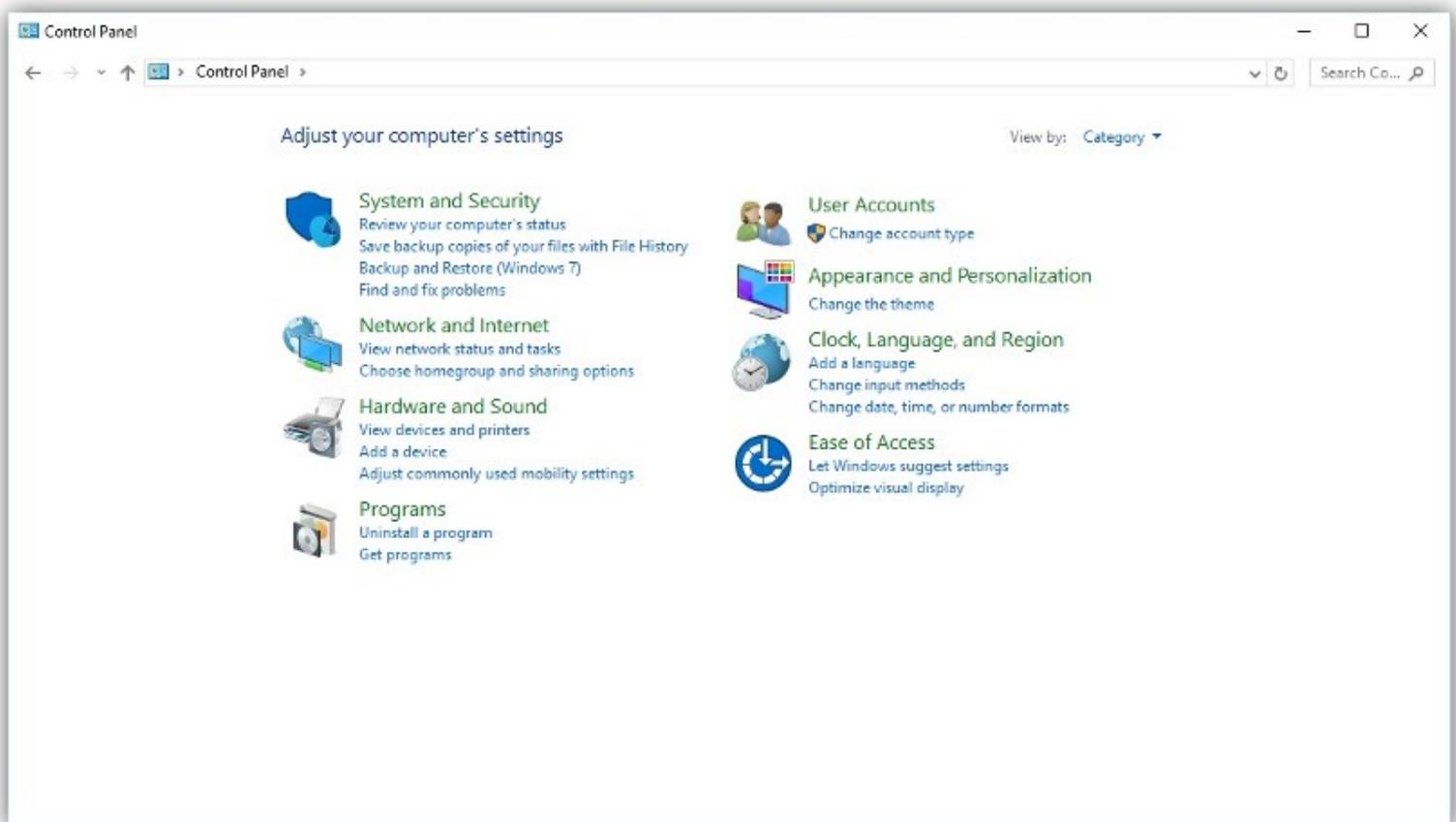


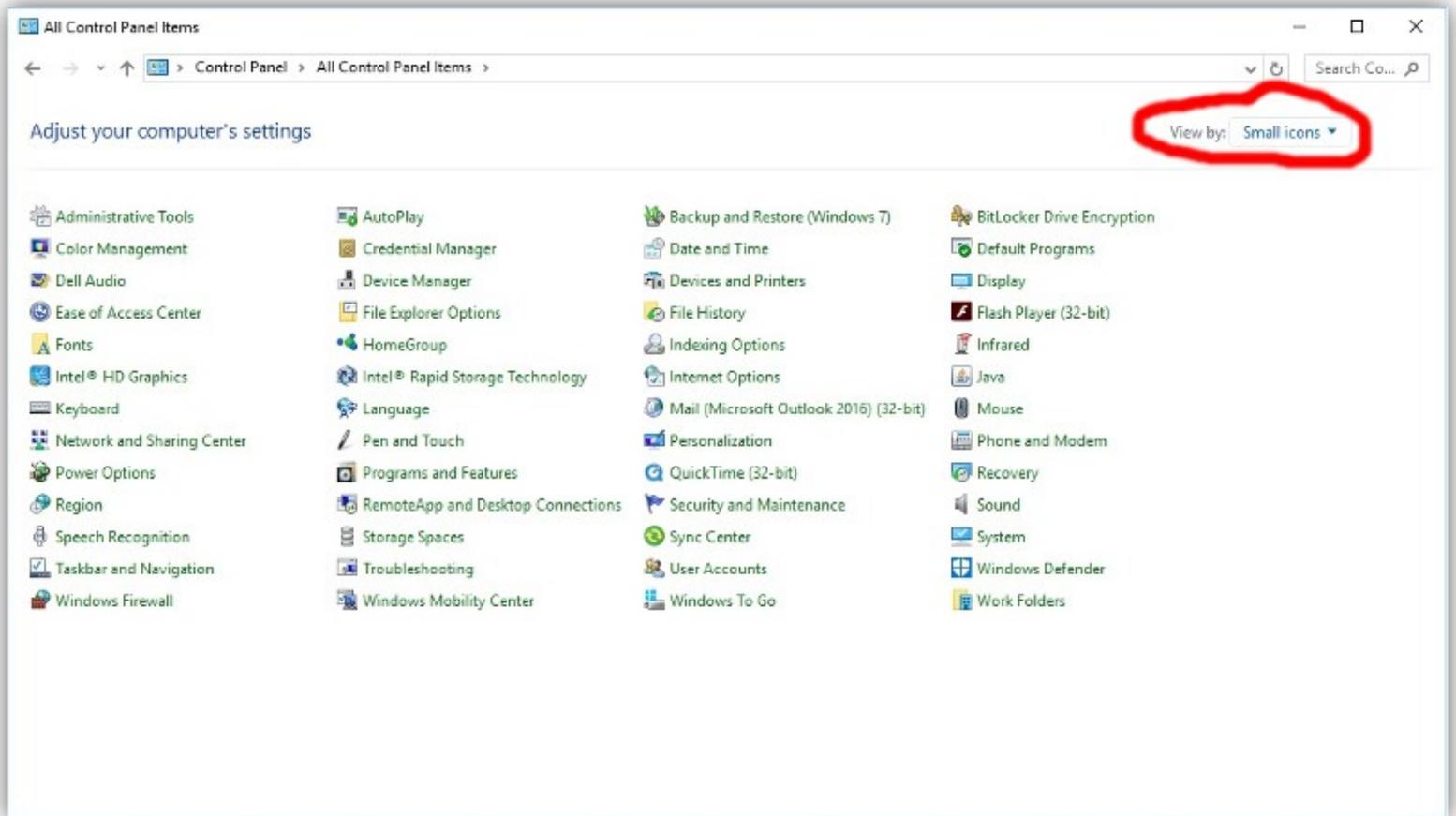
All BioZyme company email will begin routing to Office 365 starting at 8am on February 3rd. At that time, the existing Exchange servers will continue to function on all devices but will no longer receive new email. To ensure you're receiving all new incoming emails, please perform the following steps. Also, note, your account password will be the same password as your current email account. Your username will be your full email address. Once the new email is being routed to Office 365, your existing data will begin migrating from the old server. You do not need to do anything to get your old emails, calendar items and contacts back as they will be automatically imported to your new mailbox over the weekend.

