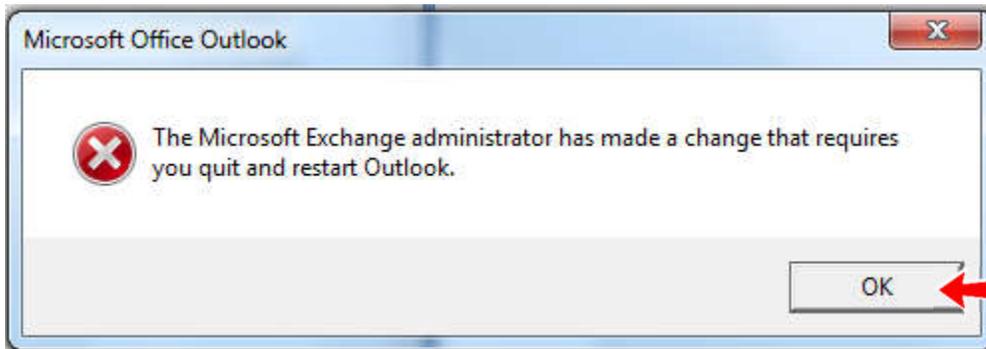


Office 365 Migration User Guide

Office 2013 desktop client

1. Once your user mailbox migration has been completed, you will get the following pop-up on your computer.



2. Click OK and restart Outlook.
3. Once Outlook has restarted, you will see your email and you will be prompted to enter your network password. *(Shown below)*
4. Also be sure to check "Remember my credentials" and then click OK to continue. *(you may be prompted more than once).*



5. Once Outlook has opened again, verify that you are able to send and receive mail, check your calendar and contacts to make sure everything looks good.

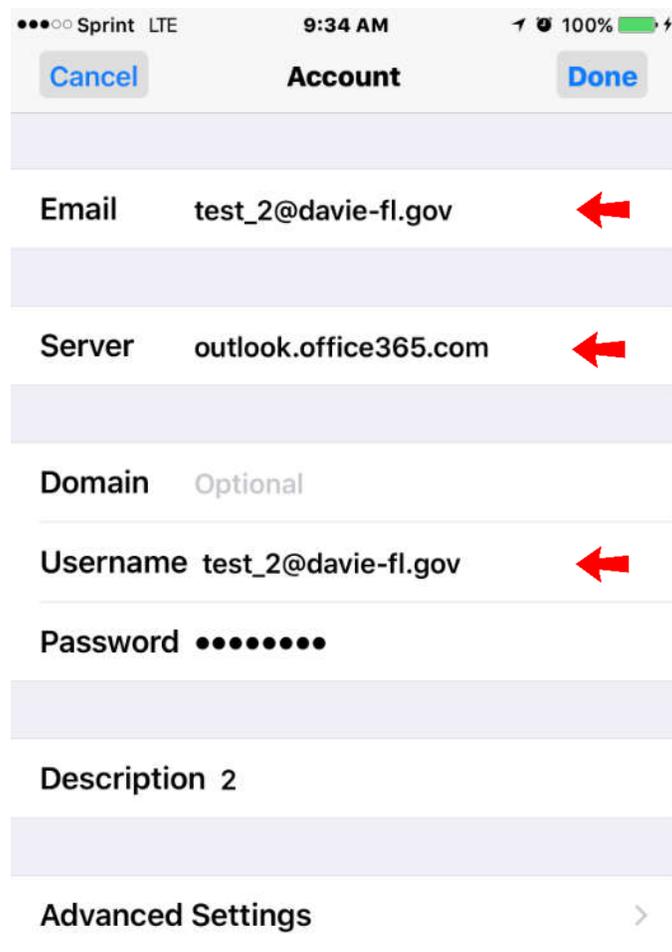
If you have any issues, please contact the Help Desk at ext. 1070.

Mobile Device

Apple Device Users

If you've stopped receiving or cannot send email, your device likely did not update automatically. Please follow the steps below to verify that your Office 365 email settings are correct:

