Using the CONNECTED ACCOUNTS feature of Office 365 for your Alumni email account

The Connected Accounts feature can be used in your Alumni email account to copy your messages from your MyCU Inbox to your Alumni Inbox or to connect the accounts together so you may receive and send emails using both addresses. At any time during setup click the ? or Help link for more information. Connecting accounts is not required if you don’t need to keep any messages currently in your MyCU Inbox or if you no longer wish to keep your MyCU email address. Another option is to forward your email, go to the bottom of this tutorial for setup instructions on forwarding.

Here is how to setup Connected Accounts:

1) Log on to your Alumni email account at [http://mail.office365.com](http://mail.office365.com) and click the Settings wheel in the upper right of the screen and choose OPTIONS.

2) Under the account section click on Connected Accounts and then + to add a new connection.
3) In the new account connection box type the email address and password of your MyCU account then click next.

4) After clicking next you may receive a warning message like below, click OK and continue.

5) Next you may receive an error that states it couldn’t connect to the server, no need to worry, click the IMAP link as shown to enter MyCU’s server settings manually.
6) Enter your name and email address under account information as shown (substituting your name and email address for the demo account) then click on server information on the left to continue.

7) Enter MyCU’s IMAP server settings exactly as shown below then click SAVE.

8) You will see the following message stating your accounts are now connected. Click OK.
A verification email will be sent to you to verify that you own this connected account, open the email from your Alumni Inbox and click the link to complete verification, this allows your Alumni email account to send mail using your MyCU FROM address. NOTE: If you have trouble verifying, go under the Action column and click ‘Resend verification email’ and try again.

You will soon notice email from your MyCU Inbox start appearing in your Alumni Inbox, it may take several hours for all email from your MyCU account to import, depending on the number of messages you have.

After all mail has been imported you may disconnect the accounts if you choose by highlighting and clicking DELETE

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:demo@mycu.concord.edu">demo@mycu.concord.edu</a></td>
<td>OK</td>
</tr>
</tbody>
</table>

or you can leave the accounts connected to monitor mail sent to both addresses.

You can use the CONNECTED ACCOUNTS feature of Office 365 with your personal email accounts also, this will allow you to use your Alumni account as your primary account and to take advantage of the 50Gb of mail storage plus the 25Gb of document storage in OneDrive. To connect to your other email accounts click + under Connected Account and follow the prompts as you did above. You may need to enable POP or IMAP access for your personal account and you also may need to find the server settings for that account in case you need to manually enter your server settings, these are usually located in the Help or Support section of your email account provider.

Click the ? help icon on the connected accounts screen in Office 365 for more info on adding connected accounts.
Forwarding Your Email as an option to connecting accounts

As an option to using Connected Accounts you may forward your email from your MyCU account to your Alumni Account, this setup is located directly below the connected accounts section.

Enter the address to your Alumni email account and select whether to keep a copy of forwarded messages then click Start Forwarding.

It is important to remember that if you use this method you must login to your MyCU account periodically to show activity and prevent closure.

Support

If you have any questions or problems setting up connected accounts or forwarding your email contact the IT Helpdesk at 304-384-5291 or cuhelpdesk@concord.edu