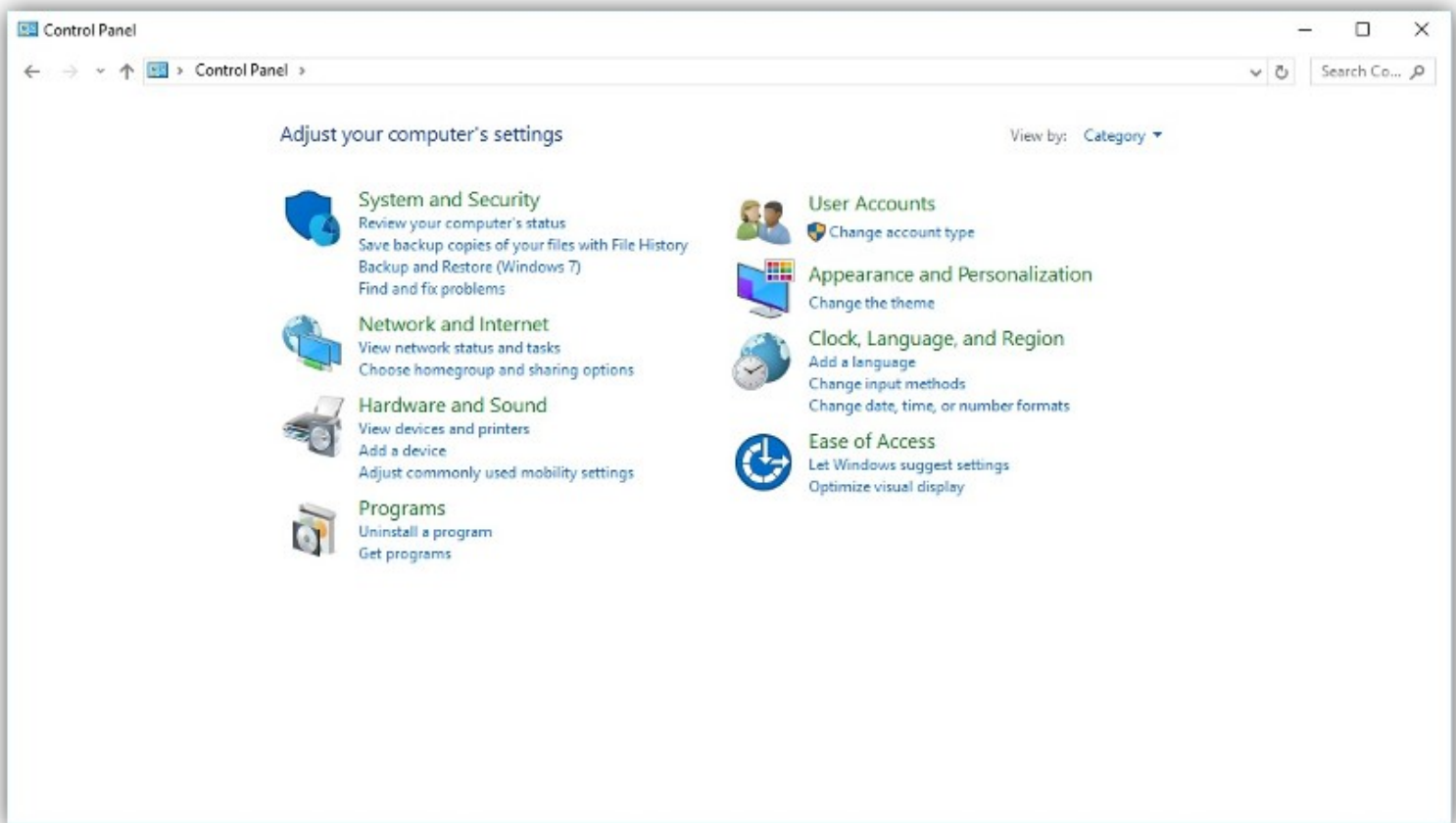


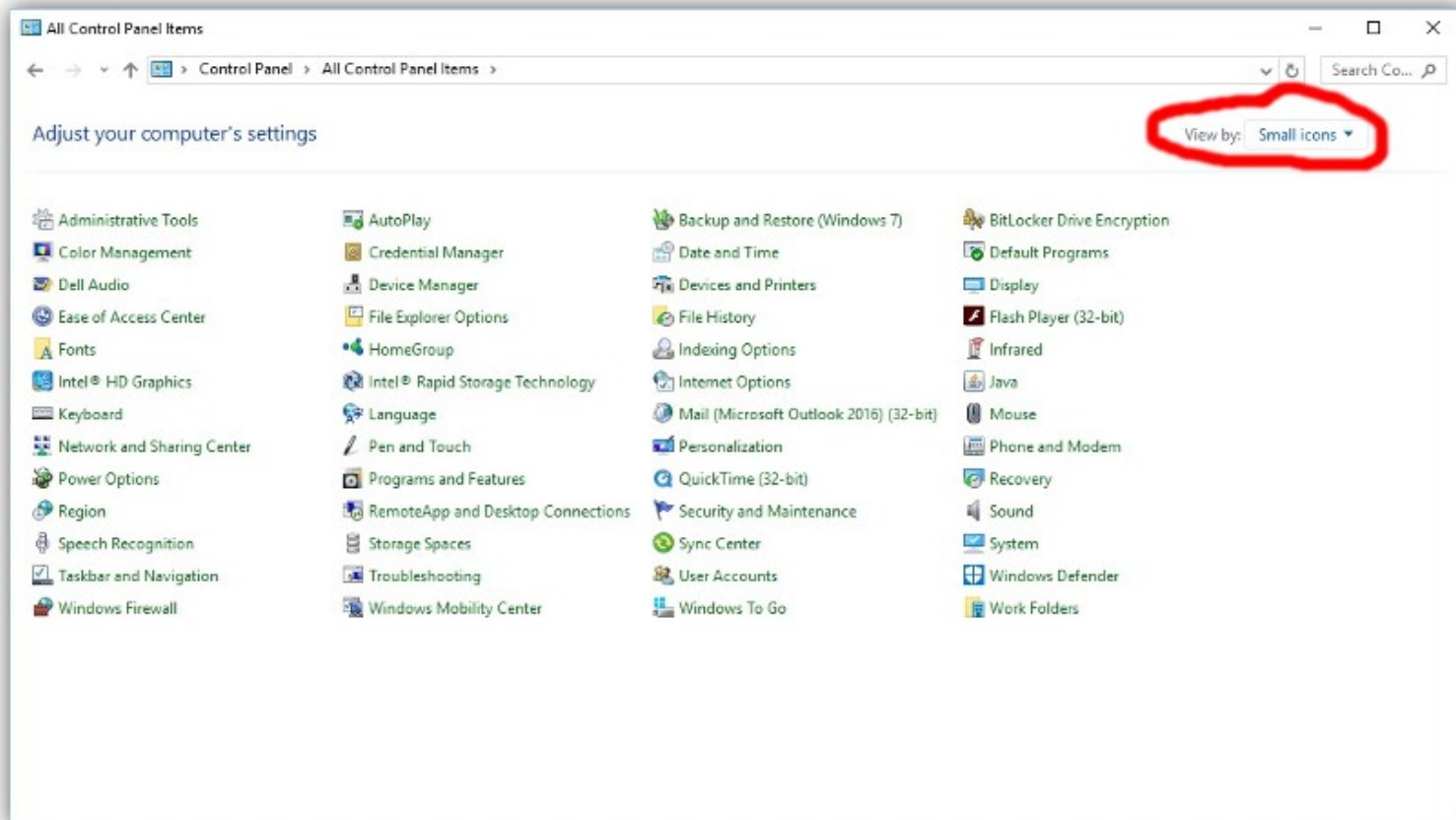
All BioZyme company email will begin routing to Office 365 starting at 8am on February 3rd. At that time, the existing Exchange servers will continue to function on all devices but will no longer receive new email. To ensure you're receiving all new incoming emails, please perform the following steps. 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'.

