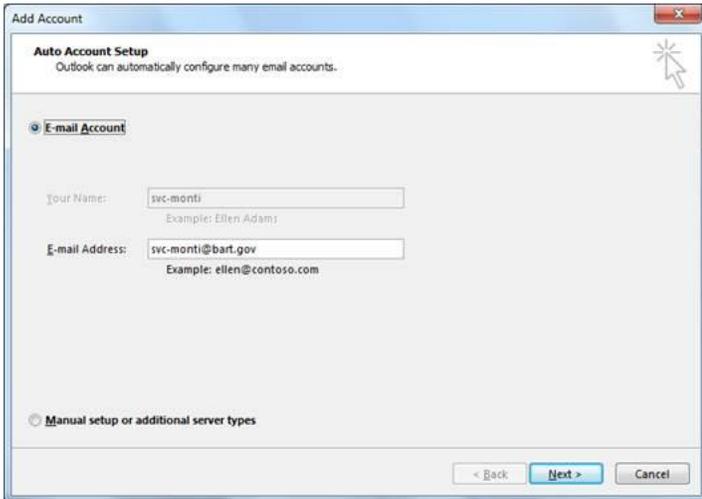


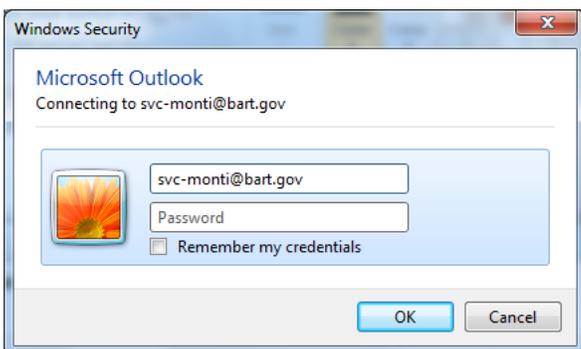
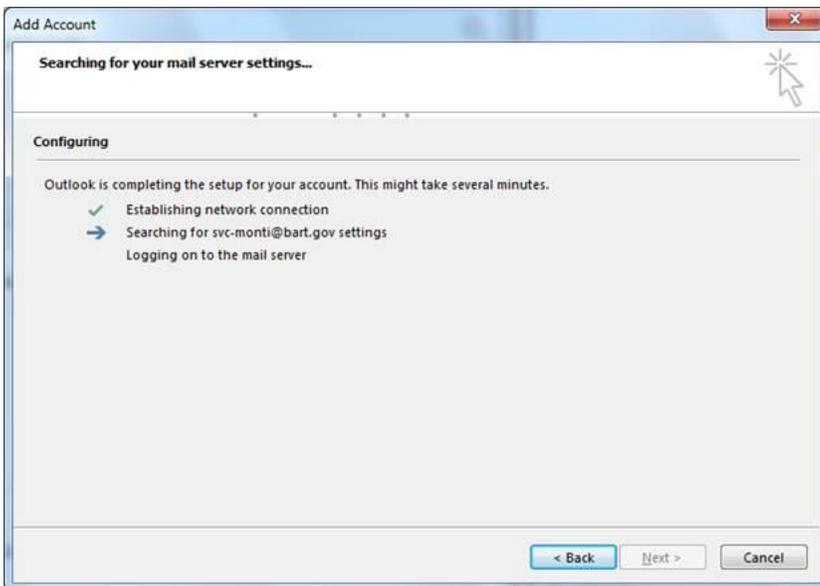
Configure Outlook

As part of this upgrade, the District will be moving away from Lotus Notes as our email client and to Microsoft Outlook 2016.

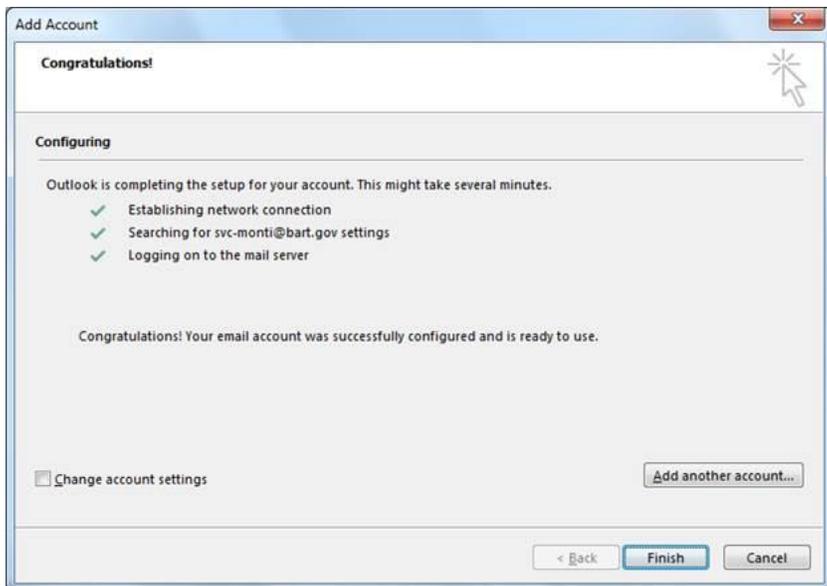
- When you first open Outlook shortcut on your computer, you will get a welcome Screen with your Email ID pre-filled in the wizard



Click **Next**.



You will be prompted to enter your password – You must enter your “**Network Login password**” and and click **OK**.



Click on finish to start using the Microsoft Outlook.

If you see the below window, click “Yes” to make outlook as your default email client.



At this point

- All your old emails are migrated to Outlook
- All new emails will be delivered to Outlook

Kindly report any issues/feedback to upgradefeedback@bart.gov

Thank you!

IT Support