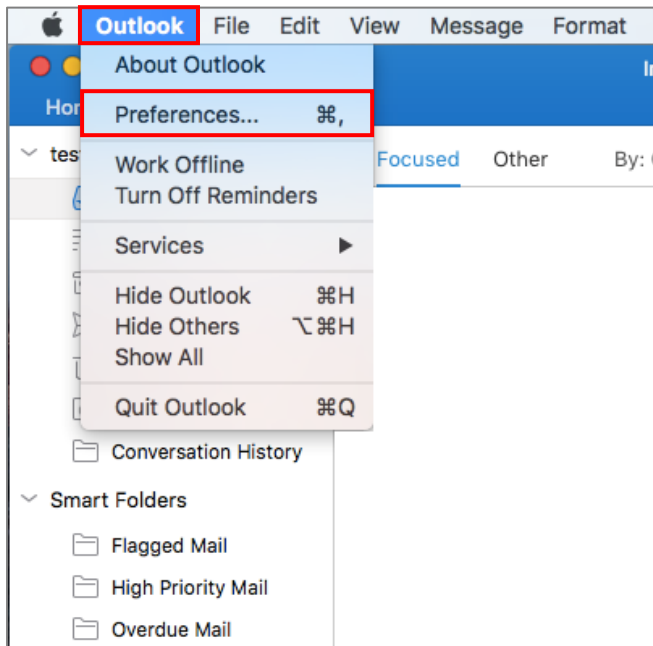


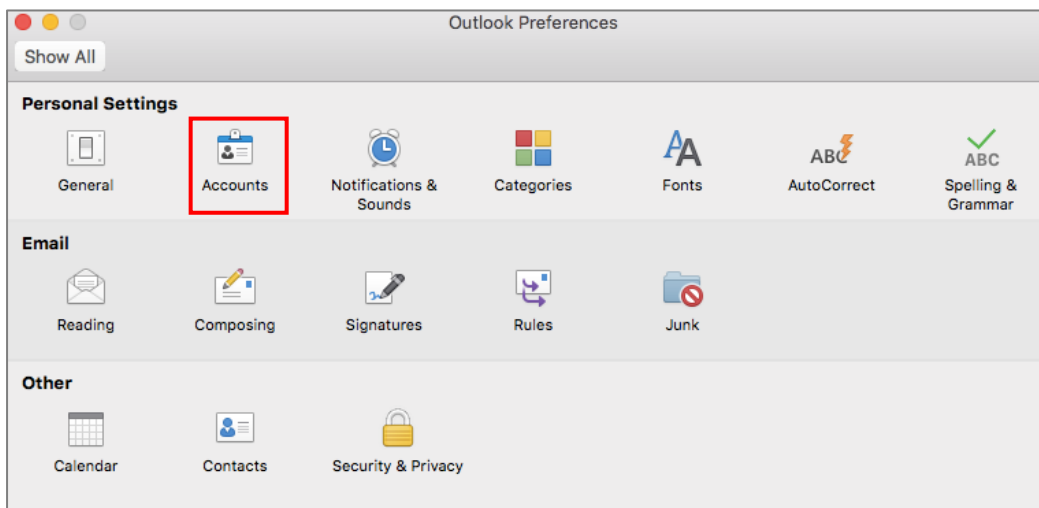
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What to do next school day?

