



Office 2007 to Office 2016 Upgrade Outlook Account Configuration Guide

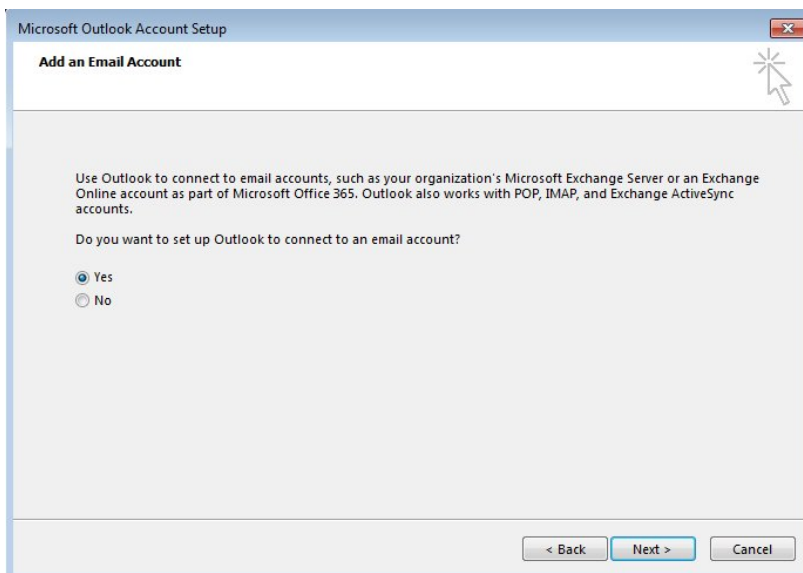
Once your VDI has been upgraded from Office 2007 to Office 2016, you will need to configure Outlook in order to continue receiving email normally. Fortunately, the configuration process consists of clicking 'Next' button three times.

Please follow the simple procedure outlined below:

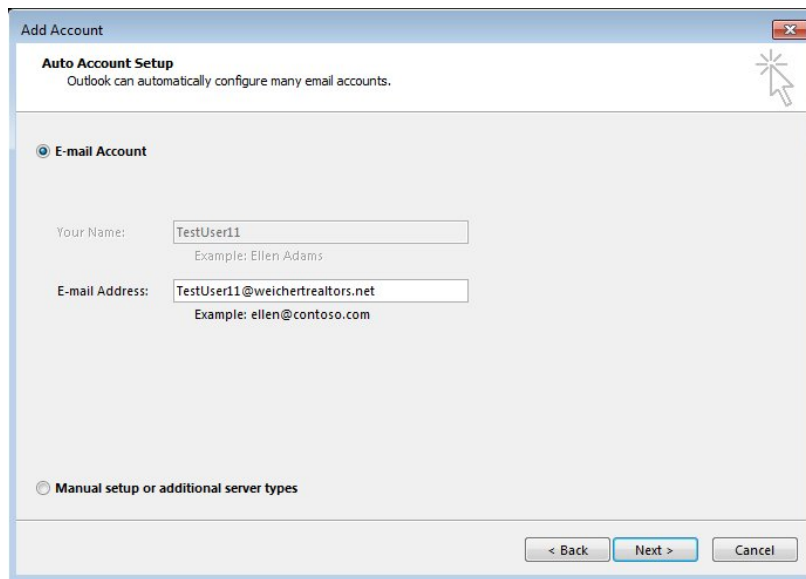
1. When you first log in to VDI, you will see the following message – click 'Next' to proceed:



2. In the next dialog box, make sure 'Yes' is selected and then click 'Next' to proceed:



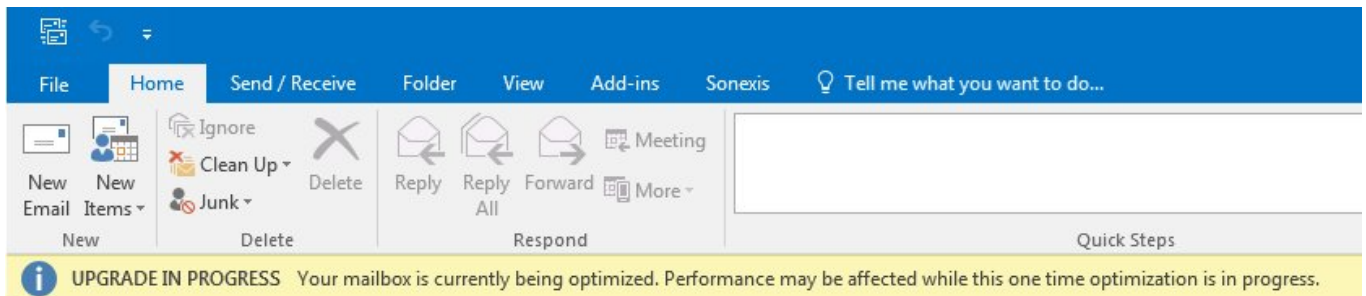
3. Finally, click 'Next' to finish the configuration process:



