



UTMAIL+ POST-MIGRATION PREPARATION – WINDOWS 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 **File** tab, click **Account Settings** and choose **Delegate Access**.
2. Click **Add**.
3. Under **Search**, enter the name of the delegate to whom you want to grant permissions.
4. To add multiple delegates simultaneously, hold down **CTRL** and click their names in the **Name** list. The permissions you select will apply to all of the delegates.
5. Click **Add**, click **OK**, and then select the type of permission for each Outlook folder to which you want the delegate to have access.
6. If you want your delegate to see items that you have marked private, select the **Delegate can see my private items** check box.
7. Click **OK**, then **OK** again.

RESTORE CATEGORIES

If your custom categories do not appear in Outlook 2016 for Windows 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. Double-click the category name near the top of the window, which opens up the **Color Categories** window.
3. The old category should appear in the category list with a white colour box and the text **(not in Master Category List)** beside it.
4. Select it, click **New**, assign a colour, then click **OK**.
5. Repeat these steps until you have restored all your categories.

REATTACHING SIGNATURE FILES AFTER UTMAIL+ MIGRATION

1. Outlook signatures are stored within your Windows profile and NOT the e-mail profile. Once you've been migrated to UTmail+, the signature appears to be lost but it is only disassociated. You will need to reattach any signature you have created.
2. Go to **File > Options > Mail** and under **Compose messages**, click **Signatures**.
3. Under **Choose default signature**, select your UTmail+ account, and choose the correct signature for **New messages** and **Replies/forwards**.
4. Click **OK**, then **OK** again to return to the Mail window.