

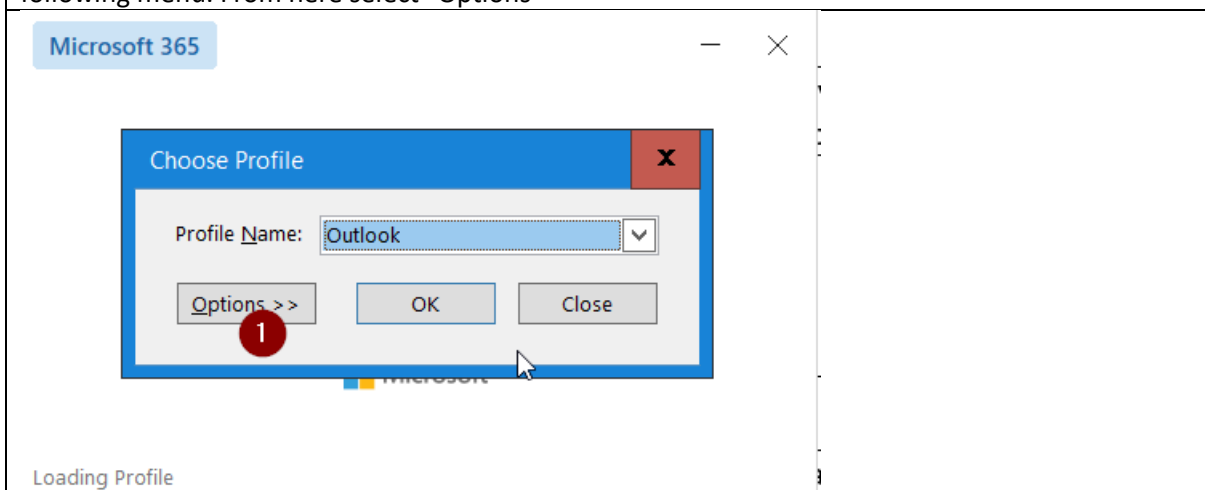
Local Programs (App on your PC e.g Outlook / Teams)

As it stands if your device has anything other than the **Microsoft 365 apps** then you **WON'T be able to login with your new account. This is subject to change shortly!** (This only applies to Outlook)

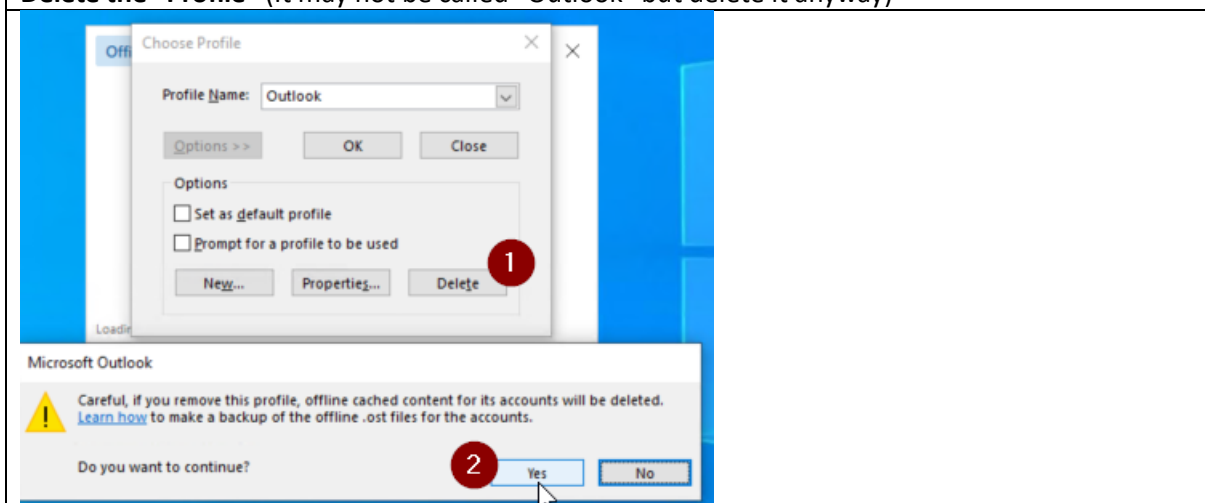


Essentially your account has “moved house” but your computer only knows it at it’s previous address, therefore we need to remove any reference to this and reconnect.

