

# Moving your HYMS email over to a Personal Office 365 mailbox 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 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**

## Have a non HYMS Office 365 subscription


Have access to another Office 365 subscription. The following link gives you options if you need to purchase this: <https://products.office.com/en-gb/home>

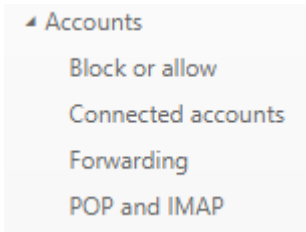
## Setting up your Outlook Mailbox in Office 365 to sync the contents of your HYMS mailbox

Login to your **Personal** Office 365 account (NOT your HYMS one!) and go into Outlook.

Within Outlook click on the  button in the top right-hand corner.

Scroll down to the bottom of the **Settings** menu and choose **Mail**

On the Right-hand side  **Options** menu side click on **Connected accounts** as show below:



Click on the **+** button.

Enter your HYMS username and password and press the OK button.

Connect your email account

Email address\*  
hyxxx@hyms.ac.uk

Password\*  
\*\*\*\*\*

OK Cancel

The following screen will be returned. Click the OK button

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

It will then say It cannot connect but will give you the option to put in the pop3 details. Choose **POP3 connection settings** and then 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 Connection details as follows and click the OK button:

New POP account connection

Enter account and server information for your connected account.

Account information

Display name\*  
Old HYMS Account

Email address\*  
hyxxx@hyms.ac.uk

Username\*  
hyxxx@hyms.ac.uk

Password\*  
\*\*\*\*\*

Leave a copy of messages on the server

Server information

Incoming server\*  
outlook.office365.com

Authentication  
Basic

Encryption  
SSL

Port\*  
995

Back OK Cancel

## You will get the following message

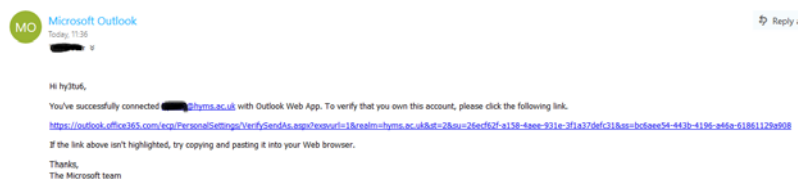
Connect your email account

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 [redacted]@hymas.ac.uk. 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.

OK

The following message will appear in your HYMS Outlook webmail a:

NOTE: You need to click on the link when logged onto your personal email otherwise you will get an error.



## Removing the Link once your HYMS account is removed


Whilst you still have a HYMS mailbox your new Office365 mailbox will sync with it.

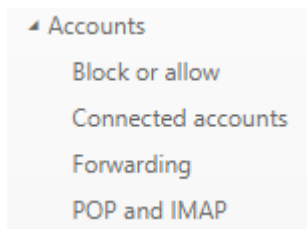
Once your HYMS mailbox has been removed you will need to remove the synced account.

To do this

Within Outlook click on the  button in the top right-hand corner.

Scroll down to the bottom of the **Settings** menu and choose **Mail**

On the Right-hand side  **Options** menu side click on **Connected accounts** as show below:



Delete the linked account

## Connected accounts

Connect your other accounts to import your emails and manage them all in one place. You can connect up to {0} other email accounts. [Learn more](#)



Account	Status
[redacted]@hymas.ac.uk	Downloading

And say yes to the following prompt:

## Remove connected account?

If "████████@hyms.ac.uk" is set as your default reply address, you won't be able to reply to messages using that address any more. Are you sure you want to stop connecting to it?

Yes

No