

Moving your HYMS email over to Outlook.com using POP3

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| Post Setup of the Outlook.com mailbox..... | Error! Bookmark not defined. |

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 and informing senders of your new e-mail address.

Information you will need:

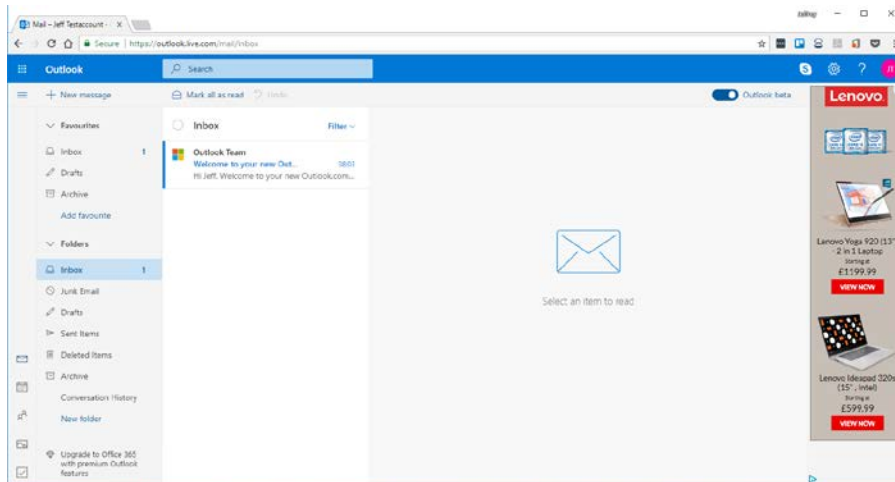
- Your HYMS email address: for students this is in the format <hyxxx>@hyms.ac.uk
- Your HYMS Office 365 login account: this is in the format <hyxxx>@hyms.ac.uk
- Your HYMS password: xxxxxxxxxx
- HYMS POP3 server: **outlook.office365.com**
- Incoming Server port for POP: **995**
- Authentication: **Basic**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


Create an Outlook.com mail account

Create an Outlook.com account via <https://signup.live.com/>

Setting up your Outlook.com Mailbox to sync the contents of your HYMS mailbox

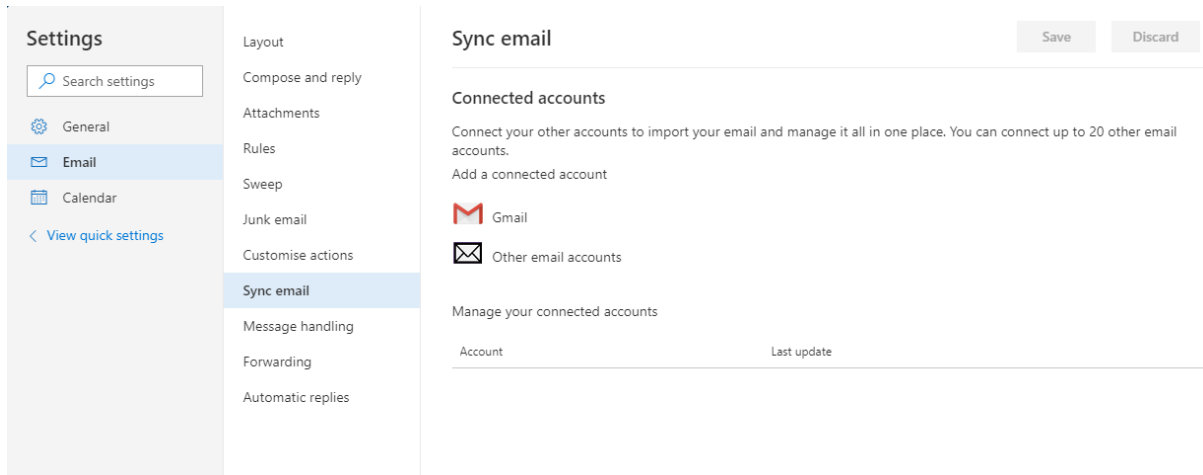
Login to your Outlook.com mailbox through the web interface <https://outlook.live.com>




Click on the  button in the top right-hand corner.

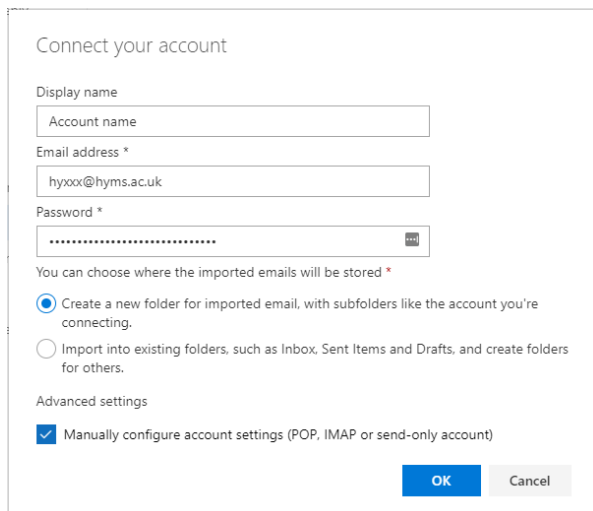
Scroll down to the bottom of the menu and choose [View full settings >](#)

Click on the **Sync email** settings:



Click on  **Other email accounts**

- Fill in the Display Name for this account. Note this is just a descriptive label
- Your HYMS e-mail address
- Your HYMS password
- Ensure you tick “Manually configure account settings”.

A screenshot of the 'Connect your account' dialog box. It contains the following fields and options: 'Display name' with a text box containing 'Account name'; 'Email address *' with a text box containing 'hyxx@hyms.ac.uk'; 'Password *' with a masked text box; a section for storage options with two radio buttons: 'Create a new folder for imported email, with subfolders like the account you're connecting.' (selected) and 'Import into existing folders, such as Inbox, Sent Items and Drafts, and create folders for others.'; and 'Advanced settings' with a checked checkbox for 'Manually configure account settings (POP, IMAP or send-only account)'. 'OK' and 'Cancel' buttons are at the bottom right.

- Click on IMAP/SMTP Connection Settings
- Incoming (POP3) Server: outlook.office365.com
- Incoming Server port: 995
- Authentication: Basic
- Encryption: SSL
- Send E-mail using the Outlook.com mail server

Advanced settings

Display name

Email address *

Username

Password *

You can choose where the imported emails will be stored *

Create a new folder for imported email, with subfolders like the account you're connecting.
 Import into existing folders, such as Inbox, Sent Items and Drafts, and create folders for others.

Choose your connection type *

IMAP/SMTP connection settings
 POP/SMTP connection settings
 SMTP send-only connection settings

Incoming (IMAP) server *

Incoming server port *

Authentication

Encryption

Send email using your provider's server (recipient will not see your Outlook.com address)
 Send email using the Outlook.com server (recipient may see your Outlook.com address)

Click on 

If the account has been added successfully you will get the following entry under Sync email:

Manage your connected accounts


| Account | Last update |
|-----------------------|---------------------|
| ██████████@hyms.ac.uk | 07/06/2018 09:31:27 |

You will also start to see mail messages coming to Outlook.com mailbox.

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


Click on the  button in the top right-hand corner.

Scroll down to the bottom of the menu and choose [View full settings >](#)

Click on the **Sync email** settings:

By hovering your mouse over the connected account you will be able to delete the synced account

Manage your connected accounts

| Account | Last update |
|---|---------------------|
|  @hyms.ac.uk | 07/06/2018 09:31:27 |