

Changes to Outlook



ASI IT Department



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Outlook Classic

1. Sign out of Outlook
2. Resign in with email address
3. Password will remain the same

Outlook Classic

Outlook Classic is recommended desktop app to access email. Outlook New is currently not supported in GCC High.

Auto Forwarding Emails

Post Migration, you will no longer be able to auto forward emails to external accounts.

Encrypted Emails

Encrypted Emails will not migrate since the tool is not aware of the encryption keys and cannot read the emails. Certificate based encryption (S/MIME) will still function as long as the certificate is reuploaded into Outlook after the migration

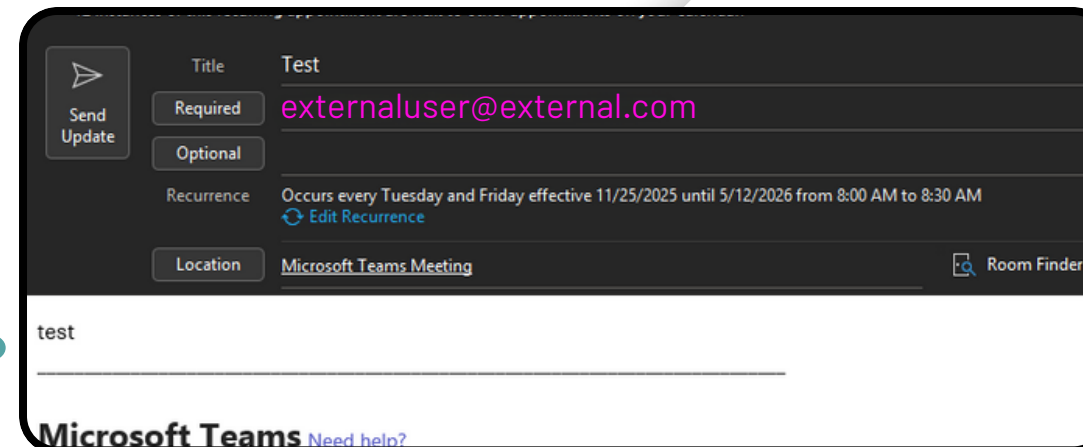
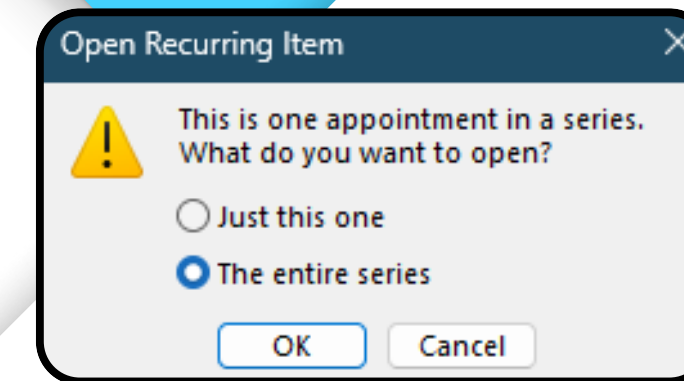
Encrypted Emails - For encrypted email that are not certificate-based, users will need to login to the source to extract content from the encrypted email as needed. To help with this, we recommend users create an Outlook rule that will move Microsoft encrypted emails to a subfolder.

- o Open Outlook on the web
- o Click on the gear icon in the top-right corner to open the settings menu.
- o Go to "Mail" and then select "Rules"
- o Condition: Message header includes > Microsoft.Exchange.RMSApaAgent.ProtectionTemplateId
- o Action: Move to > (name of subfolder)

Meetings With External Users

If you have recurring Teams meetings that include external participants, you'll need to update them, so that the new Teams link is used.

- Open the meeting (for recurring meetings, select Open the entire series).
- Make a small edit in the description.



