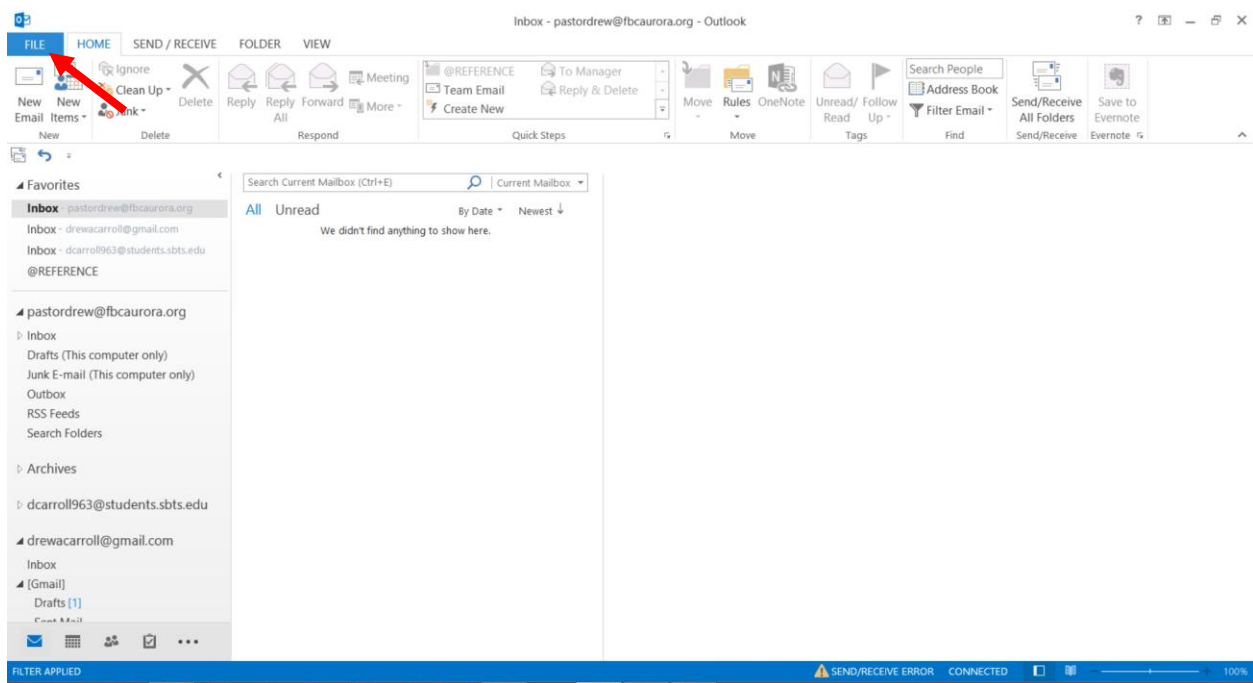


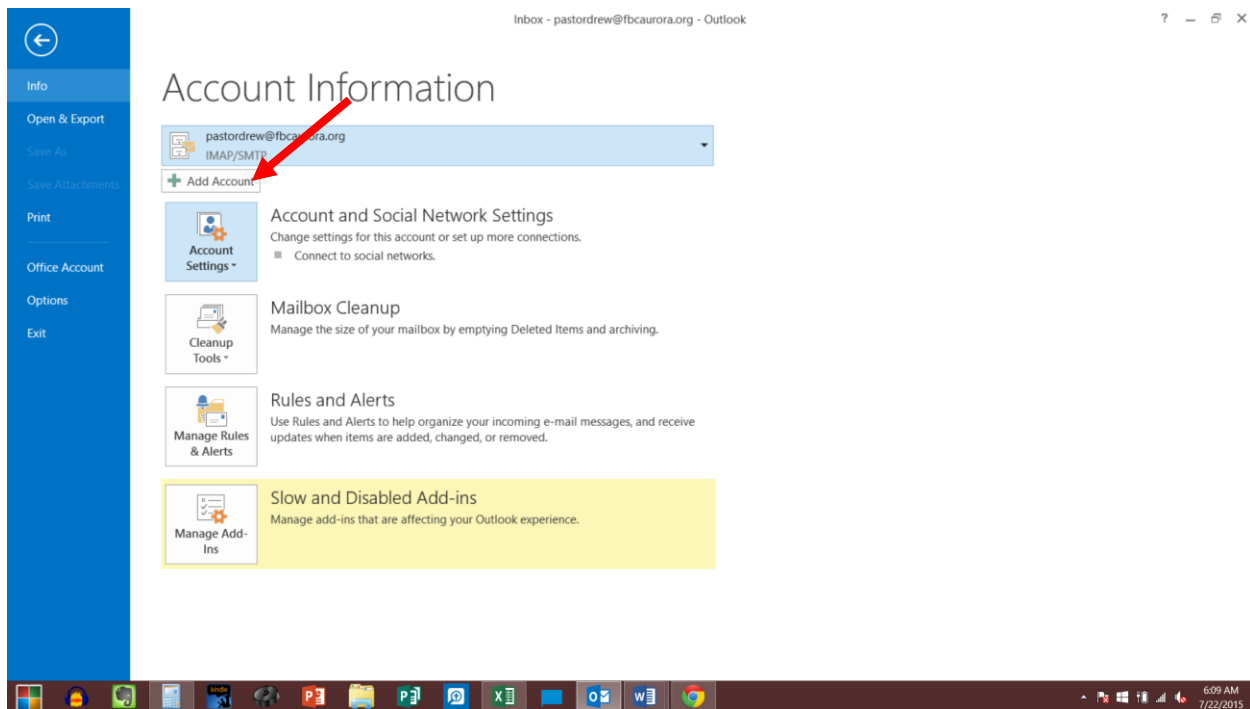
Updating Outlook to Work with Office 365 for Business

**** Prior to proceeding, you must have already logged in at login.microsoftonline.com