

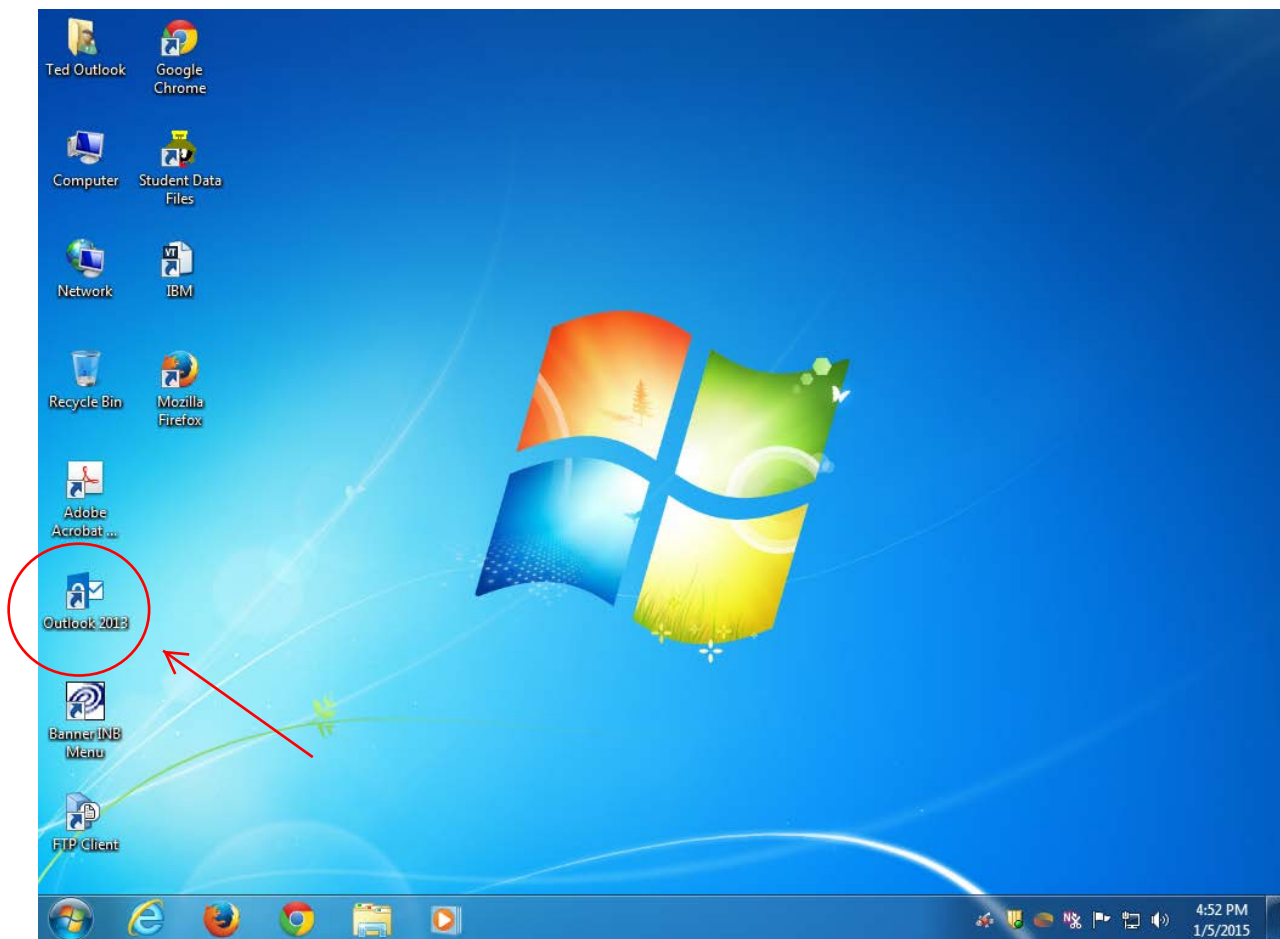
Completing the migration from Novell GroupWise to Microsoft Outlook

Before starting the Outlook 2013 application for the first time on your office computer, first check to make sure that the GroupWise icon is no longer on your desktop. If you still see the icon, please reboot your computer so that the GroupWise uninstall script, which is delivered automatically from the network, can perform the initial preparations needed to migrate to Outlook.

