Preparing for Your Office 365 Exchange Online Email Migration

Post Migration Tasks

We do need your help by performing a few post migration tasks associated with your particular email environment.

**Desktop Client**

1. Launch your desktop Outlook Client.
   - After the client fully opens, you will be asked to close and reopen the Outlook client because an administrator has made a change.
2. Close and reopen the Outlook client as instructed.
   - Please be patient while the client configures itself to your new cloud account.
3. For any shared calendars associated with your account, you will be asked to authenticate for each calendar as the Outlook client is reconnecting to perform a sync.
   - Depending upon the amount of items for each calendar, the sync may take a while to complete.

**Web Access (OWA and Citrix)**

   - We recommend you bookmark this URL for future use.
2. *If you use Citrix*, launch the Citrix Outlook client at [https://citrix.santarosa.edu](https://citrix.santarosa.edu).