- Choose Send Update

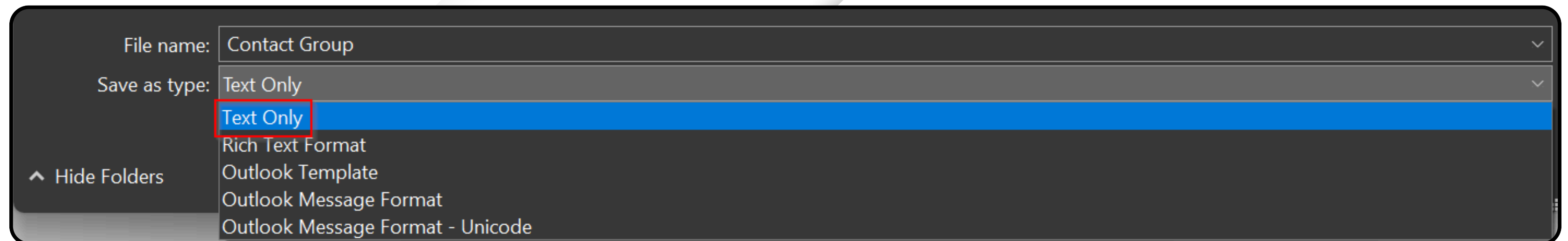


Contact Groups

Contact Groups (personal distribution groups) are Outlook client specific groups used as distribution groups. These groups will not get migrated during the M365 tenant to tenant migration. Users can export the groups before the cutover and reimport Contact Groups after the cutover. The following steps can be taken to pre cutover to export Contact Groups from the Outlook client.