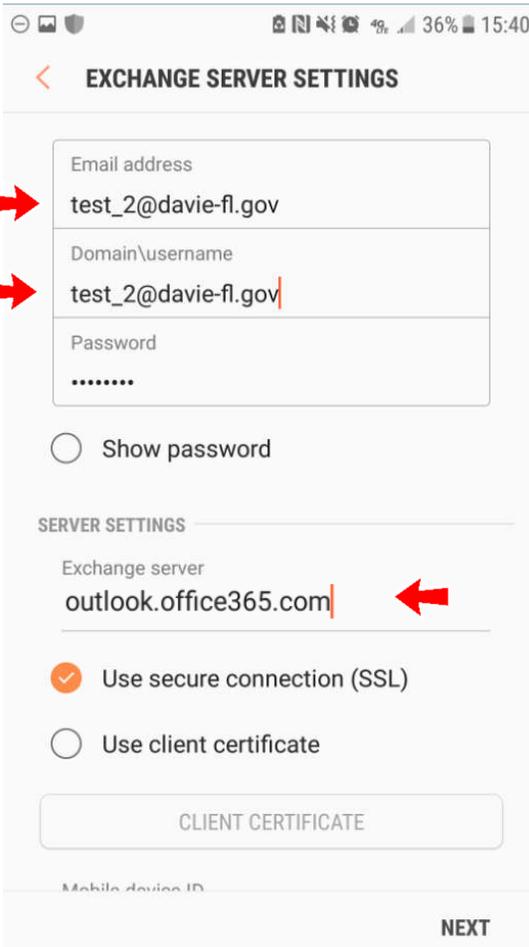
1. Go to "Settings" icon  > Mail  > Accounts > Select your Davie email > Account
2. You should now be at the following screen (See Below)
3. Copy the settings shown below using **your** Town of Davie **username@davie-fl.gov** as the Email & Username.
4. Where it asks for server, type: **outlook.office365.com**
5. Use your network password and then click "Done" on upper right corner.
6. Once completed successfully, you should see checkmarks next to every row.
7. After steps 1-6 have been completed, please check your device and make sure you can send and receive email.



Android Device Users

If you are using an Android device:

1. Click "Email" icon .
2. Select "Add new account"
3. Fill in your Town of Davie email address and network password, then click manual setup.
4. Select account type: Microsoft Exchange ActiveSync
5. Type in your Town of Davie **username@davie-fl.gov** in the 'Email address' & "Domain\username" fields.
6. In the "Exchange server" field enter: **outlook.office365.com**
7. If successful, you should see the "Remote security administration" window. Click Ok.
8. After steps 1-7 have been completed, please check your device and make sure you can send and receive email.



EXCHANGE SERVER SETTINGS

Email address
test_2@davie-fl.gov

Domain\username
test_2@davie-fl.gov

Password
.....

Show password

SERVER SETTINGS

Exchange server
outlook.office365.com

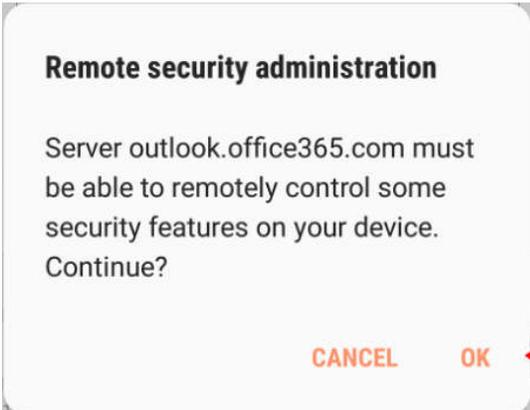
Use secure connection (SSL)

Use client certificate

CLIENT CERTIFICATE

Mobile device ID

NEXT



Remote security administration

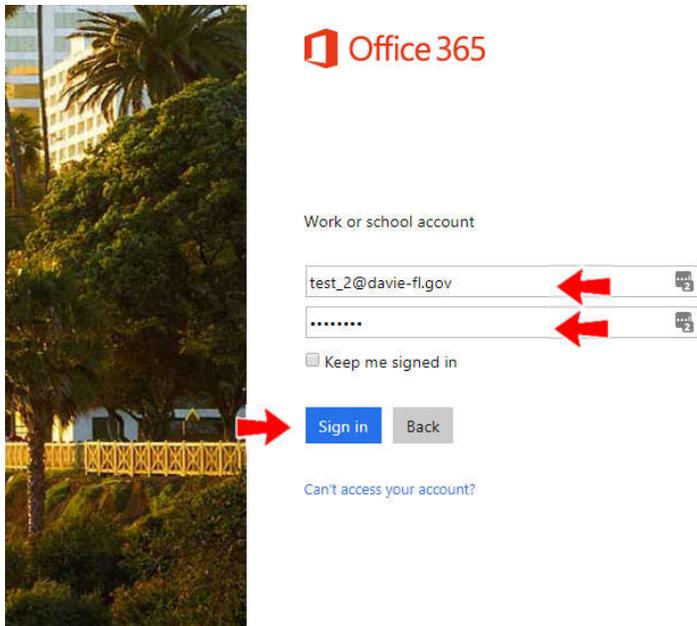
Server outlook.office365.com must be able to remotely control some security features on your device. Continue?

CANCEL OK

Internet Webmail

To access Town of Davie email on the web after you have been migrated to Office 365:

1. Open your preferred web browser and go to <https://outlook.office365.com/owa/>
2. Type in your Town of Davie **username@davie-fl.gov** and network password and click "Sign in".



3. If you log in successfully, your email should open and should look like the following.

