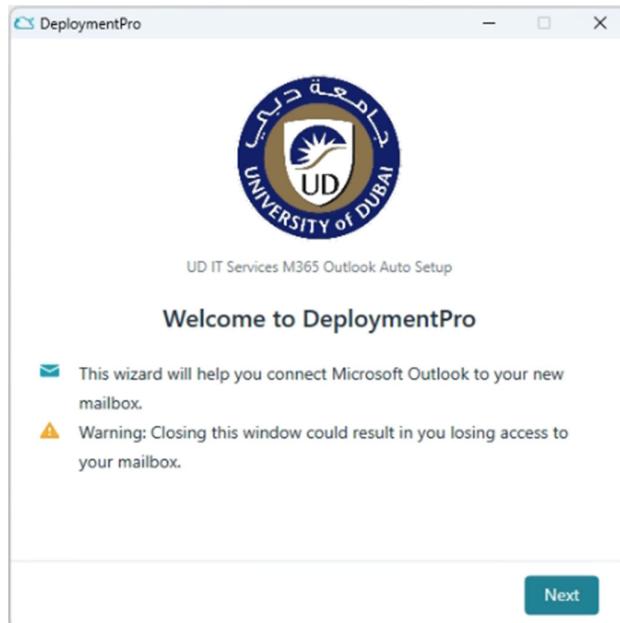


Outlook Auto Configuration Steps

1. Launch DeploymentPro

- A pop-up will appear on the user's computer.
- Click **Next** to begin.



2. Enter Your Credentials

- Enter your **destination email address** and **password**.
- Click **Next** to validate your credentials.

 Microsoft

Sign in

yourusername@ud.ac.ae

No account? [Create one!](#)

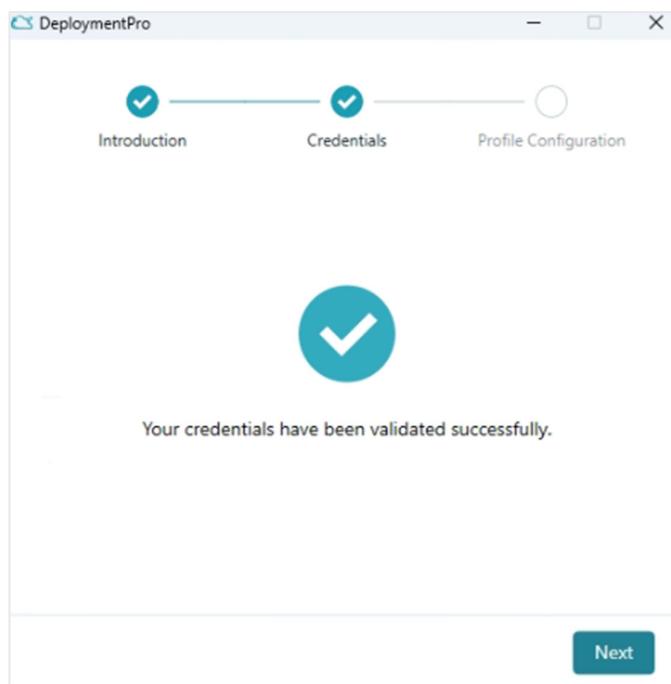
[Can't access your account?](#)

Next

For any assistance, please contact IT HelpDesk:

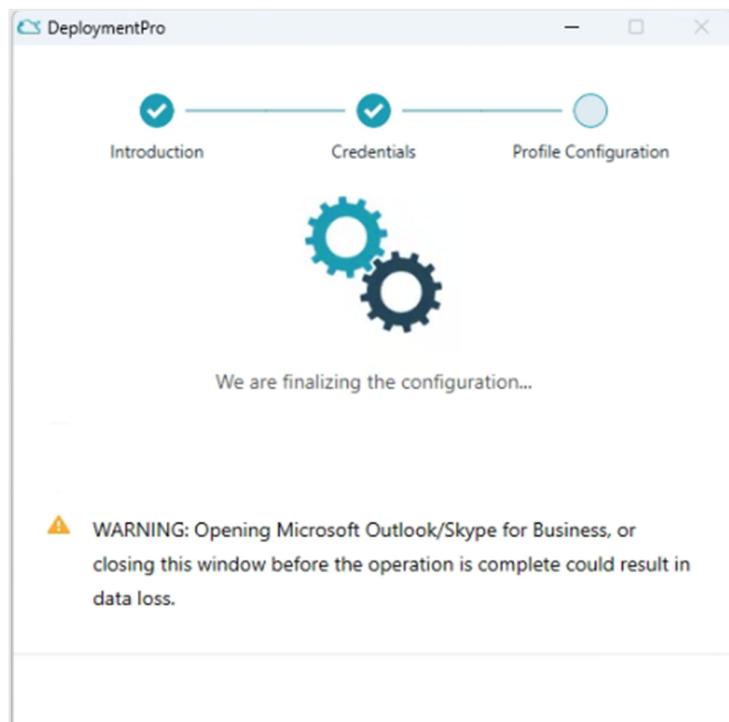
 Tel: 04 55 66 888

 ithelpdesk@ud.ac.ae



3. Start Profile Reconfiguration

- Once your credentials are verified, click **Next** to begin reconfiguring your Outlook profile.



