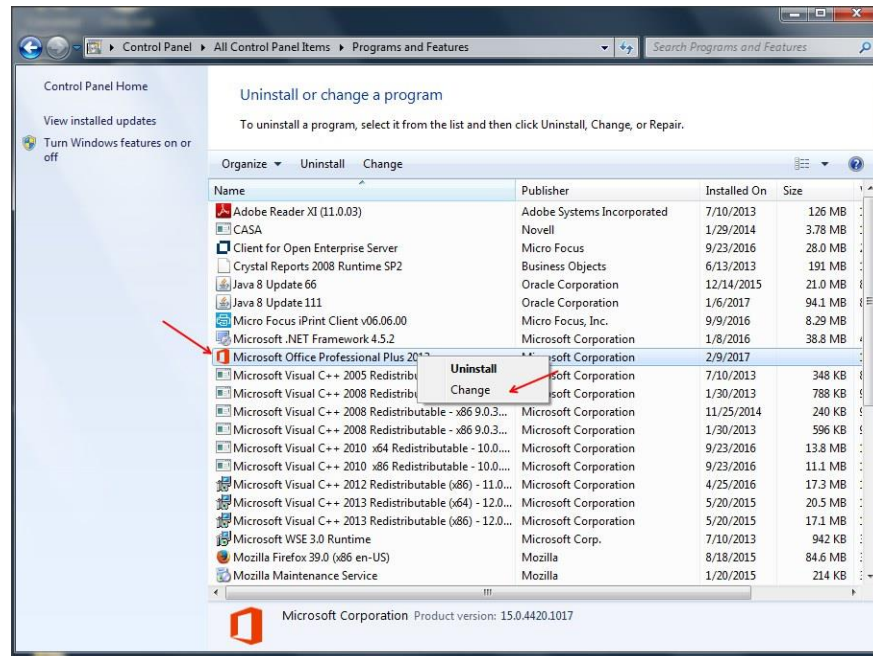
Click on the **Start** button (bottom left corner), then on **Control Panel**.



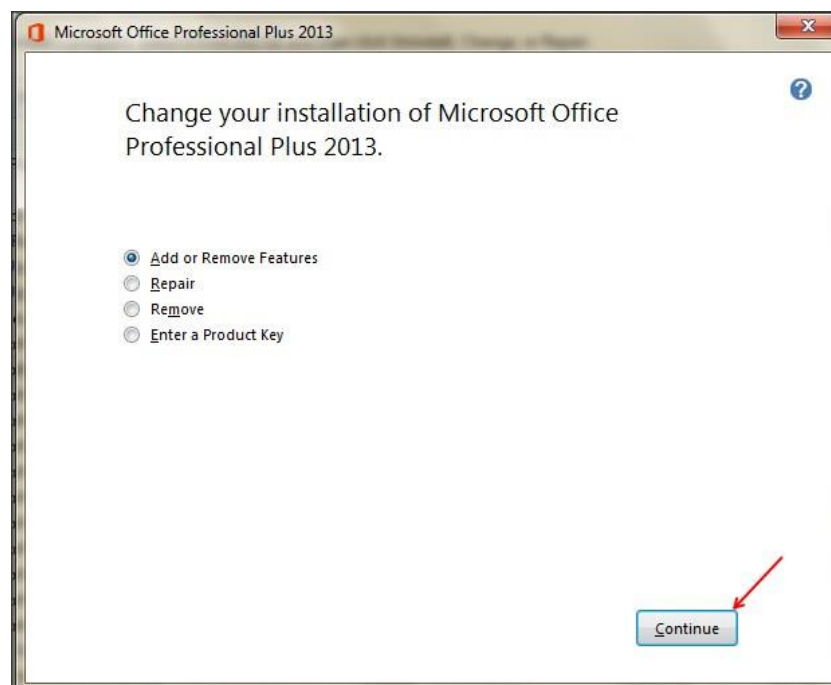
Find **Programs and Features** and click to open.