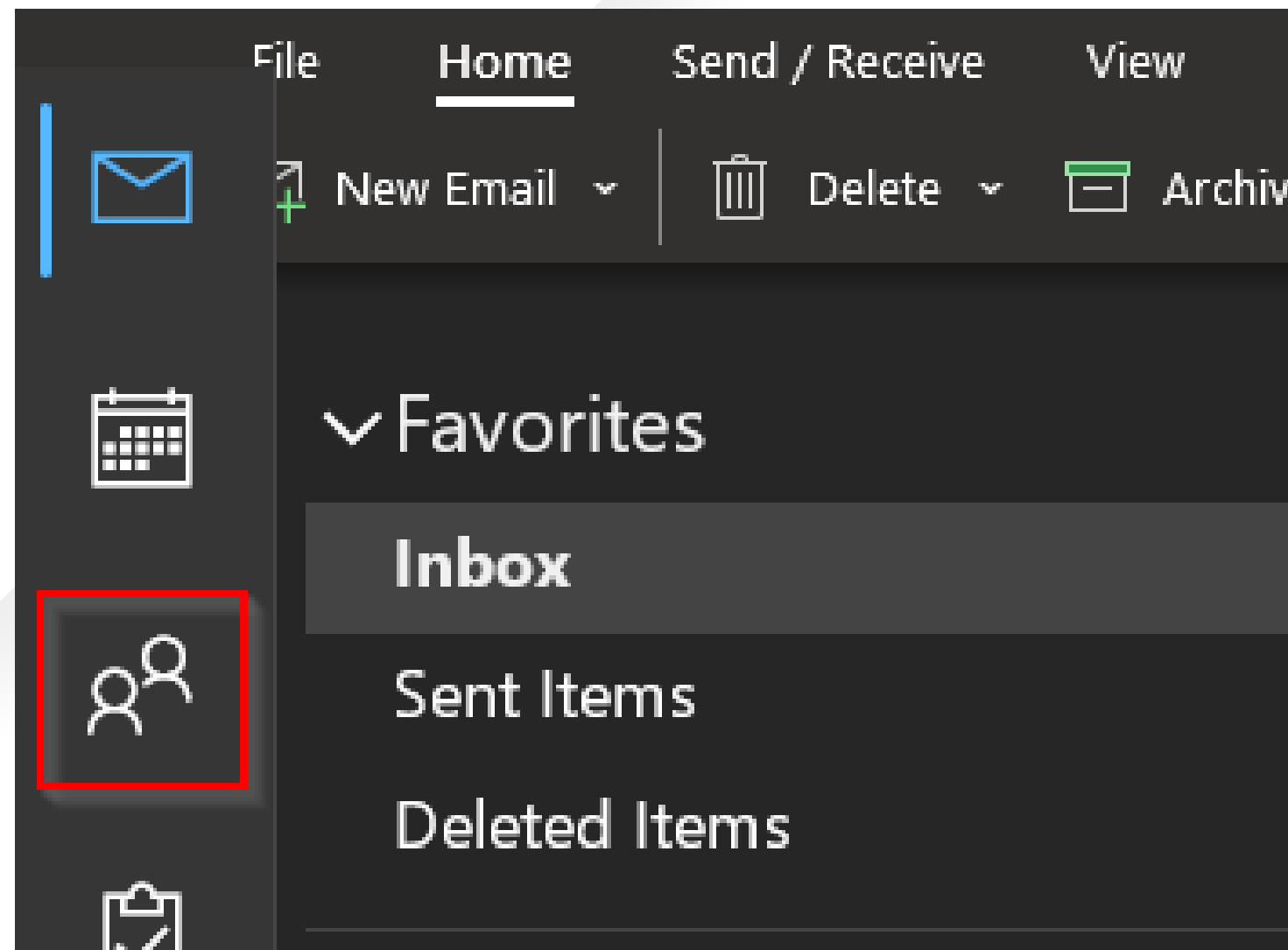
Export Contact Groups

1. Double click the Contact Group you would like to export to open it in a new window.
2. Select File > Save As.
3. Select Text Only in the Save as type drop down menu and Save the contact group



