

# Moving your HYMS email over to Gmail using POP3

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## 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.

Information you will need:

- 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**


## Create a Gmail account (if you don't have one already)

Create an gmail.com account via <https://www.google.com/gmail/>

## Setting up your Gmail Mailbox to sync the contents of your HYMS mailbox

Login to your Gmail mailbox

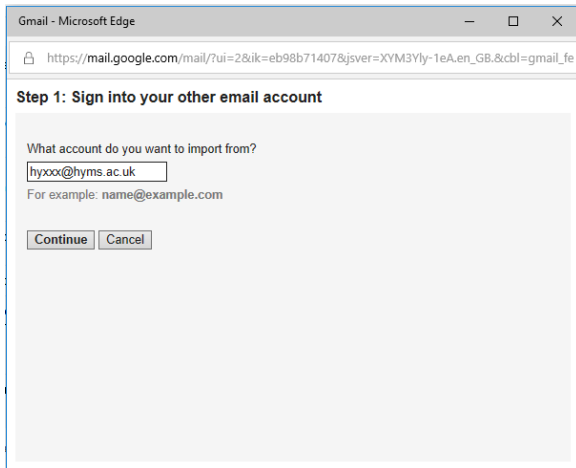


Click on the  button in the top right-hand corner then choose **settings** from the drop-down menu.

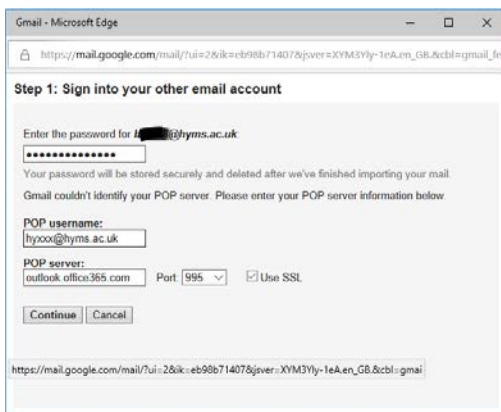
Click on the **Accounts and Import tab**

Then click on **Import mail and contacts**

On the following window type in your HYMS useraccount: e.g. hyxxx@hyms.ac.uk and press continue.

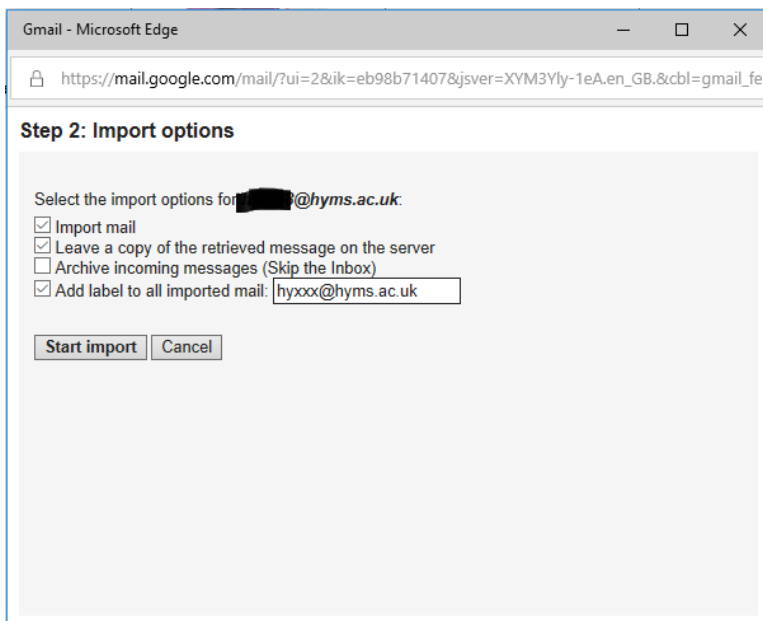


After a brief wait Checking... It will give you the option of putting in the POP server. Click on the blue **Edit** button and then fill in the form as follows. Then press continue.



After a wait will Gmail says: Checking...

You should now get the following form:



Ensure you tick the following two options:

- Import mail.
- Leave a copy of the retrieved message on the server.
- Optional: Add label to all imported mail could be useful for later mail search's.

Then press the button **Start Import**

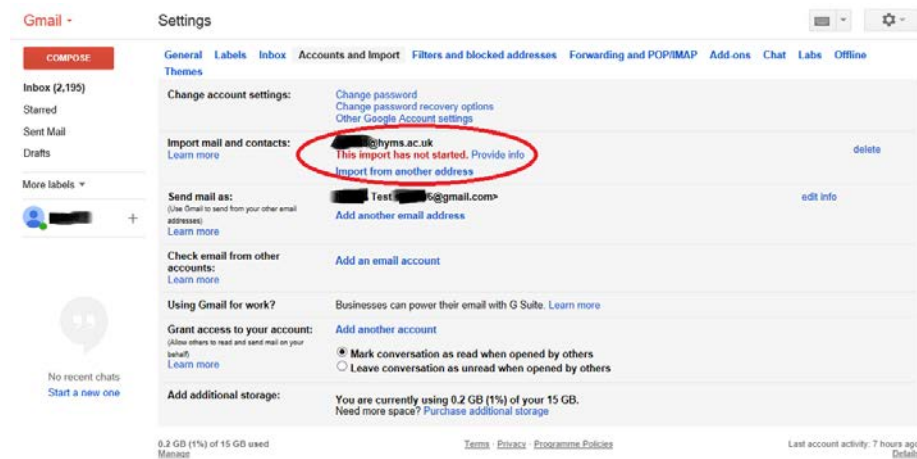
The import can take up to 2 days to complete and you should be able to see both mail being imported into your Inbox and any folders you created whilst at HYMS being created in your Gmail account.

### Removing the Link once your HYMS account is removed

Whilst you still have a HYMS mailbox your Outlook.com mailbox will sync with it. Once the HYMS account is removed you will need to remove the synced account via:

To do this

You can see the account settings here within Gmail settings:



Click on the **delete** button to remove the link to your HYMS account.