and updated your password.**

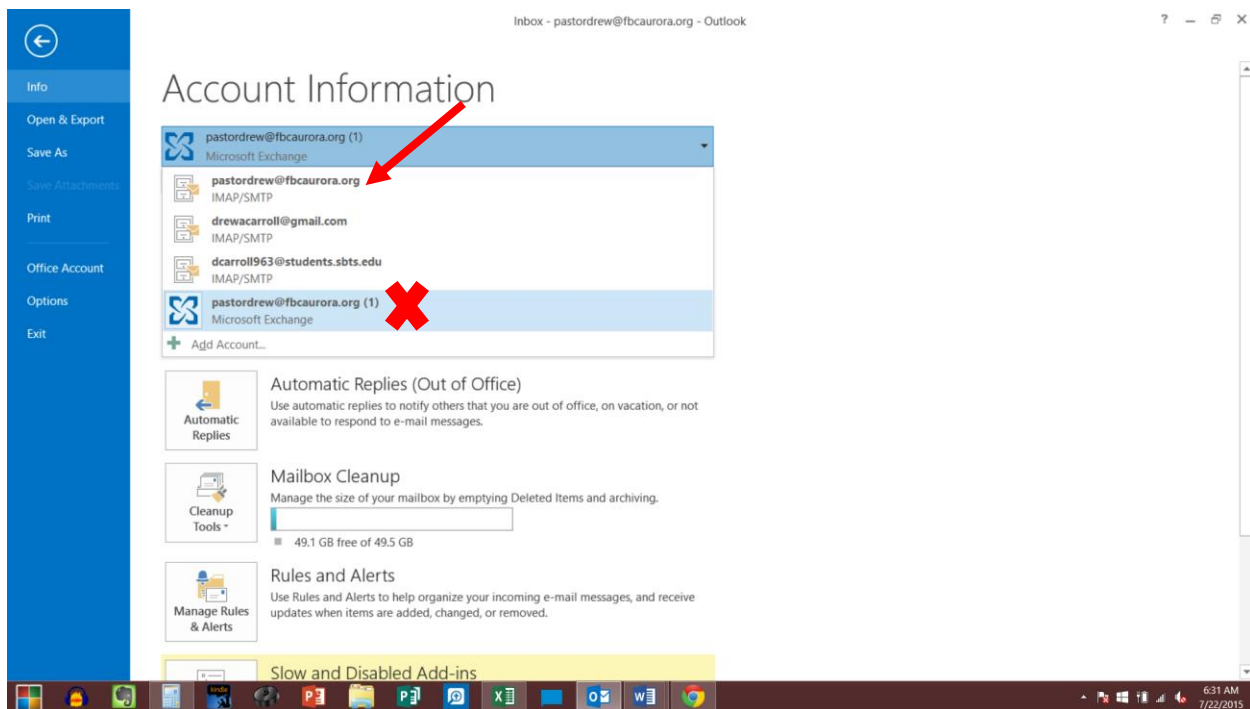
1. Open Outlook on your PC.
2. After Opening Outlook, the Screen will look like it does below. Click on “File” in the top left.