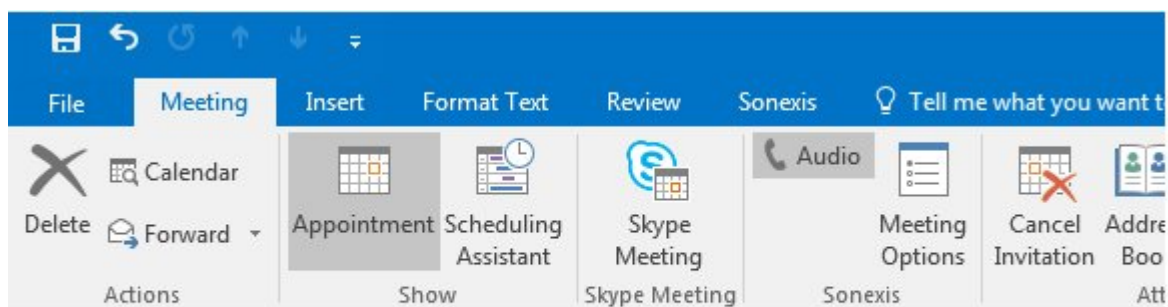
4. You can now start using Outlook 2016 normally. When sending new messages, please **remember to double-check names/addresses** that auto-populate in outlook as previously cached information might be missing after the upgrade.

IMPORTANT

It is possible for Outlook to display an error message related to Sonexis Conference Manager and ask to be restarted to enable the add-in. If that is the case, acknowledge the error by clicking OK but **DO NOT RESTART** Outlook until the status bar message stating 'UPGRADE IN PROGRESS Your mailbox is currently being optimized...' disappears:

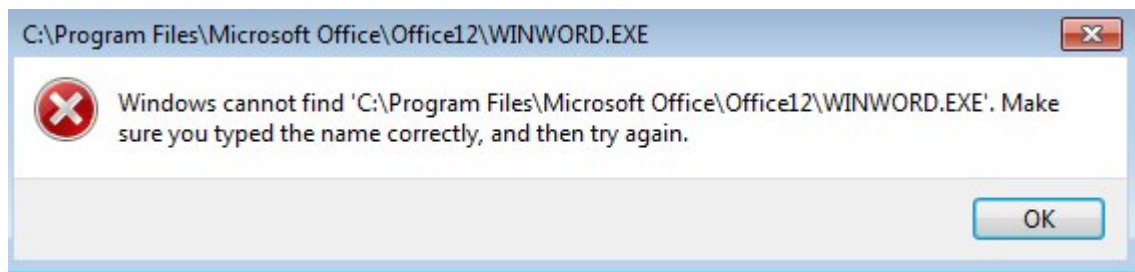
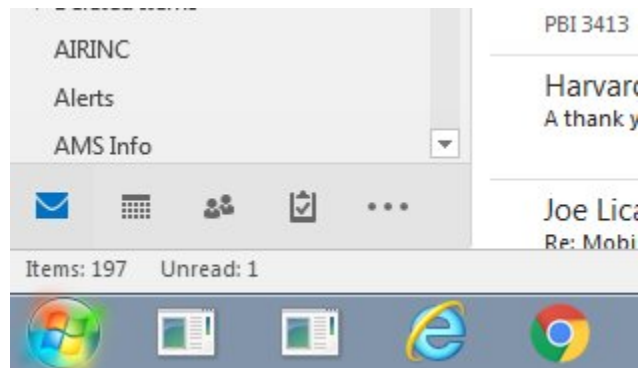


Once you restart Outlook, you should see Sonexis in the toolbar. You can now schedule new meetings through the calendar and add Sonexis phone numbers by clicking on the 'Audio' button:



ISSUES WITH OFFICE ICONS PINNED TO TASKBAR

You may notice that Office icons on your taskbar look differently and that clicking on them presents an error:



In that case, you will be provided with an option to delete the old shortcuts. To 'pin' icons back to the taskbar, open the desired applications, right-click on their icons and select 'Pin to taskbar'.