How to start using TUNI.fi email in Outlook

These instructions below are for centrally managed computers (Windows).

Note! Before using TUNI.fi email, you have to activate your TUNI id. (https://salasana.tuni.fi/)

Migration process of using tuni.fi email service in Outlook is automatic. Follow these steps, when you login into your computer first time after TUNIO365 Service startup.

- Login into your computer using old user id.
- When you login, there will be DeploymentPro application running (see picture below). You have login into Deployment Pro using your TUNI email address. If you do not have time to start migration process, you can close Deployment pro application. It will start again in next login. Note! You still have your old emails account configured in Outlook and you do not see any new emails!
- If you have Outlook or Skype running, please close them. Do not close MigrationPro at this stage!
- Outlook will start again and TUNI.fi email service has been configured. You can start using email as before migration.

If DeploymentPro won’t start, please contact it-helpdesk@tuni.fi.

The process of changing the account as screenshots:

![DeploymentPro screenshot](image-url)
Please enter TUNI email address and password.
Your credentials have been validated successfully.

Action Required!

To continue, you must close the following applications:

- Microsoft Outlook
- Skype for Business / Lync

⚠️ If you choose to close the application(s) by clicking the button below, remember to save your work first.

Close the Application(s)
We are configuring your Outlook profile...
It may take a few minutes...

⚠️ WARNING: Opening Microsoft Outlook/Skype for Business, or closing this window before the operation is complete could result in data loss.

Microsoft Outlook has been configured successfully!
Click on the Finish button to launch Microsoft Outlook.