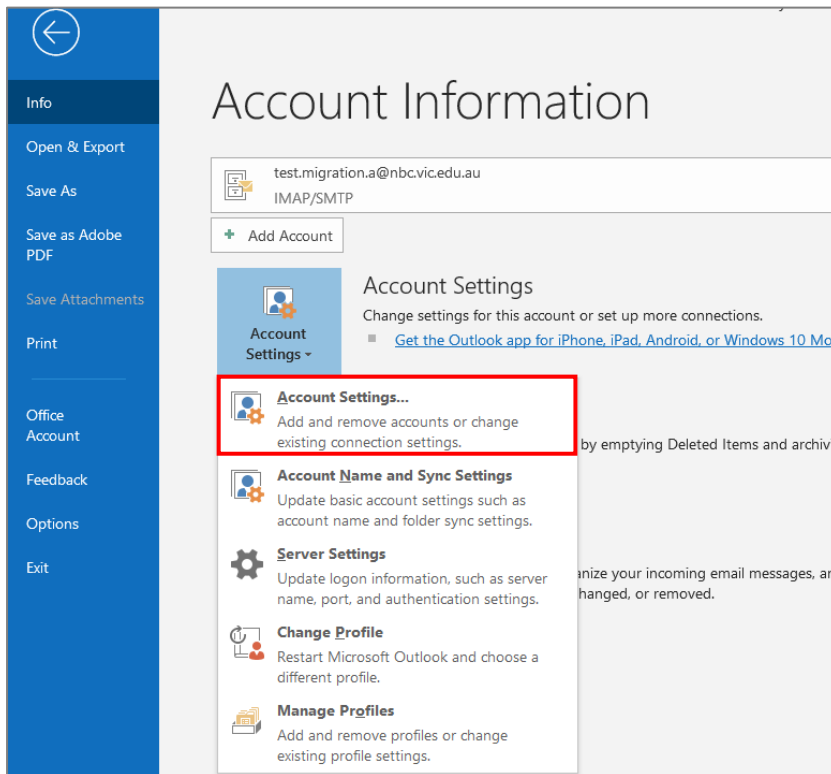


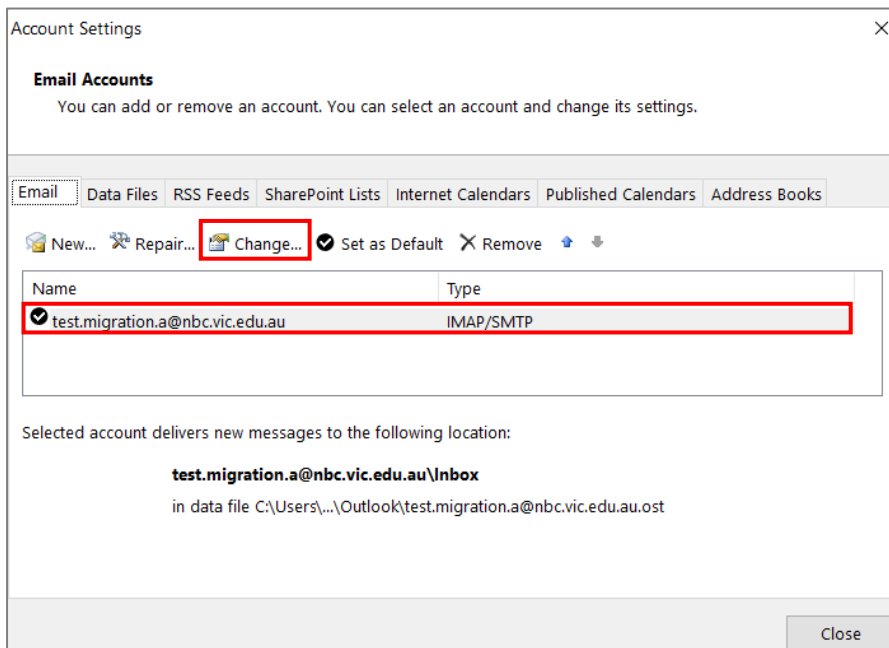
# Google Email Migration Guide – Outlook 2016