For Microsoft Outlook (in Windows):

1 Open the Windows Control Panel by opening the Start menu and searching for 'Control Panel'.

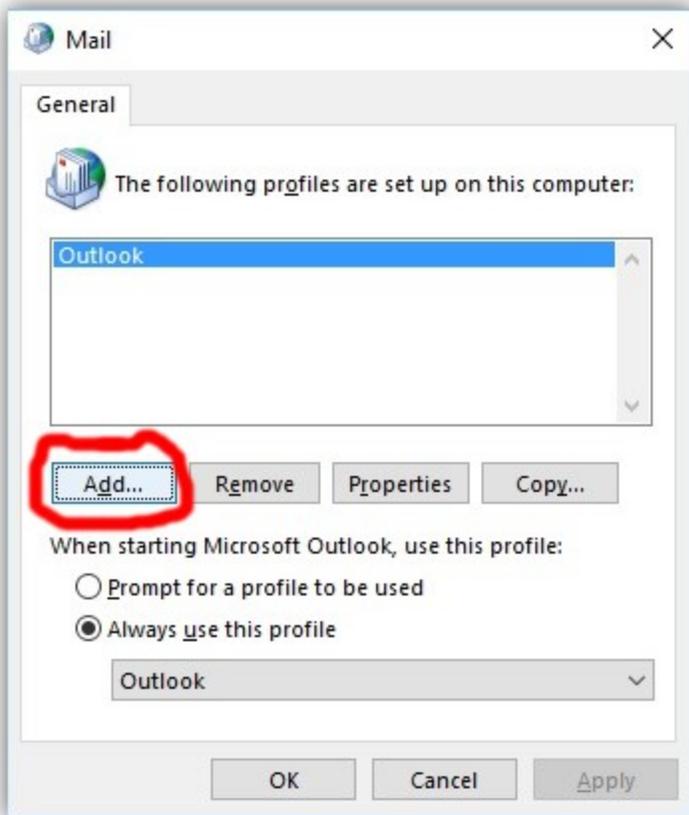


2 Once in the control panel, open the 'Mail' settings window (Note: you might have to change your Control Panel to Small or Large Icons by selecting them from the 'View by' dropdown menu in the upper right corner of the Control Panel).



3 Select 'Show Profiles' to open the profile edit window.

4 Click the 'Add' button to create a new profile and give it the name of your choice (examples: BioZyme, Office 365, etc).



- 5 Enter your name, email address and password in the Auto Account Setup window. The system should automatically find your Outlook settings and finish the setup for you.

Add Account ✕

Auto Account Setup
Outlook can automatically configure many email accounts. 

Email Account

Your Name:
Example: Ellen Adams

Email Address:
Example: ellen@contoso.com

Password:

