## Step 1 - Login to Outlook 365

Windows login prompt
- Delete the pre-populated email address and enter your @vumc.org email address and ePassword

VUMC SSO Prompt
- Sign in using your VUnetID and ePassword

**If you experience issues connecting with your email account at any time, please sign in to the new Outlook Web Access (OWA) email portal https://outlook.office.com.**

## Step 2 - Configure your Skype Account

Sign into Skype using your @vumc.org email address and current ePassword.
- If you receive a screen asking for your sign-in address in addition to your username and ePassword, follow the instructions below:
  o For Sign-in address, use your @vumc.org email address
  o For User name, use your @vumc.org email address or type in VUMC\VUnetID
  o For Password, type in your current ePassword
- Verify that your Conference PIN/ID is no longer nine digits by setting up a test Skype meeting. If it is not, see page 15 of the Post-Migration Checklist.

## Step 3 - Reset your Desk Phone

If you have a Polycom CX600 phone attached to your computer with a USB cable (tethered), follow the instructions below. If you have a VVX series phone, refer to the Post-Migration Checklist. If your phone is not tethered, or if you have a MAC computer, please submit a Pegasus ticket to https://pegasus.mc.vanderbilt.edu/ess. When doing so, indicate that you require assistance reconfiguring your phone.

Reset Instructions for Polycom CX600 Phones

- Locate the plug that leads from your phone to the wall jack and unplug it
- As you plug it back in, press and hold the number sign (#) and asterisk (*) buttons at the same time
- When prompted, confirm you are performing a reset, select **Yes**
- When the Lync screen shows, push the round button between the arrows keys on your phone
- Open Skype on your computer and enter your @vumc.org email address (for both Sign-in Address and User Name), and your ePassword
- When prompted, create a 6-digit phone unlock PIN, and press **Next**
- Customize your Time Zone, Time Format, and Date Format, and Ringtone as indicated

## Step 4 - Configure your Mobile Device

Mobile Device Management is now required for all employees who want to access VUMC resources from their phone per the VUMC policy on Use of Mobile Phones to Conduct VUMC Business.
- If you have a mobile device that is not enrolled in Mobile Device Management (MDM)
  o To enroll in MDM for iOS, refer to this Pegasus Knowledge Article
  o To enroll in MDM for Android refer to this Pegasus Knowledge Article
- If your mobile device already has MDM installed, follow the reconfiguration instructions in this Pegasus Knowledge Article.