



UTMAIL+ POST-MIGRATION PREPARATION – MAC CHECK FOR SETTINGS THAT WERE NOT MIGRATED

RECONFIGURING DELEGATE SETTINGS

If you have both an @mail.utoronto.ca and an @utoronto.ca account, settings for delegate access may not have been migrated and you will need to set it up again.

1. Go to the **Tools** tab, and click **Accounts**.
2. Click **Advanced** and go to the **Delegates** tab.
3. Click on the + sign and search for the name of the delegate to whom you want to grant permissions.
4. Select the name and click **Add**, click **OK**, and then select the type of permission for each Outlook folder to which you want the delegate to have access.
5. If you want your delegate to see items that you have marked private, select **the Delegate can see my private items** check box.
6. Click **OK**, then **OK** again.
7. Close the **Accounts** window.

RESTORE CATEGORIES

If your custom categories do not appear in Outlook 2016 for Mac after migration, you can add them back, without affecting items originally marked with that category.

To do this:

1. Find either an email or calendar event that has been given a category in the past.
2. Open the email or event. You should be able to see the name of the category but the colour will be white. Make note of the name.
3. Click **Categorize** and choose **Edit Categories**.
4. Click the + to create a new category, then enter the name of the category you wish to restore *exactly as it appeared in your old account*.
5. Select a colour for the category and click **Add**.
5. Close the **Categorize** window. The old category should appear in the category list and the items with that category should update.
6. Repeat these steps until you have restored all your categories.

RECREATING SIGNATURE FILES AFTER UTMAIL+ MIGRATION

Your Outlook signatures will not be migrated to the new profile you created for your UTmail+ account. You will need to recreate any signatures you have lost.

1. Go to **Outlook > Preferences > Signatures**.
2. Create a new signature by clicking on the + sign at the left, and entering the signature in the field on the right.
3. Under **Choose default signature**, select your UTmail+ account, and choose the signature you created for **New messages** and **Replies/forwards**.
4. Close the **Preferences** window.