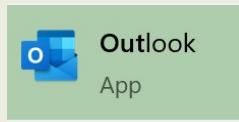


Post-Upgrade Checklist for Office 365 Client Upgrade

Please follow these steps on the **day following your client upgrade.**

Step 1 – Startup Apps

After login, startup Microsoft Outlook. The icons will look different from Office 2016.



Step 2 – Validate Apps are Working

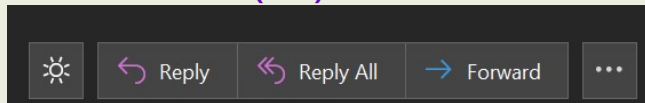
Validate that Outlook opens without any issues. Report any issues to SA IT staff on-site immediately or call IT Help.

Key Changes for Outlook

Message response buttons are different + relocated
Office 2016 (old)



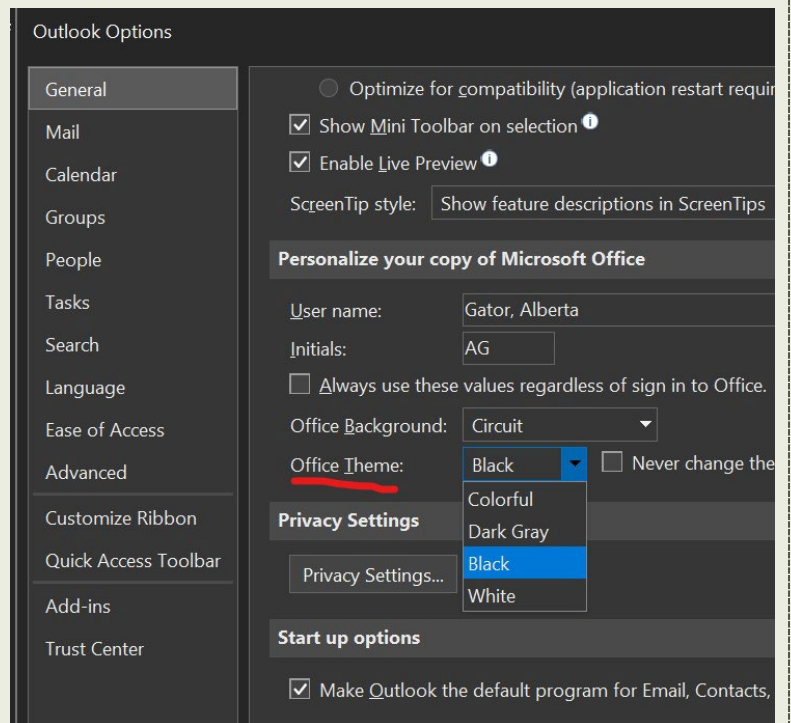
Office 365 Pro Plus (new)



How to Enable Dark Mode for Office 365 Pro Plus

In any of the apps (Word, Excel, Outlook, etc), follow these steps:

1. Click FILE then OPTIONS
2. In the GENERAL menu, look for the PERSONALIZE YOUR COPY OF MICROSOFT OFFICE section.
3. Tap the drop-down for OFFICE THEME and choose the BLACK option
4. Press OK
5. Restart the app (close and open)



Key Changes for Word and Excel

Auto Save –Enabled by default. You can disable by toggling the switch in upper left corner of your app.



REPORT ISSUES OR GET HELP

Report any issues to on-site SA IT staff or **call/text IT Help at (352) 392-2465** immediately.