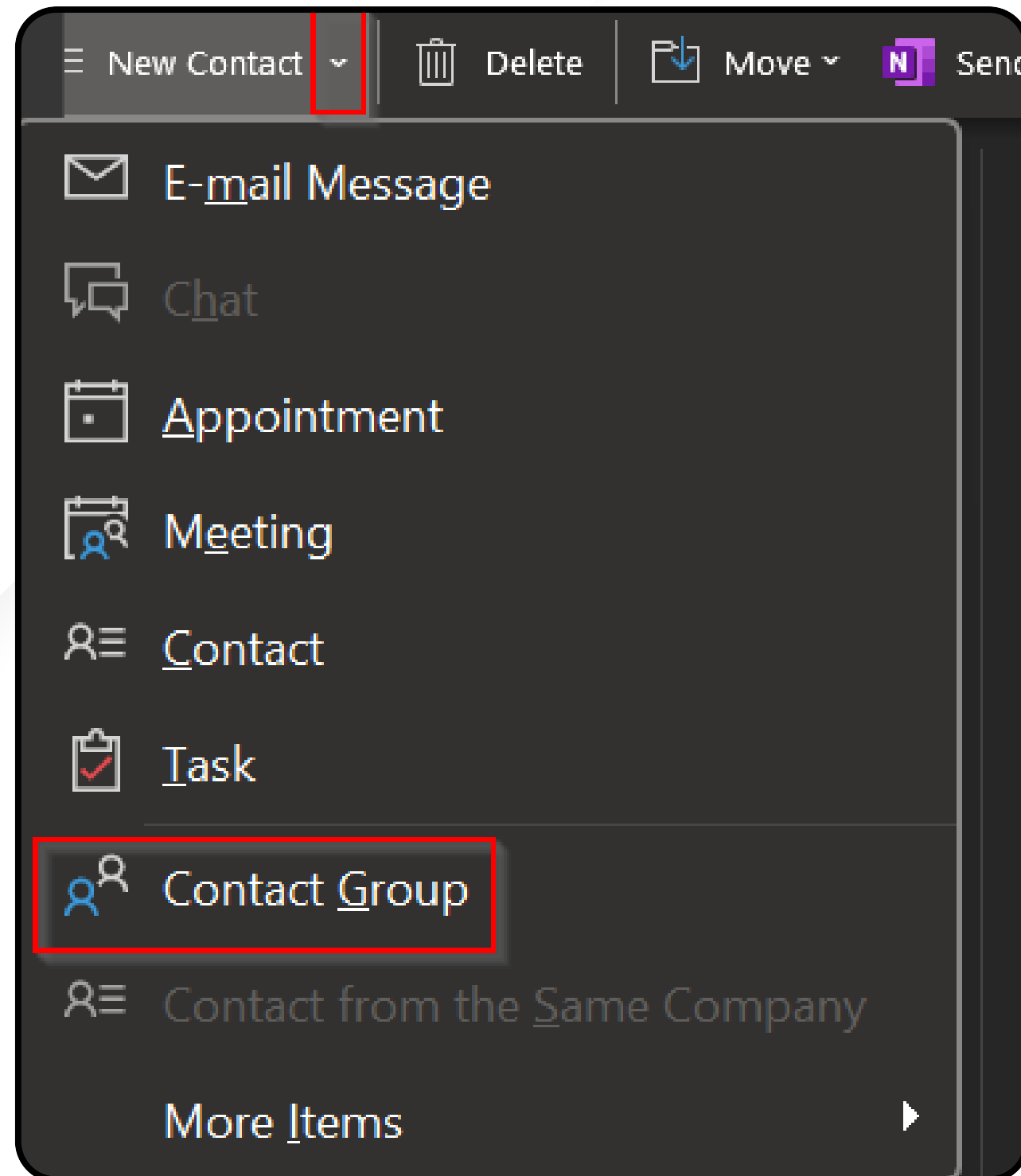
Import Contact Groups Post Migration

1. In Outlook select People from Navigation Bar



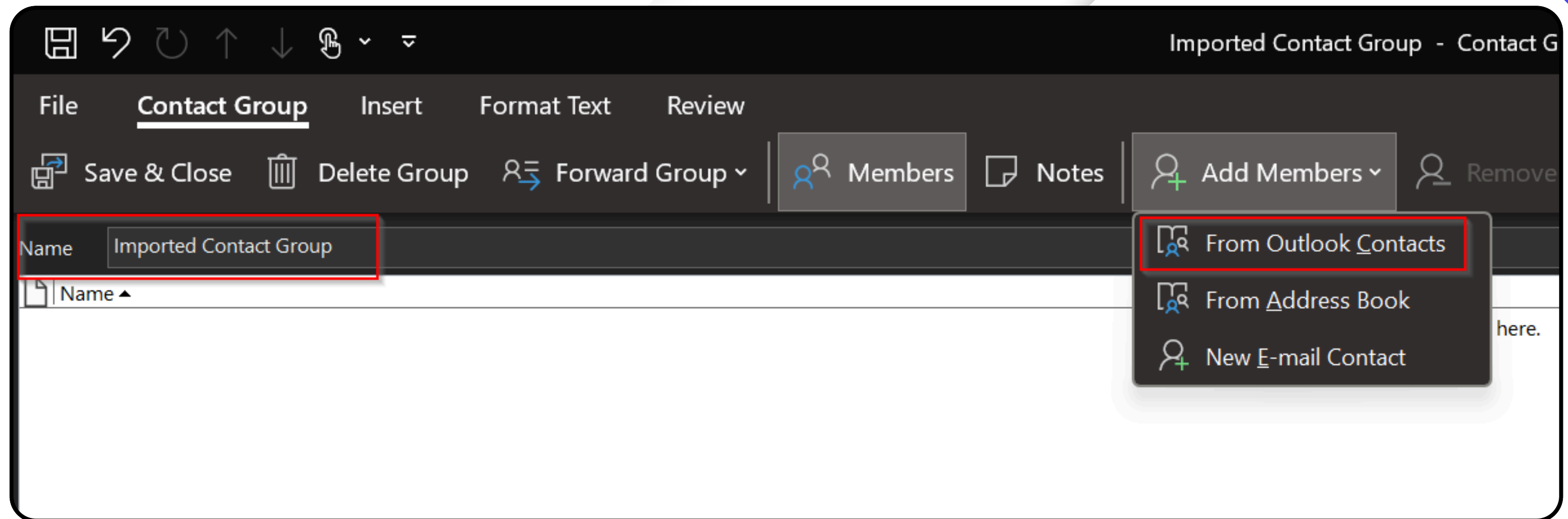
Import Contact Groups Post Migration

1. Select the New Contact drop down menu > Contact Group



Import Contact Groups Post Migration

1. Name the Contact Group and then select Add Members > From Outlook Contacts.



Import Contact Groups Post Migration

1. Open the text file you created during the export process, select all the members, and press CTRL + C to copy

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File Edit View