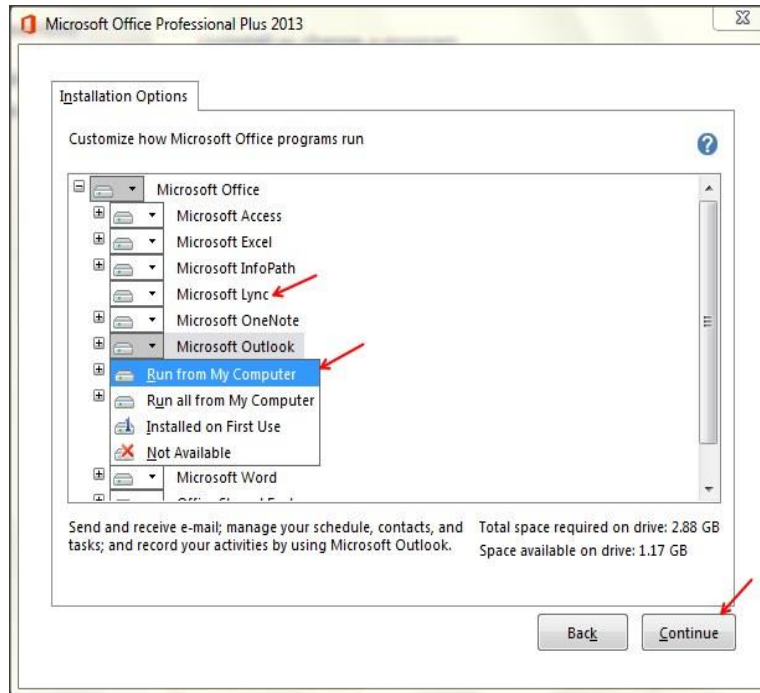
Once Programs and Features is open, find Microsoft Office Professional Plus 2013 in the list of installed applications (if your Office install is version 2010 please contact the Schulich Helpdesk). Right click on Microsoft Office Professional Plus 2013, and then click on **Change**.



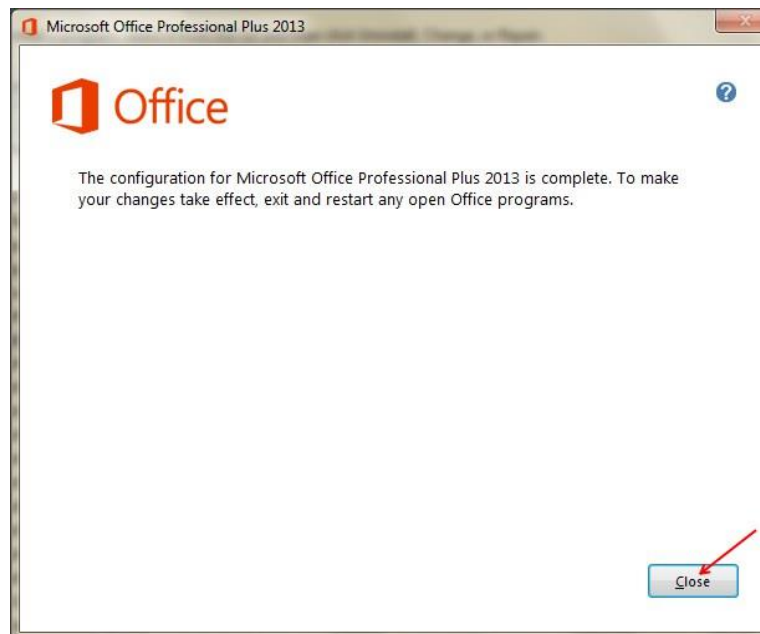
When you are on the Change your installation of Microsoft Office Professional Plus 2013 window, click on **Add or Remove Features**, then click **Continue**.



From the list of applications, click on **Microsoft Outlook**, and then click on **Run from My Computer**. Also, for future use, click on the **Microsoft Lync** application and then click on **Run from My Computer**. Then click on **Continue**.