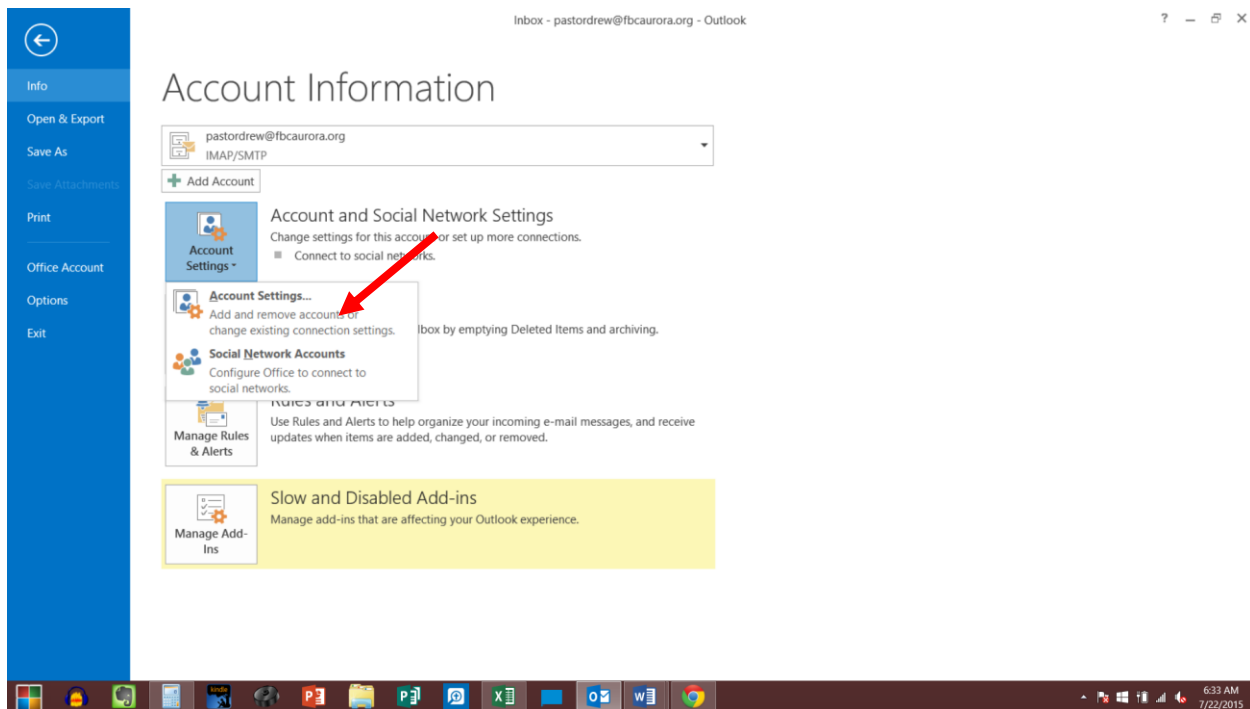
3. The next screen will look like it does below. Click “Add Account.” A popup will appear. Enter in your name, e-mail address, and your password (created online). Outlook will find your e-mail settings and want you to restart the program. Restart the program.