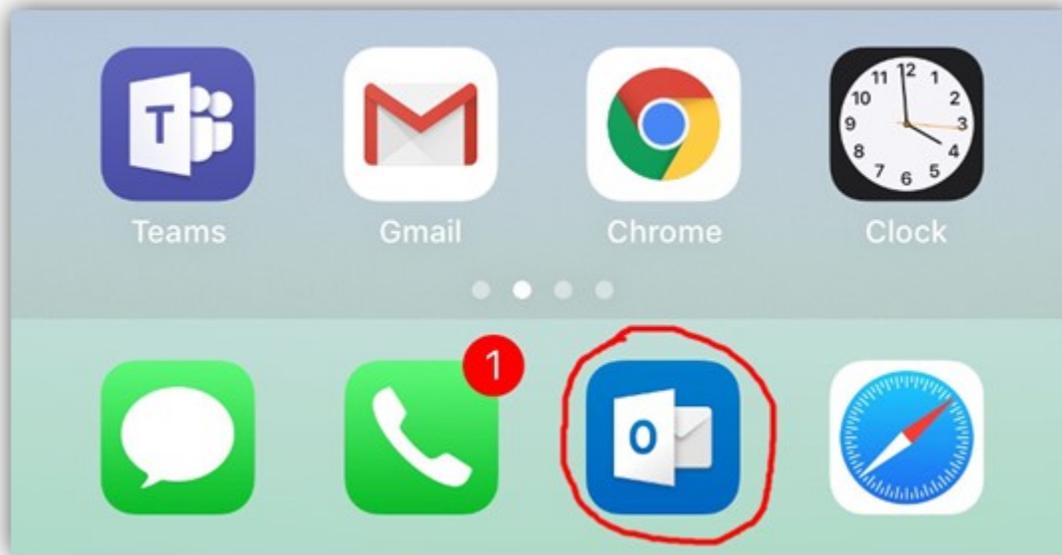
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

6. Once your new account is working, you can delete your old/existing profile.

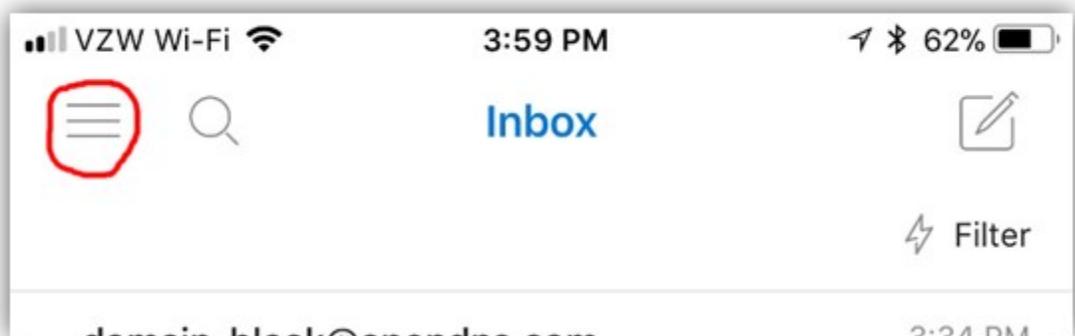
For Apple iOS devices:

1 Download and install the 'Microsoft Outlook' app onto your device if you don't already have it.



a If it's your first time using the app, follow the step by step guide to setup your Office 365 account using your email address and password.

b. If you have an existing account in the Outlook for iOS app, open the app and press the settings button in the upper left corner.



-Press the Add account button on the left (envelope with a plus sign on it) and follow the prompts to enter your email address and password.

The image shows a navigation pane for Office 365. On the left, there is a vertical sidebar with icons: a red Office 365 logo, a red-outlined envelope icon with a blue plus sign, a question mark, and a gear. The main area is titled "Office 365" and contains a list of folders: "Inbox", "Drafts", "Archive", "Sent Items", "Scheduled", "Groups" (with a "New" badge), "Deleted Items" (with a "238" badge), and "Spam". Below these is a "Folders" section with "Clutter", "Conversation History", "Misc", and "Priority". On the right, a "Filter" section is partially visible, showing a list of email items with their subjects and times.

Office 365

Filter

- Inbox
- Drafts
- Archive
- Sent Items
- Scheduled
- Groups New
- Deleted Items 238
- Spam

Folders

- Clutter
- Conversation History
- Misc
- Priority

34 PM

hate
back...

:15 PM

of
ntrol...

24 PM

Travis
ary...

54 AM

18 1...

52 AM

as
ilto:j...

09 AM

le
you...

57 AM

pple



Add Account



Enter your work or personal email.

joeuser@biozymeinc.com

Add Account

@hotmail.com

@outlook.com

@gmail.com

@