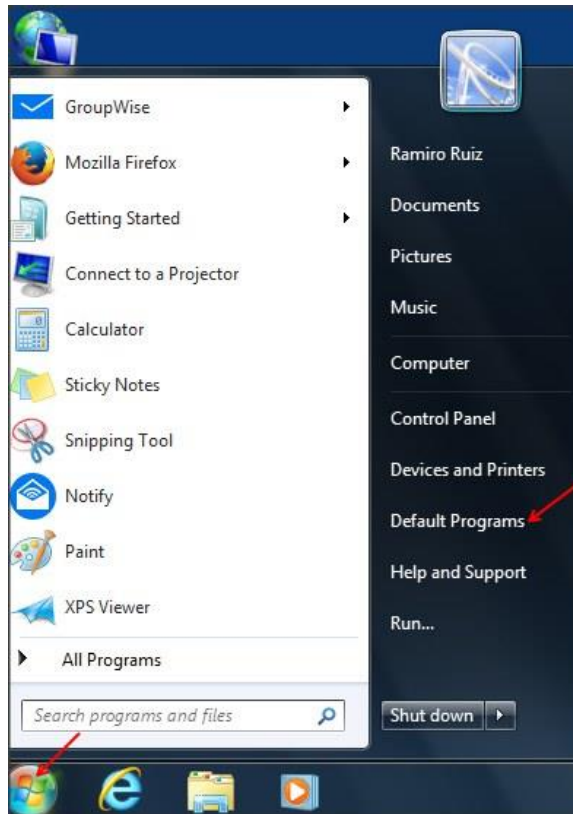


Once the installation is completed (*which may take several minutes to complete*), click on **Close**. Close any other open windows, and continue to the next page.

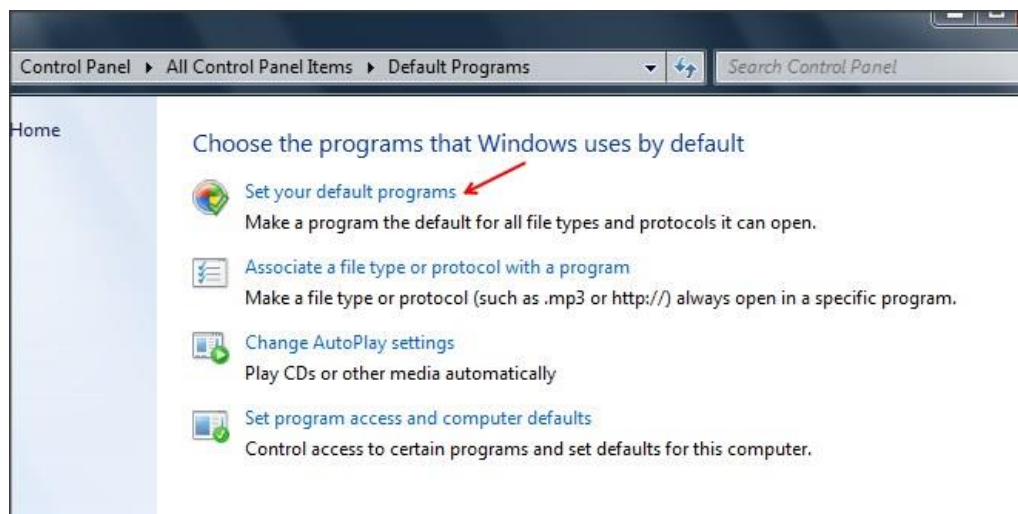


To prevent any future issues, you need to make Novell GroupWise the default email program and delete the Novell GroupWise Mail Profile. Here are the steps:

