



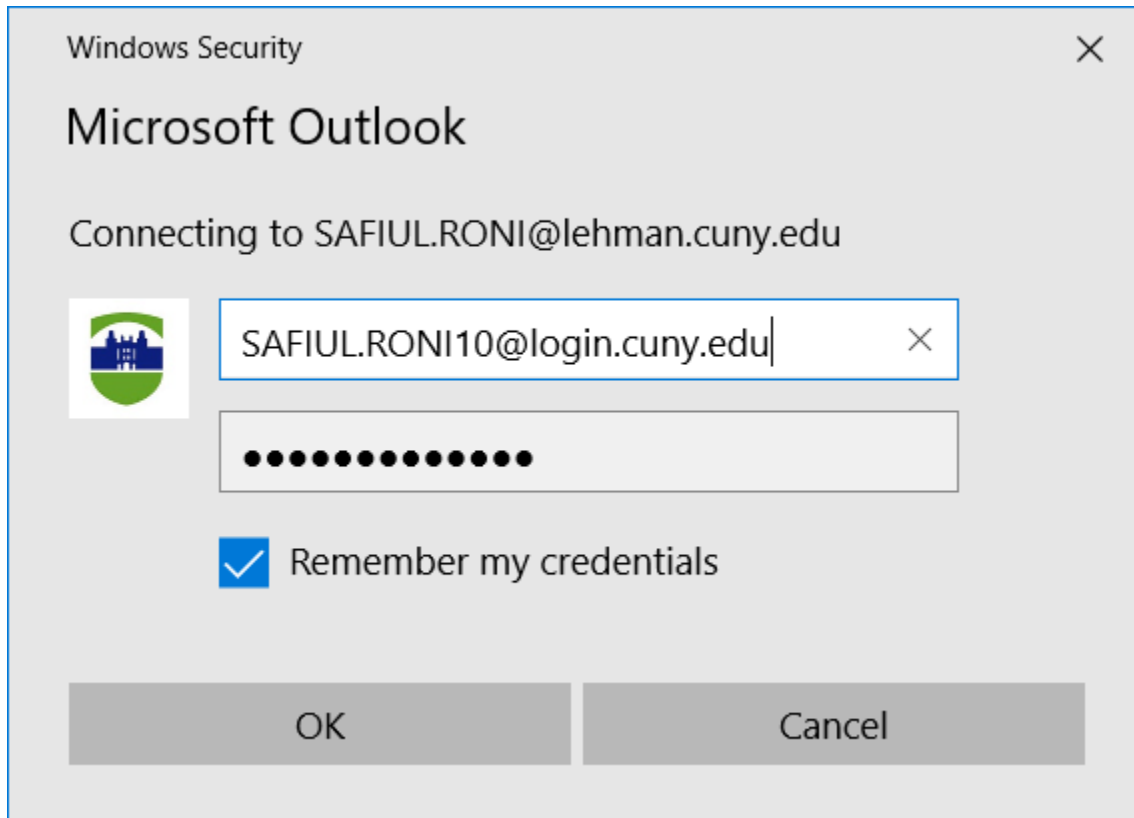
Outlook 2019/Office 365 with Autodiscover instructions

If your mailbox has been migrated and you have Outlook 2019/Office 365 configured on your desktop already, please click on Outlook to open your email. Once Outlook is open, you should see the screen below with your email address already typed in under STEP 1.

STEP 1

A screenshot of a Windows Security dialog box titled "Microsoft Outlook". The dialog box is white with a grey border and a close button (X) in the top right corner. The text inside reads "Connecting to SAFIUL.RONI@lehman.cuny.edu". Below this is a light blue rectangular area containing a small Lehman College logo on the left. To the right of the logo are two input fields: the top one contains "SAFIUL.RONI@lehman.cuny.edu" and the bottom one is labeled "Password". Below the input fields is a checkbox labeled "Remember my credentials" which is currently unchecked. At the bottom right of the dialog box are two buttons: "OK" (highlighted with a blue border) and "Cancel".

STEP 2: Here you need to change your email address to your CUNY login (Type in your CUNY login user name (yourfirstname.yourlastname## - last two digits from your emplid@login.cuny.edu (i.e – John.doe84@login.cuny.edu), click to remember your credentials and then click **OK**).



- Once this step is completed, you should be able to see your emails, folders and your calendar items. Please note that this process can take some time depending on how much mail content the Outlook client needs to sync. While this process is going on, access your migrated email via Microsoft 365 or outlook.office365.com. The best way to login and test your email after migration is via the web. Your mailbox will no longer be available through mail.lehman.edu. Login with your CUNYfirst username and password.

NOTE: Please contact the IT Center Help Desk (Carman Hall 108 or (718) 960-1111 or help.desk@Lehman.cuny.edu if further assistance is needed.