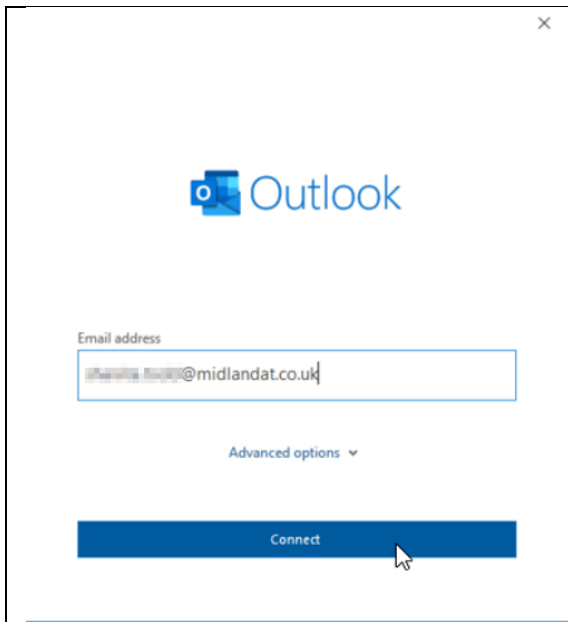
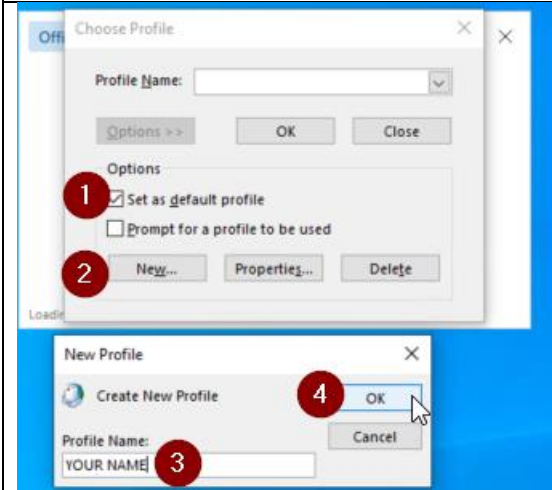
When opening Outlook hold the “Shift Key” on your keyboard which will open the following menu. From here select “Options”



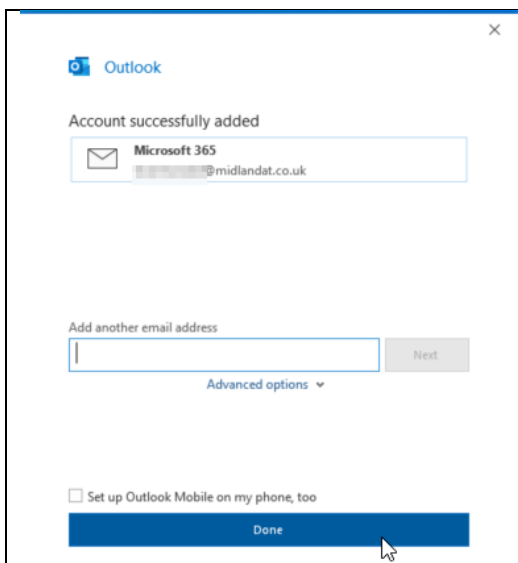
Delete the “Profile” (It may not be called “Outlook” but delete it anyway)



Do the following



You should then be prompted to login, **enter your normal @midlandat.co.uk details to proceed.**



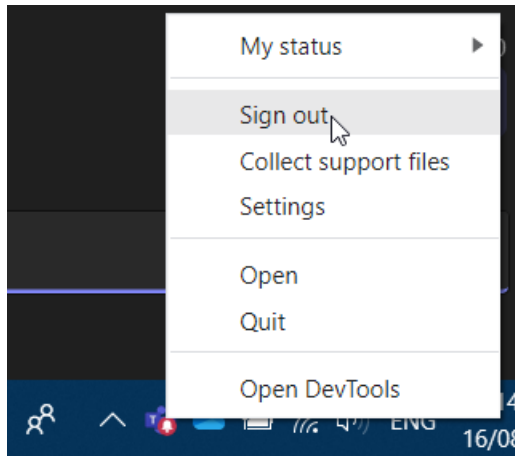
Once logged in you should then see the following. **Again at this stage you may be prompted to setup MFA, (See below)**

You will be returned to the “Profile” box from the initial stage. **Simply Press OK and Outlook will open.** It will take a moment for your attached folders and shared mailboxes to re-appear.

Please note that as of now data is still being migrated so you may find that anything prior to 2nd August is missing. This will rectify itself shortly

Regarding Teams the process is similar.

Find the **Teams icon bottom right of your screen (by the clock and volume settings)**, **right click** and select **“Sign Out”**. This will log you out of Teams, from here If you are **prompted to login with a saved account** select any option to **login with another user e.g “Sign out and forget”**.



Once fully signed out, **login with your @midlandat.co.uk email and password to reconnect**. Please **note that Teams are still being migrated so you won't see any Teams yet, additionally “Chat history” will be gone as Microsoft doesn't support migrating that data**.

As the **College and MAT are now separated from each other**, if you wish to **communicate to anyone from the College you will need to search their full email address in the search bar and select the “Search Externally” option**, this should then bring up **their name followed by “(External)”**. Once you have started the conversation you can communicate as you would normally via the chat functions. To search for anyone within the MAT it will automatically bring up the user.

The naming convention for college staff is “Firstname.Surname@nwslc.ac.uk”