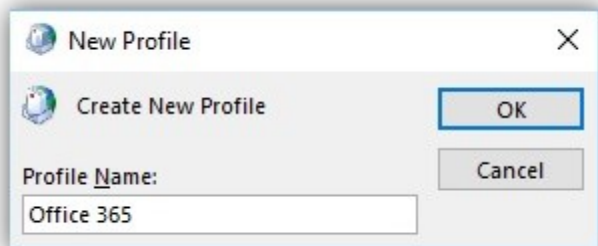
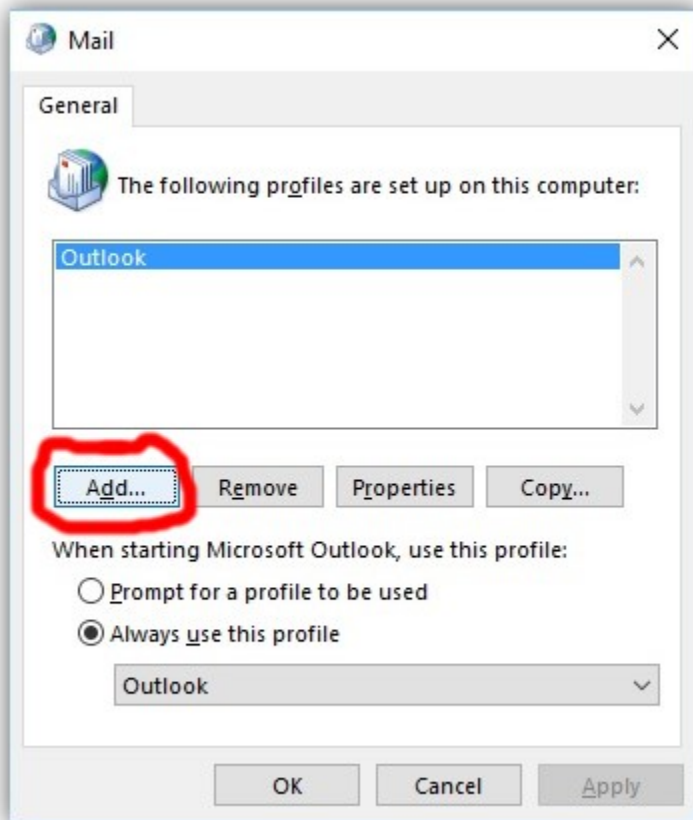


- 2 Once in the control panel, open the 'Mail' settings window (Note: you might have to change your Control Panel to Small or Large Icons by selecting them from the 'View by' dropdown menu in the upper right corner of the Control Panel).



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.

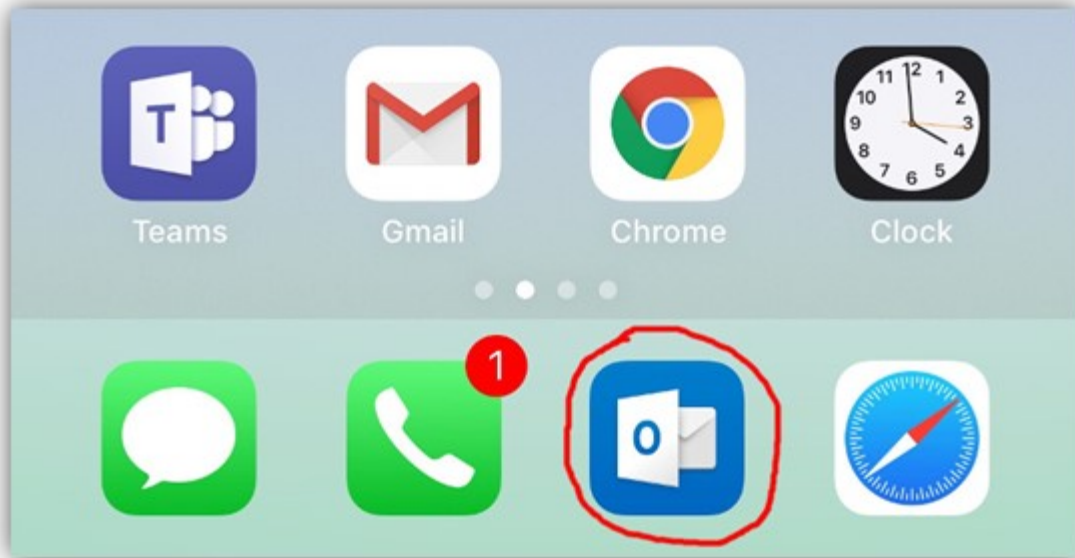
☐ **Manual setup or additional server types**

< Back   **Next >**   Cancel   Help

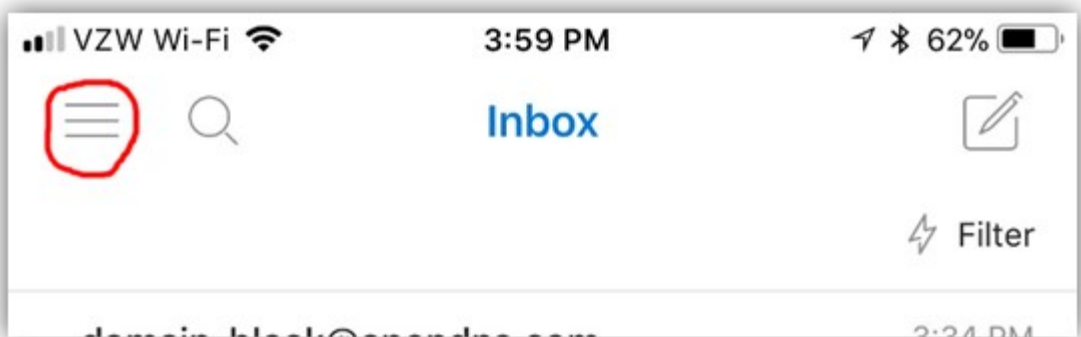
6. Once your new account is working, you can delete your old/existing profile.