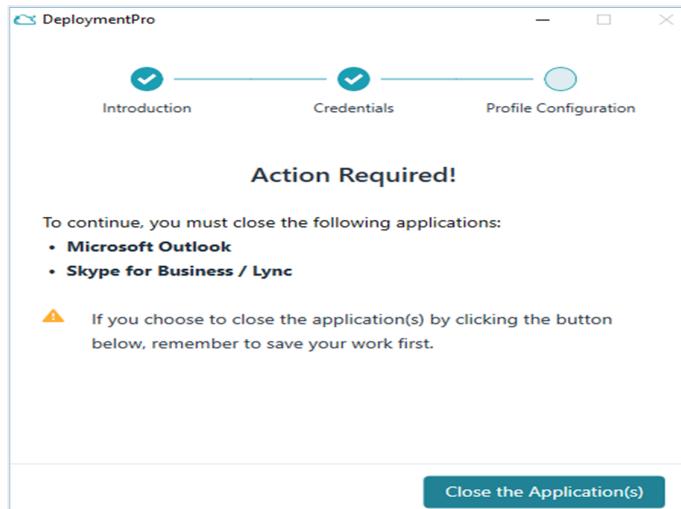
4. Close Applications (If Required)

- If Outlook or Skype for Business/Lync is currently open, click **Close the Application(s)**.
- These applications will close automatically, and the configuration will proceed.

For any assistance, please contact IT HelpDesk:

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5. Wait for Configuration

- The setup process may take several minutes.
- A new Outlook profile will be created using your previous default profile settings.

6. Finish Setup

- Once the configuration is complete, click **Finish** to launch Outlook.
- Your new profile will now connect to the destination email system.

7. Map Old Signature

- **Launch Outlook**
 - a. Open **Microsoft Outlook** after the migration.
 - b. You will notice that both the **old** and the **newly configured** Outlook profiles are visible.
- **Access Signature Settings**
 - c. Go to **File → Options → Mail → Signatures** (or click **New Email → Signature → Signatures** from the toolbar).
- **Review Existing Signatures**
 - d. Verify that your **old signatures** are still listed under the **Email Signatures** section.
- **Assign Signatures to the New Profile**
 - e. Under **Choose default signature**, select your **new email account** from the drop-down list.
 - f. From the options below:
 - i. Set the appropriate signature for **New messages**.
 - ii. Set the appropriate signature for **Replies/Forwards**.

Save Changes

- g. Click **OK** to apply the signature mapping.

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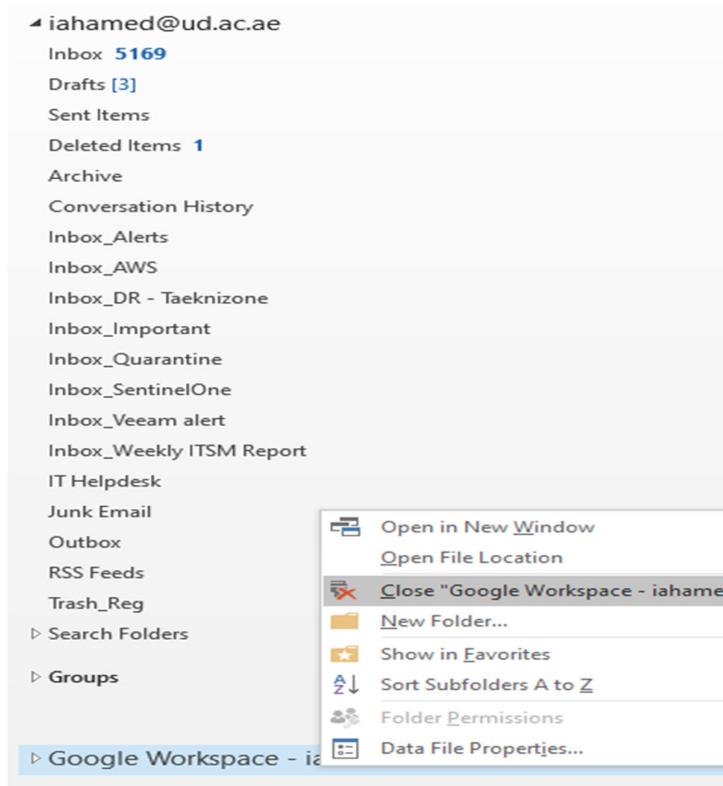
h. Close and reopen Outlook to confirm the changes are applied correctly.

8. Remove Old Profile (Optional)

- As shown in the screenshot below, users will be mapped to both profiles, allowing access to previous and current mailbox data.
- You may choose to keep the old profile for reference, or remove it if no longer needed.

Important: Removing the old profile from Outlook **does not delete any emails** from either the old or new mailbox.

- To remove the old profile:
 - Right-click the old profile.
 - Select **Close** to remove it from the view.



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