## What to do next school day?

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

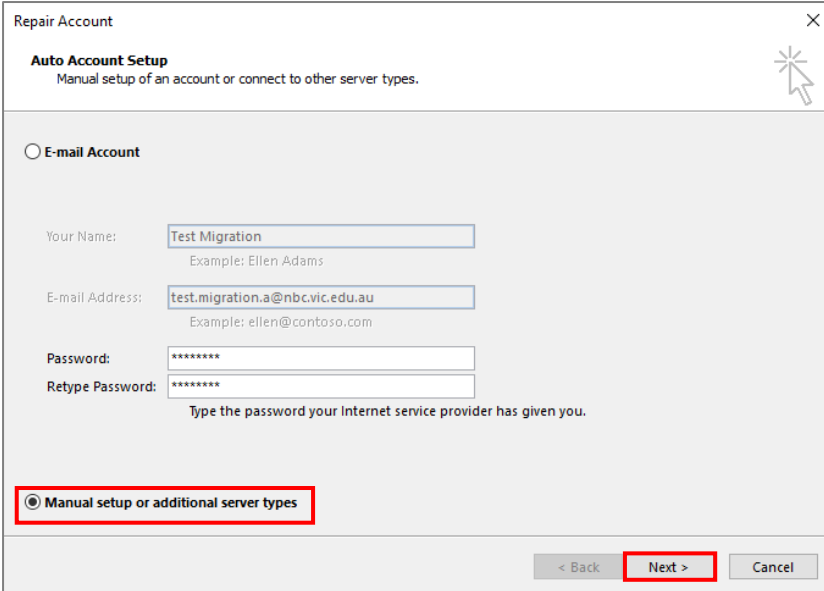


3. Select your **@nbc.vic.edu.au** account and click **Change...**



# Google Email Migration Guide – Outlook 2016

4. Select **Manual setup or additional server types** and click **Next**.



**Repair Account**

**Auto Account Setup**  
Manual setup of an account or connect to other server types.

E-mail Account

Your Name:   
Example: Ellen Adams

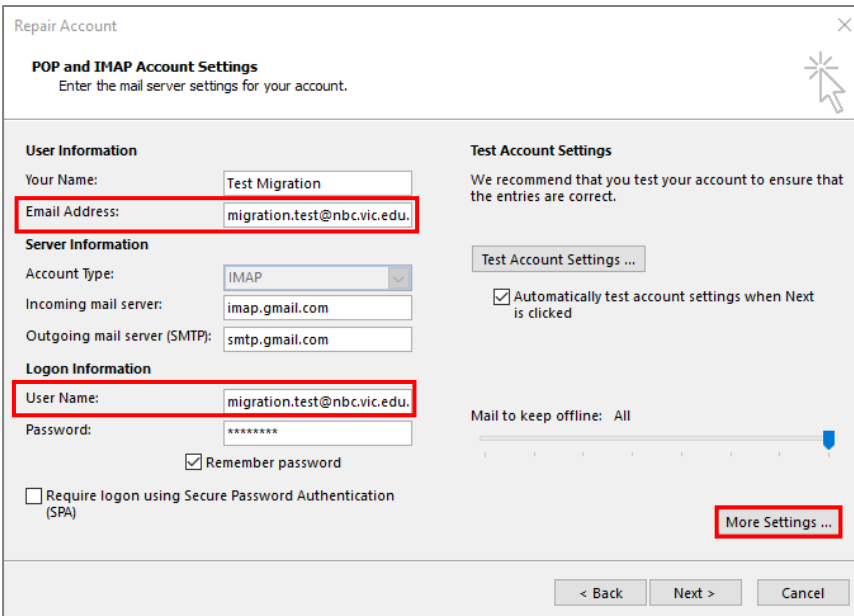
E-mail Address:   
Example: ellen@contoso.com

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

**Manual setup or additional server types**

< Back **Next >** Cancel

5. Update the **Email Address** and **User Name** fields to match your new email address ([Firstname.Surname@nbc.vic.edu.au](mailto:Firstname.Surname@nbc.vic.edu.au)). Then Click **More Settings ...**



**Repair Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**  
Your Name:   
**Email Address:**

**Server Information**  
Account Type:   
Incoming mail server:   
Outgoing mail server (SMTP):

**Logon Information**  
**User Name:**   
Password:   
 Remember password  
 Require logon using Secure Password Authentication (SPA)

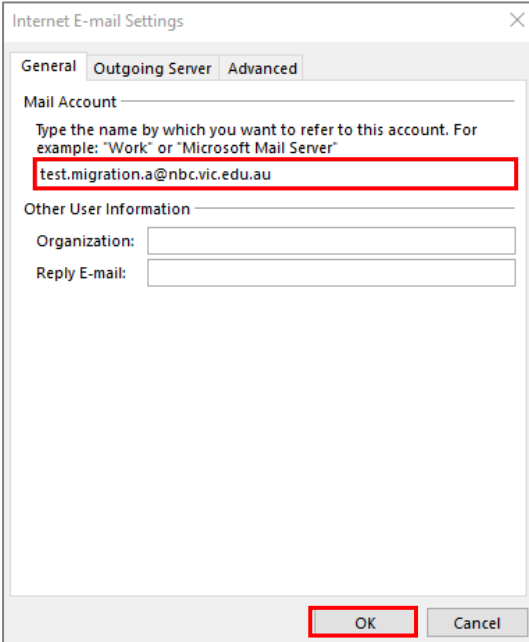
**Test Account Settings**  
We recommend that you test your account to ensure that the entries are correct.  
  
 Automatically test account settings when Next is clicked

Mail to keep offline: All

< Back **Next >** Cancel

# Google Email Migration Guide – Outlook 2016

- Update the Mail Account field to match your new email address ([firstname.surname@nbc.vic.edu.au](mailto:firstname.surname@nbc.vic.edu.au)). Then click **OK**. You will be returned to the previous screen, click **Next**.



Internet E-mail Settings

General | **Outgoing Server** | Advanced

Mail Account

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

test.migration.a@nbc.vic.edu.au

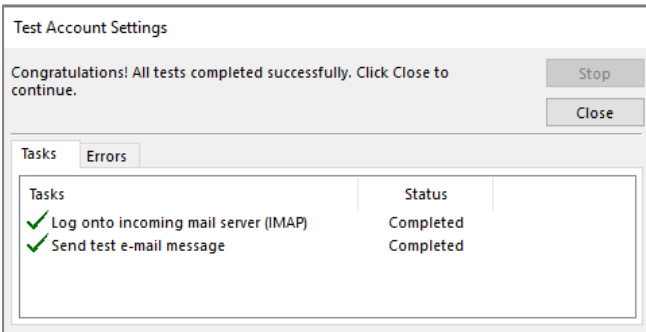
Other User Information

Organization:

Reply E-mail:

OK Cancel

- An email test window will now appear to validate your account. Once the two tasks complete successfully (shown by the green ticks on the left side) your account has been successfully reconfigured. Click **Close, Finish, Close**.



Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test e-mail message	Completed

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