## 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.



## Office 365




 Inbox

 Drafts

 Archive

 Sent Items

 Scheduled

 Groups New

 Deleted Items 238

 Spam

### Folders

 Clutter

 Conversation History

 Misc

 Priority



Filter

34 PM

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4:00 PM

62%



## Add Account



Enter your work or personal email.

joeuser@biozymeinc.com

Add Account

@hotmail.com

@outlook.com

@gmail.com

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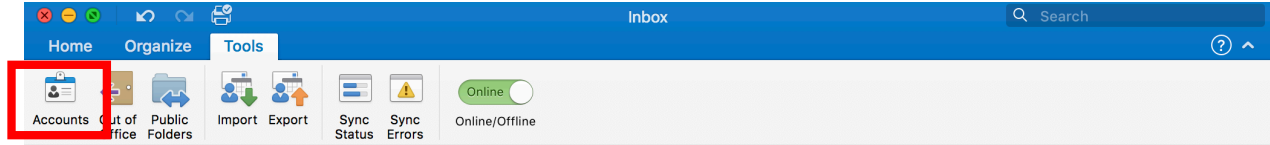
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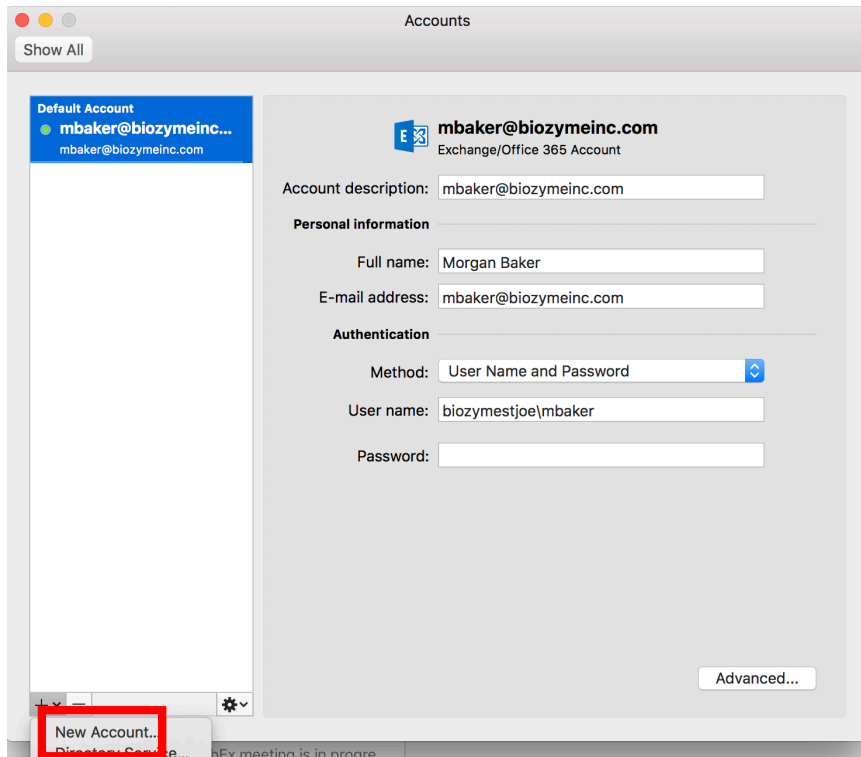
return

## For Mac:

1. Launch Outlook 2016 for Mac.
2. Go to "Tools" menu and click the Accounts selection.

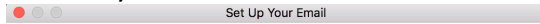


3. Select New Account... from the + menu selection located at the bottom left corner of the 'Accounts' screen.





4. Enter your email address in the "E-mail address" and your password in the password field.



Please enter your email address

yourname@provider.com

Continue



mbaker@biozymeinc.com



Enter password

password

Sign in

[Forgot my password](#)

[Sign in with another account](#)

You're seeing our **new sign-in experience**  
[Go back to the old one](#)





**mbaker@biozymeinc.com**  
has been added

**Did you know?**

Outlook supports Google, Yahoo!, and iCloud accounts.

Add Another Account

Done

[Get Outlook for iOS & Android](#)

5. Once your new account is activated, you may delete the old account from the Accounts window.