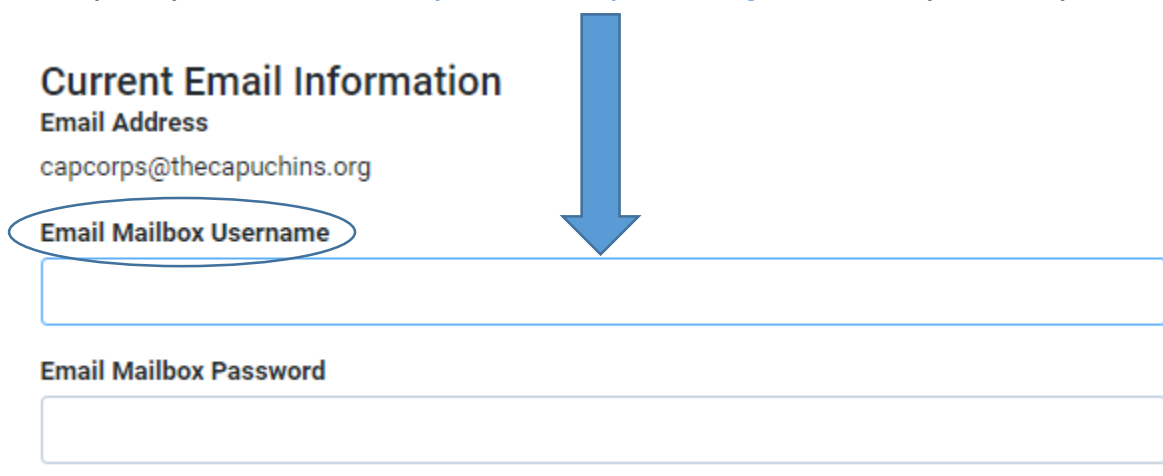


After clicking start in the email from PC Lan Services -

Where it asks for your “Email Mailbox Username”, you should put *your email address* there. As an example, if your email address is yourname@capretreat.org, that is what you would put in that box -



The screenshot shows a form titled "Current Email Information". It has three input fields: "Email Address" (containing "capcorps@thecapuchins.org"), "Email Mailbox Username" (circled in blue), and "Email Mailbox Password". A large blue arrow points from the text above down to the "Email Mailbox Username" field. A yellow vertical line is on the right side of the form.

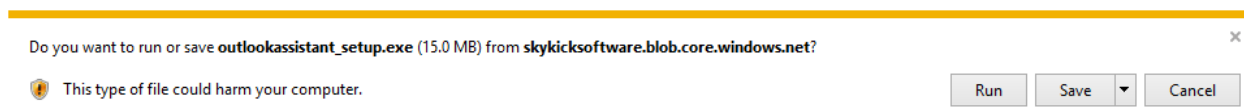
If you are following the steps in the Office 365 Upgrade email using Chrome and get the following error when it attempts to download the Outlook Assistant –



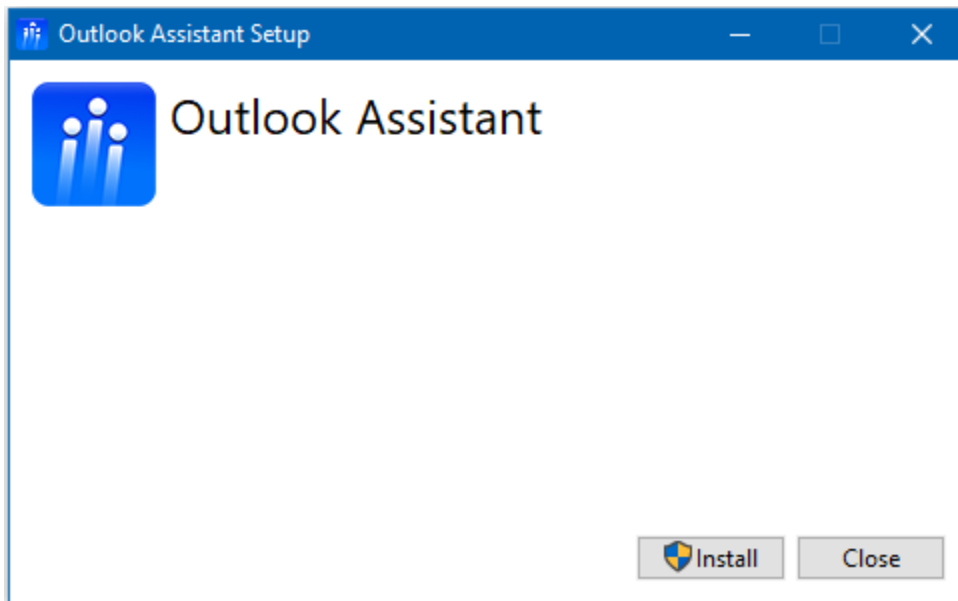
Use Internet Explorer instead, and browse to –

https://skykicksoftware.blob.core.windows.net/prod/outlookassistant_setup.exe

Select run –

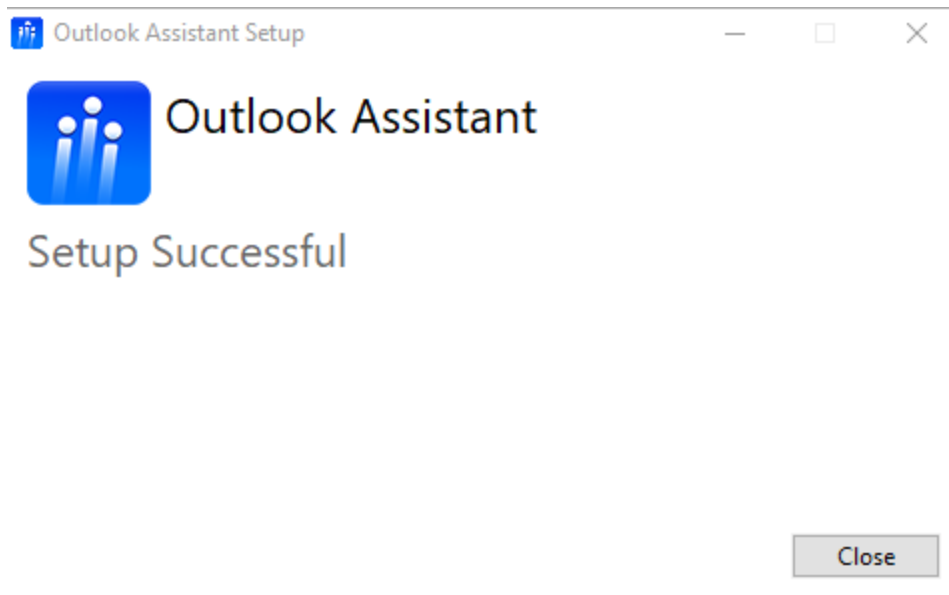


Select Install –



(select Yes if prompted "Are you sure")

Click on Close –



Enter your email address and password, click next –

Outlook Assistant

Outlook Assistant


Sign In

Please enter your email address and password.

Email Address

Password

Show Password



Next »

[About](#) [Privacy Policy](#)

If you get the following message, Click OK and then notify IT at Office365@thecapuchins.org -

Outlook Assistant

John ▾

Microsoft Updates Required

You need to install an Office Service Pack and Outlook Update in order to migrate to Office 365.

Please run Windows Update (Start -> Control Panel -> Windows Update) on your PC until no more Office updates are required.

Note: You must complete Windows Update before your migration, or you will not be able to connect your Outlook to Office 365.

OK

Click 'OK' to minimize the Outlook Assistant and go update your PC.