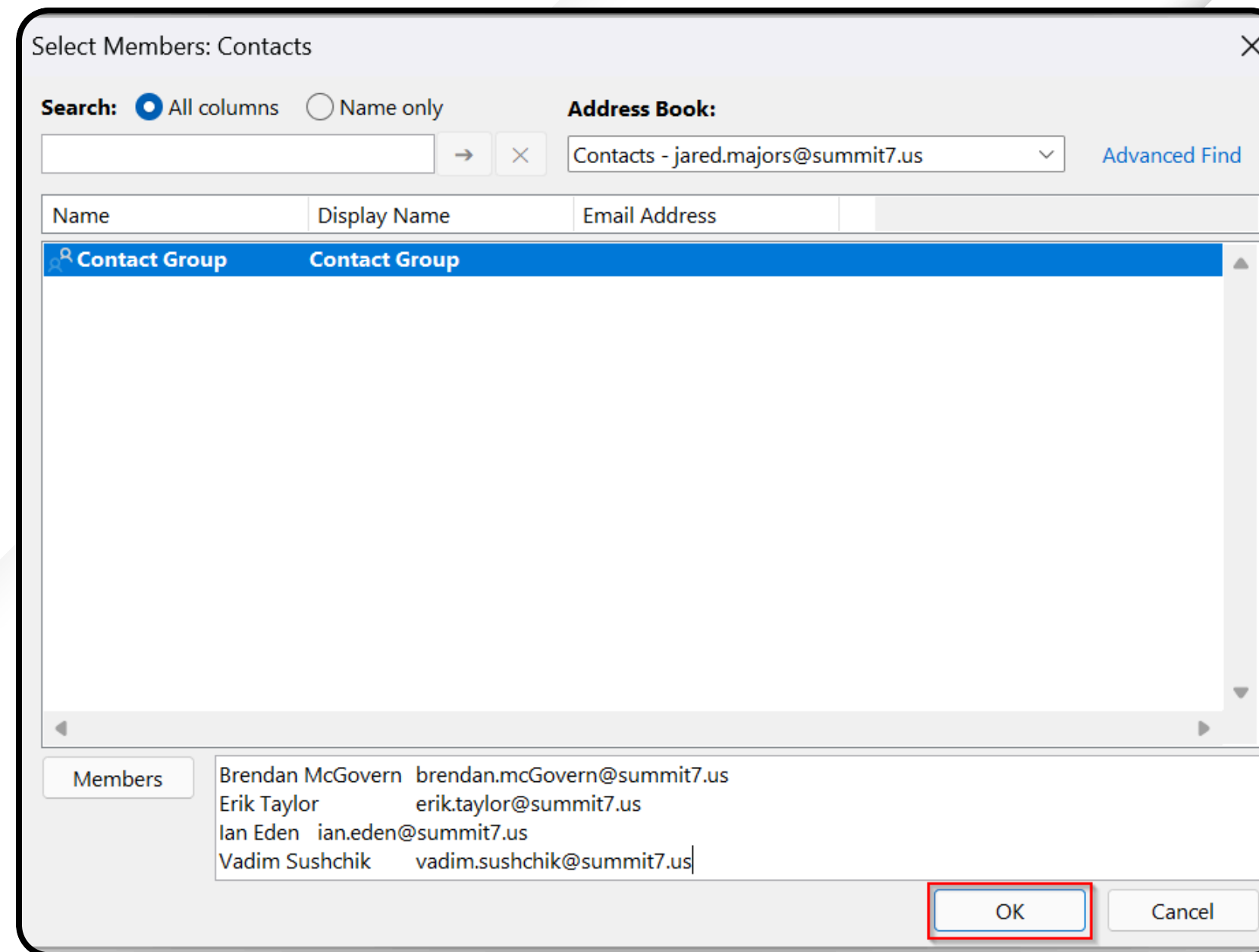
Contact Group Name: Contact Group

Members:

Brendan McGovern      brendan.mcGovern@summit7.us
Erik Taylor           erik.taylor@summit7.us
Ian Eden              ian.eden@summit7.us
Vadim Sushchik        vadim.sushchik@summit7.us
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Import Contact Groups Post Migration

1. Switch back to Outlook and paste the members into the Members dialogue box by pressing CTRL + V and then select OK.



Import Contact Groups Post Migration

1. Select Save & Close

