# Transition Steps for Office 365

## If you know your current email password, skip to Step 3. Otherwise, proceed to Step 2.

## Change your password (*regardless of when you last changed your password*)

1. Open the *Microsoft Online Services Sign In* application (It should be in your Taskbar or an icon on your Desktop) -> -> -> ->
2. Click the *Options* tab and then click the ‘Change Password’ link.
3. Type in your current ‘email’ password in the ‘Old Password’ field.
4. Now, type in your new password twice to confirm in the (2) ‘New Password’ fields. (Remember to make sure your new password meets the password requirements.  You’ll see them at the top of the window)
5. Click Save.

## Verify your password on the new Office 365 Portal

1. Go to the Office 365 Portal website -> <http://portal.microsoftonline.com>
2. Sign in with your current email address and password.  If you completed Step 2, be sure to use the **NEW** password you just changed.
3. If you are able to get to the main website (if you see Microsoft Office 365 in the upper left corner and Start Here and Outlook links on the left, you’re done!) (Go on to Step 4)

## Run the Office 365 Desktop Readiness Tool

1. Click on this link - <http://www.microsoft.com/online/office365-desktop-readiness-tool-user.aspx?mode=readiness&nwshare=%5C%5Crader%5Cdata%5Coffice365&company=bradleyfdn.org&companyname=Bradley%20Foundation>
2. Simply click the **Start Now** button. Next click “yes” – you want to run this application.
3. When this is complete, a text file showing your results will automatically be saved to Bradley’s network.  Michael will keep tabs of all the users and computers that complete this and know who else has not completed it.

## Setup and Configure your Office 365 Desktop Apps

* 1. Close Outlook.
  2. Log in to the Office 365 Portal again -> <http://portal.microsoftonline.com>
  3. Use the same email address and password to sign in from Step 3.
  4. On the right side of the webpage, under *Resources*, click *Download*.
  5. Click the ‘*Set Up*’ button.
  6. Sign in with your same email address and password, if prompted. (Make sure ‘*Keep me signed in*’ is checked.)
  7. After the program checks your computer for changes, click the ‘*Continue*’ button at the bottom.
  8. On the ‘*Review and accept the service agreements’* window, press ‘*I accept*’.
  9. Wait for the *Updates and configuring applications* to finish and press Finish.

At this point, the client side process **is complete**. You may open Outlook and use it the exact same way as before. The final transition of the email system to Microsoft Office 365 will take place on Friday, May 11th. You don’t need to complete any more steps before that time.