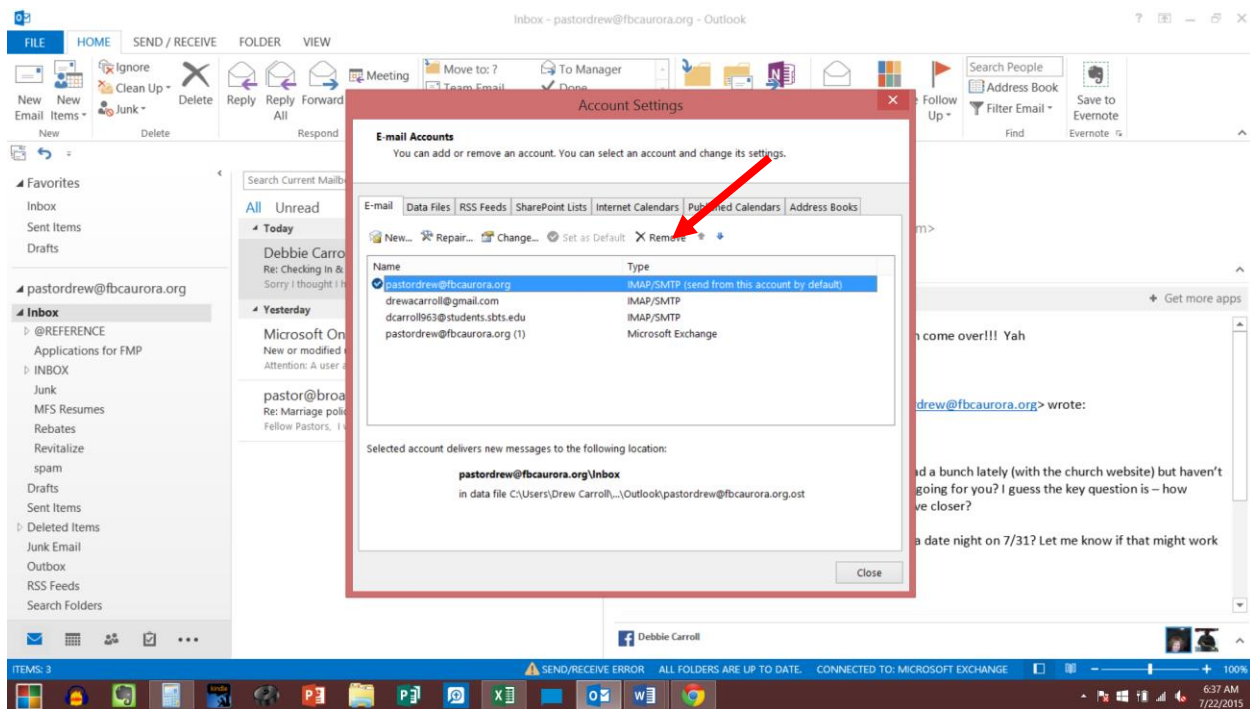
4. Click on File (see picture under step 1). Click on your e-mail address under the large “Account Information” (See picture below). You will see two options with your e-mail address. Locate your e-mail address that has “IMAP/SMTP” under it. Click on that. Do not click on your e-mail that has “Microsoft Exchange” under it.



5. Now click on Account Settings (see picture below). A little popup box will open. Click on Account Settings again in that popup box.



6. A popup box should open (see below). Click on your FBCA e-mail that has "IMAP/SMTP" listed next to it under the "Type" Heading. Then click "Remove."



7. Then click close and pat yourself on the back. You are done!