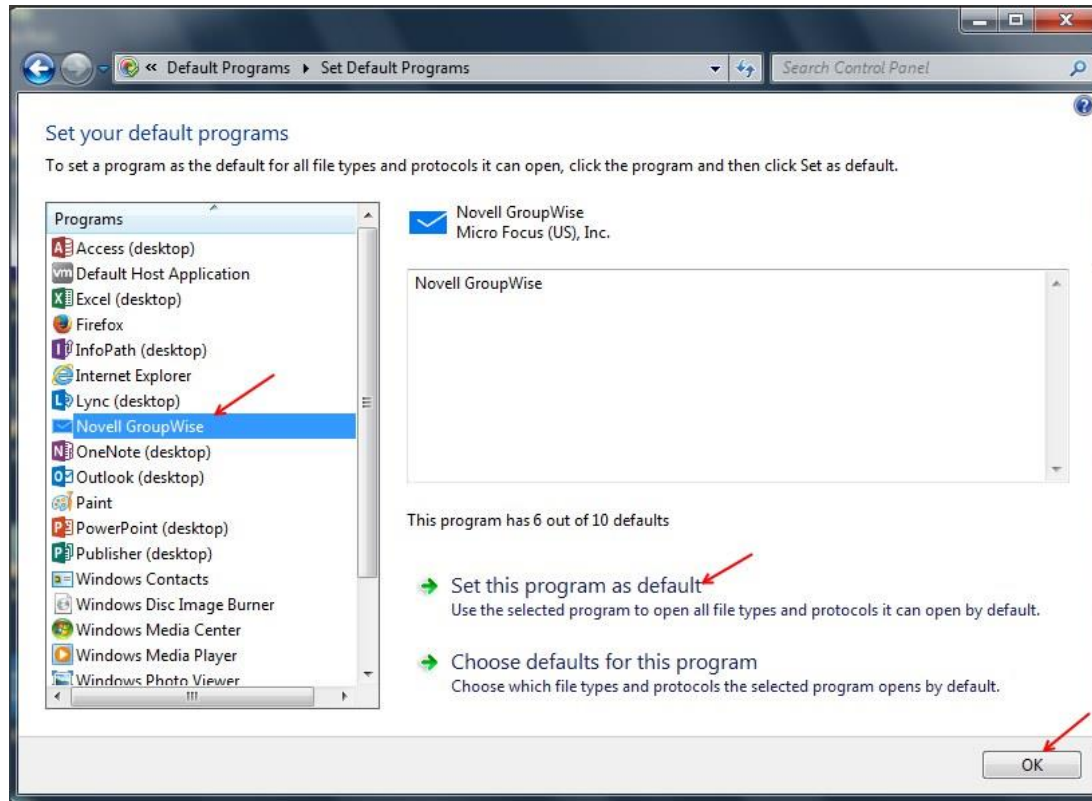
- 1) Click on the **Start** button then click on **Default Programs**.



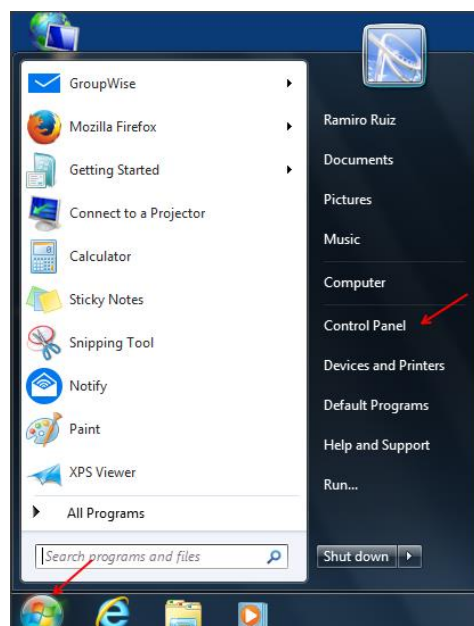
- 2) Click on **Set your default programs**.



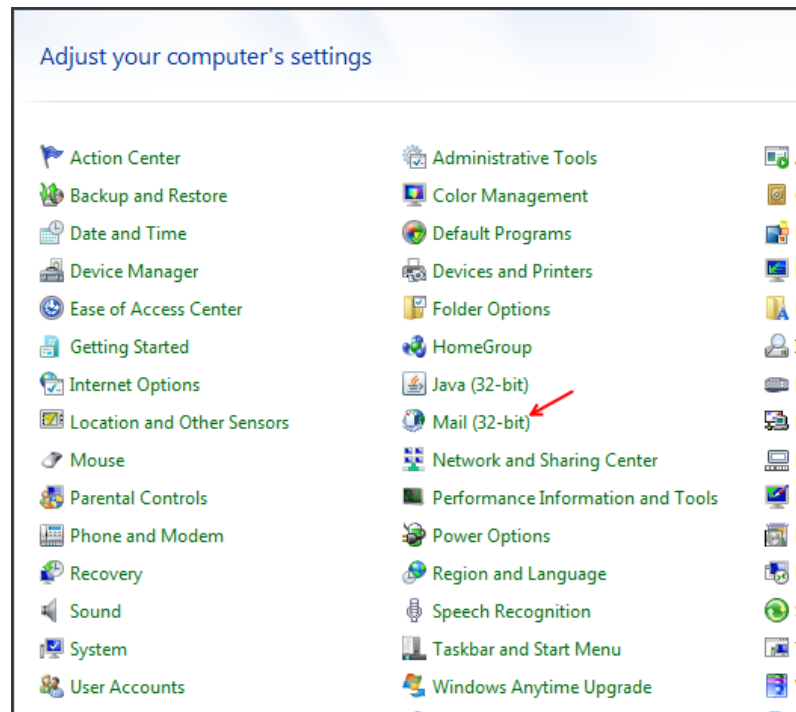
- 3) On the left pane, scroll down until you find **Novell GroupWise** and click on it. On the right side click on **Set this program as default**, and then click **OK** and close all windows.



