

## Exporting your HYMS e-mail

### When to do this

You should aim to move your mail away from HYMS prior to the closure of your account. This will allow you time to:

- Inform associates of your new mail address
- Setup an out of office message saying you are leaving, signposting non-personal email to colleagues and informing senders of your new e-mail address.

### Where should I export my mail to

The following are suggestions:

- Personal Gmail account. <[Click here access guide](#)>
- Personal Outlook.com account <[Click here access guide](#)>
- Personal Office 365 account <[Click here access guide](#)>
- Another reputable webmail service that can import using Pop3.
- A PC or MAC based mail program using pop3.

For the final two options below use the following information to configure the export.

### Information you will need:

- Your HYMS email address: this is in the format <**hyxxx**>**@hyms.ac.uk**
- Your HYMS Office 365 login account: this is in the format <**hyxxx**>**@hyms.ac.uk**
- Your HYMS password: xxxxxxxxxx
- HYMS POP3 server: **outlook.office365.com**
- Incoming Server port for POP: **995**
- Authentication: **Basic**
- Encryption: **SSL**

Ensure you retain a copy of your mail on the server. This will ensure you have your mail in HYMS until you leave as well as within your personal email account.