

Self-Migrate Email (Students)

1.1 Logon to Outlook Web Application

Logon to Office 365 and open your mailbox through a web browser.

1.2 Configure a connected account to migrate email

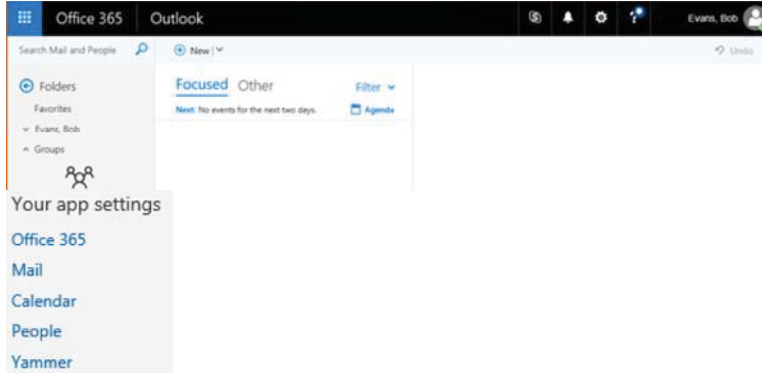
The Connected Accounts feature enables Exchange Online users to connect external email accounts (such as their old mailbox) to their internal email accounts in Exchange Online, and then use Outlook Web App to interact with all their messages in one place. Connected Accounts automatically synchronize upon sign-in to Outlook Web App; users can also manually synchronize the accounts from Outlook Web App.

The following describe the process for users to configure their mailbox to import their old mailbox data.

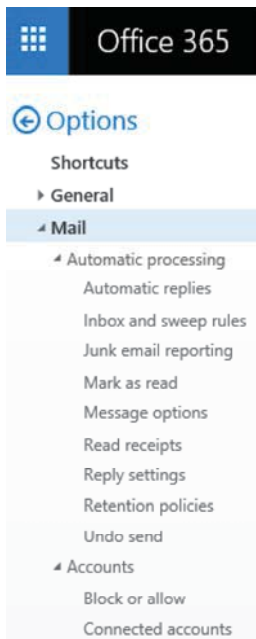
1. Using a web browser, logon to Office 365 and open your mailbox.
2. Click on the following URL to open the connected accounts option and skip to step 5. If it doesn't work for you, continue with step 3.

<https://outlook.office.com/owa/?path=/options/connectedaccounts>

3. In the upper right-hand corner, click on the 'Gear' icon and select 'Mail' under 'Your app settings'.



4. This will open a new window with a number of configurable 'Options'. On the left side of the window select 'Connected accounts' under the 'Mail' -> 'Accounts' menu.



- Click the '+' sign to add a connected account.

Connected accounts

Connect your other accounts to import your er accounts. [Learn more](#)



Account

- You'll enter the email address that your old account was renamed to and your password as it was set at the time of your migration. Click 'OK'.

Student: <name>-stu.<district>@staffkyschools.onmicrosoft.com

Staff/Teacher: <name>-<district>@staffkyschools.onmicrosoft.com

Example (Student):

Primary username: first.last@stu.adair.kyschools.us

Renamed username: first.last-stu.adair@staffkyschools.onmicrosoft.com

Connect your email account

Email address *

bob.evans-stu.providence@staffkyschools.onmicrosoft.com

Password *

●●●●●●●●●●

OK

Cancel

- You will encounter an issue connecting as this connection needs to be manually configured. Click 'Skip'.

Unsecured connection

A secured connection couldn't be established to this account. Not all providers offer secured connections. Click OK to try an unsecured connection. Click Skip to configure your account settings.

Back

Skip

OK

Cancel

- Select 'POP connection settings' and click 'OK'.

Choose your connection type

We couldn't connect to the server for your other account. Please click the Back button and make sure that you entered your email address and password correctly.

If they're correct, make sure POP or IMAP access is turned on for your other account. [Learn more](#)

If the problem continues, go to POP or IMAP settings to configure the settings for your connected account.

POP connection settings

IMAP connection settings

Back

OK

Cancel

- Fill in the form with the following information and click 'OK':

Display Name: <your name>
 Email Address: <the same email address from step 6>
 Username: <the same email address from step 6>
 Password: <your password as it was set at the time of migration>
 Incoming server: outlook.office365.com
 Authentication: Basic
 Encryption: SSL
 Port: 995

New POP account connection

Enter account and server information for your connected account.

Account information

Display name *

Email address *

Username *

Password *

Leave a copy of messages on the server

Server information

Incoming server *

Authentication

Encryption

Port *

10. If you entered everything correctly, you will see the following message. If you instead see an error, make sure you have entered the Email Address and Usernames correctly with your password that existed when the migration occurred. If you've recently reset your password, try to recall what it was previously and enter it.

Connect your email account

We are importing your email. This can take a while. Meanwhile, you can close your browser or turn off your computer if you need to. Verification email has been sent to bob.evans-providence@staffkyschools.onmicrosoft.com. Please check that account and follow the instructions in the message. You need to complete the steps before you can send mail via this account. If you don't see the message, check your Junk Email folder.

11. You will now see the account that you just added. Ignore the information about 'Verification emails' as you will never want to send as this old account.

12. Click on

 Options

to return to your mailbox.

13. Wait a few hours and your old emails should start appearing in your 'Inbox'.