- 4) Click on the **Start** button and then click on **Control Panel**.



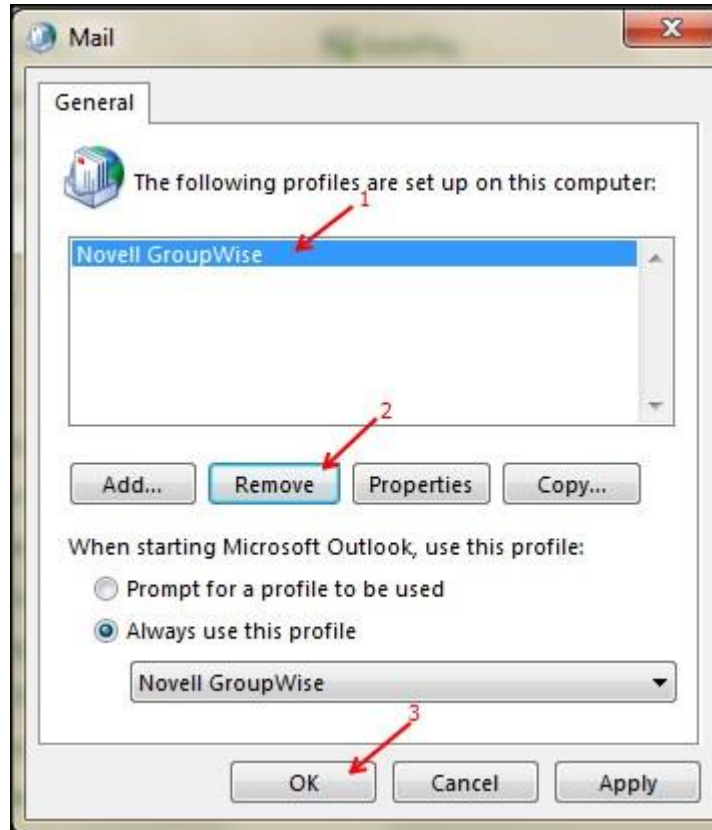
- 5) Find and click on the **Mail (32-bit)** icon.



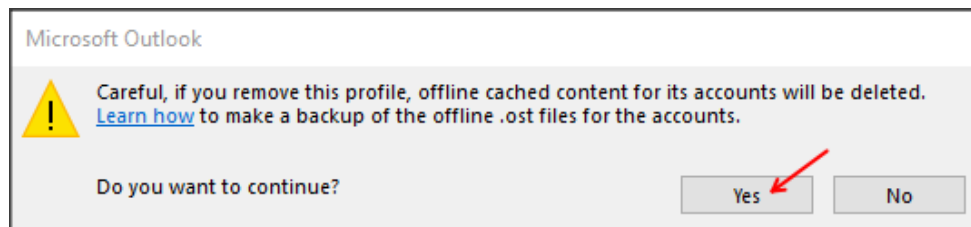
- 6) Click on **Show Profiles**.



- 7) Select **Novell GroupWise** under the General Tab, and then click on the **Remove** button. Then click **OK** and close all windows.



- 8) You **might** get an error message pop-up warning that offline cached content will be deleted. This is fine; please click on **Yes** to proceed.



The installation is now completed. Please do not try to configure Outlook at this point. We will provide further instructions shortly.