1. Open Microsoft Outlook as you normally would.
2. In the top left corner, select **Outlook > Preferences**

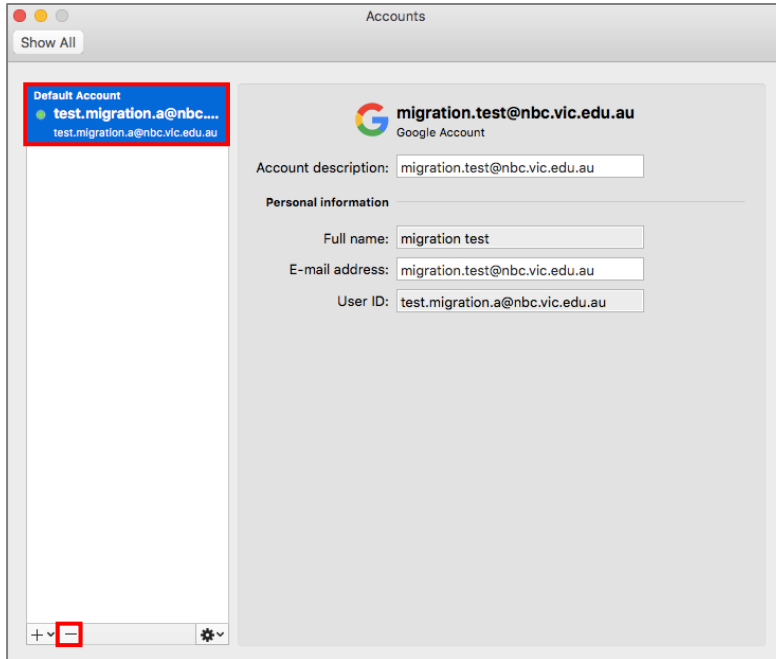


3. Select **Accounts**

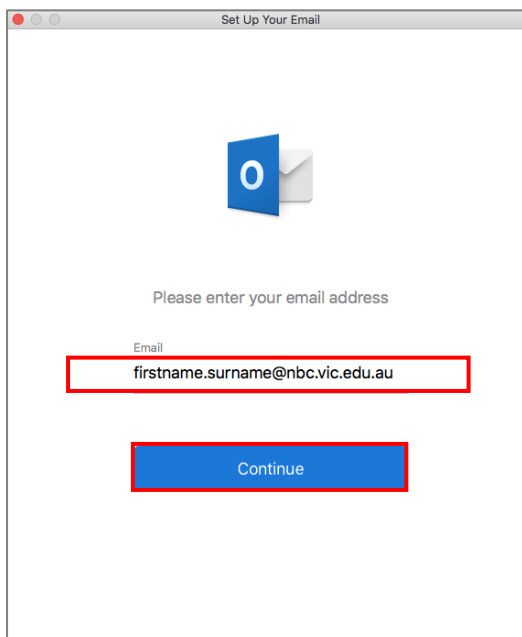


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4. Select your NBC email account and delete it by clicking the **–** button at the bottom of the window and select **Delete from this device**.

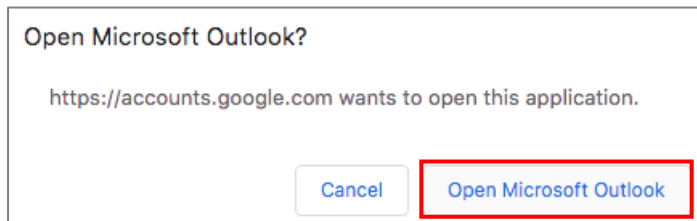


5. Click the **+** or select **Add Email Account** to re-add your new NBC email account.
6. Enter your new email address (Firstname.Surname@nbc.vic.edu.au). Then Click **Continue**. Click **Continue** again. You will then be re-directed to sign into Google.

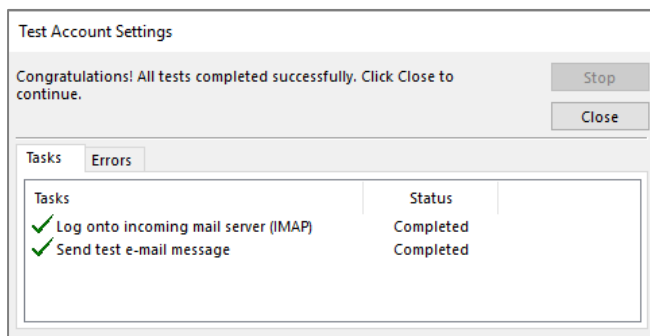


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7. Enter your new email address and click **next**.
8. Enter your password (this has not changed) and click **Sign in**.
9. Scroll down and click **Allow**.
10. A window like below will appear, click **Open Microsoft Outlook**.



11. Once you've been re-directed to Microsoft Outlook, you should see a big green tick. Your account should now be successfully reconfigured.



If you run into any issues, please log it on the [NBC ICT Helpdesk](#).