



Post Migration to Outlook

AFTER YOU'RE LAPTOP HAS MIGRATED TO OUTLOOK, THERE ARE SOME THINGS YOU NEED TO KNOW – PLEASE READ THE BELOW TO FAMILARISE YOURSELF.

WHAT DO I NEED TO KNOW AFTER I HAVE OUTLOOK?

1. When you search the distribution list, because we are now on a global distribution list, the prefix CUK Distlist has been added to all Carnival UK distribution lists. So for example if you wanted to search for the IT department, in Outlook you would search for: CUK Distlist ITD.
2. When searching for an individual in Outlook, click on 'To' and then search by first name. (If you search by surname they will not be found)
3. Remember your emails will migrate over gradually, so to start with you will not have every email from your lotus notes email in your Outlook inbox.
4. Folders in your inbox may at first appear to look empty, however as your emails migrate over, they will re-appear so remember to check back later.
5. We are working on an internal issue which means that mails from shared mailboxes may go to your Junk Mail, please bear with us - check your junk file regularly to ensure that nothing is missed until this is resolved.
6. You will need to set up any rules you require in Outlook . [Find out how here.](#)
7. If you previously used stationery templates you will need to set these up in outlook templates. [Find out how here.](#)
8. Delegate permissions will not be migrated to Outlook, you will receive a delegate settings email which is set on your Domino mailbox. Post migration you can provide access on your Folder/Calendar based on the email you will receive.
9. Check your re-occurring meetings are in your calendar. If you have any outdated re-occurring meetings come over please delete these.
10. Create your email signature in Outlook.

HOW DO I SET UP OUTLOOK ON MY MOBILE PHONE?

To find out how to download the Outlook App to your Company mobile phone, and how to synchronise your contacts on your phone [please see our INSIDER Page here.](#)

TRAINING & SUPPORT

All training materials, videos, quick guides and detailed guides [are available here.](#)

If you have a Technical query [please log an Incident](#) with the Service Desk, [using the Header 'O365 Deployment Issue'](#) or call in to the Service Desk on 023 8065 6000, selecting 'Option 1' to log an incident over the phone