Please note that the uninstall script is designed to be implemented upon reboot, but in some cases it could take up to three reboots. You will know it was successful when the GroupWise icon has disappeared and the Outlook 2013 icon has taken its place on the desktop. If the GroupWise icon is still on your desktop after rebooting the computer at least three times, please call the Help Desk for assistance at 925-424-1715

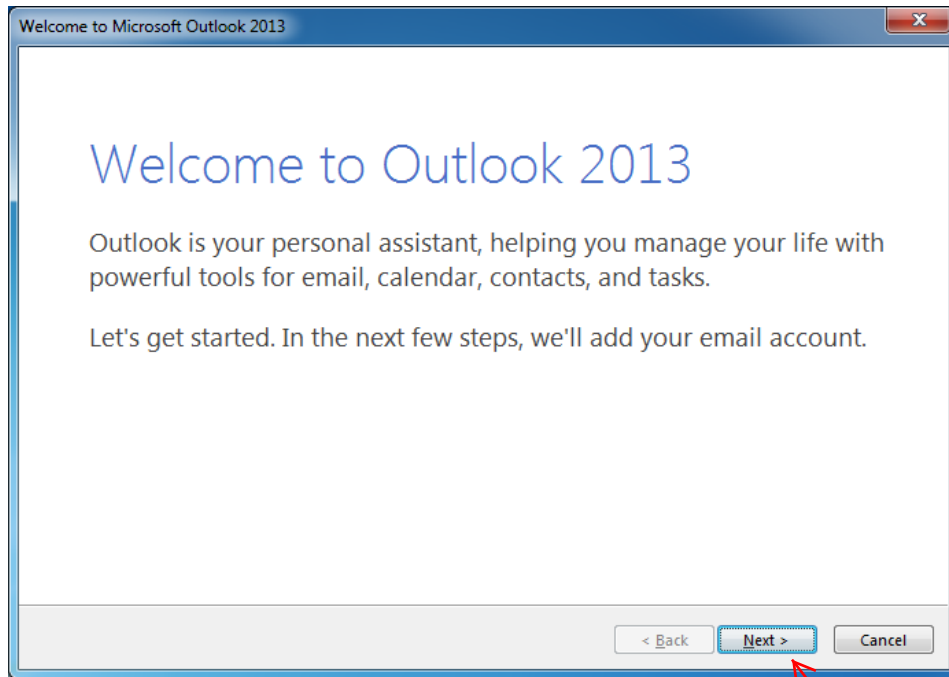
When the uninstall process is successful and the GroupWise icon is no longer visible on your desktop, please perform the following steps:

Step 1 – Double click the “Outlook 2013” icon.

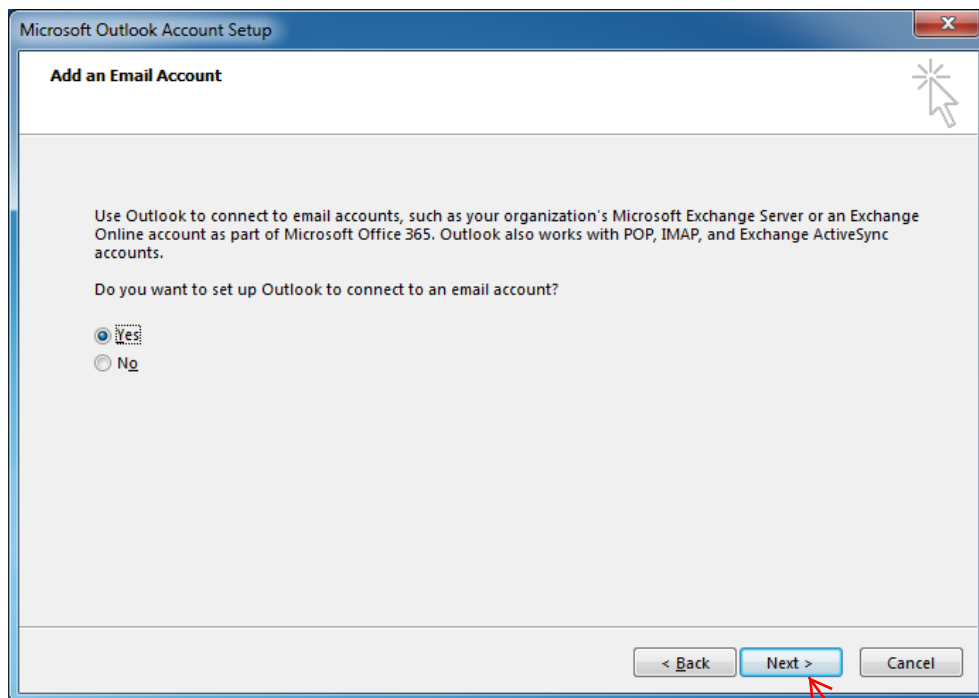


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Step 2 – At the welcome screen, please select the “Next” button.

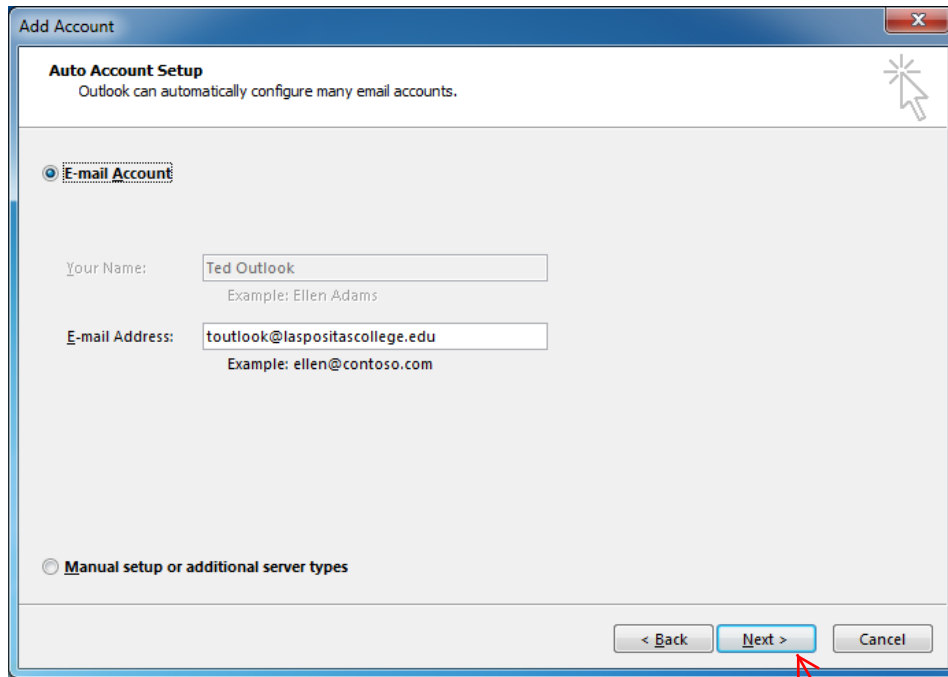


Step 3 – When asked to connect Outlook to an email account, select “Yes” and click on the “Next” button.

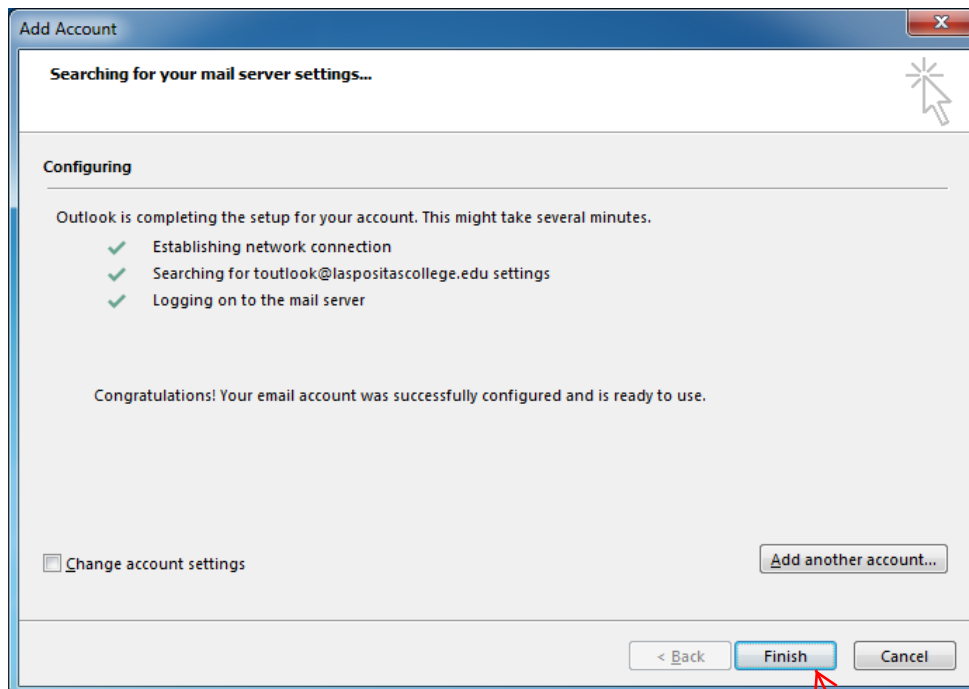


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Step 4 – By default, the next screen should appear with your credentials already in the “E-mail Address” box. There is no need to change anything. Select the “Next” button.

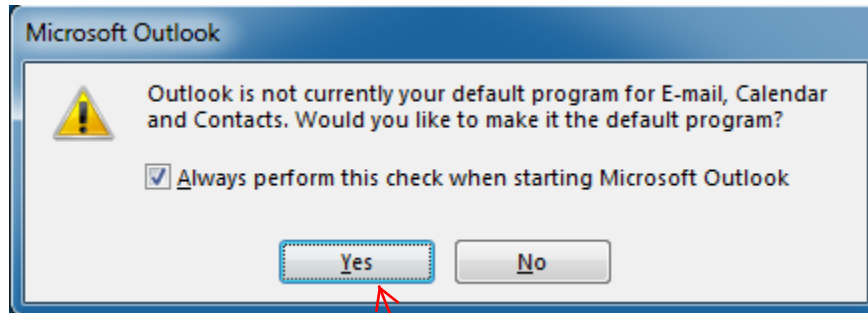


Step 5 – Outlook will automatically configure the necessary settings and you should see three green check marks as shown. Select the “Finish” button.



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Step 6 – If you are prompted with the following dialog box, leave the check box checked and select the “Yes” button.



Step 7 – At this point, the migration is finished. Outlook should be up and running and you are ready to start sending and receiving email.