

How Do I Get to My Old E-mail Content

- Log into your email account
- Click the gear – select mail under your settings
- On Left Hand Side – Follow path: Mail > Accounts > Connected Accounts
- Click +, to add your old account:
- Enter the following in:

FirstName.LastName-stu.perry@staffkyschools.onmicrosoft.com (Student)

FirstName.LastName-perry@staffkyschools.onmicrosoft.com (Staff)

- Student example: jack.smith-stu-perry@staffkyschools.onmicrosoft.com
- Staff example: jack.smith-perry@staffkyschools.onmicrosoft.com
 - If your old account had a number in it remember to add it to the login Example: jack.smith22-stu-perry@staffkyschools.onmicrosoft.com
- Enter Password
- Skip – Unsecured Connection
- Connection Type: Pop

- Fill in the form as follows and click OK
 - Display name < Jack Smith >
 - Email Address (Student Example):
 - jack.smith-stu-perry@staffkyschools.onmicrosoft.com
 - Username: : jack.smith-stu-perry@staffkyschools.onmicrosoft.com
 - Password: your password as it was set before the migration
 - Incoming Server: outlook.office365.com
 - Authentication: Basic
 - Encryption: SSL
 - Port: 995
 - Click Ok
 - Click Ok again to connect to your mail account
 - Then you will see your old mail downloading
 - Click on inbox and find the content that you want and forward it to your new mail account.

Directions Continue

- **Fill in the form** with the following information and click 'Ok':
- **Display Name:**<Enter Your Name: **Jack Smith**>
- **Email Address:**<
jack.smith-stu.jacksonind@staffkyschools.onmicrosoft.com (Student) or
jack.smith54-jacksonind@staffkyschools.onmicrosoft.com (Staff) >
- **Username:**<
jack.smith-stu.jacksonind@staffkyschools.onmicrosoft.com (Student) or
jack.smith54-jacksonind@staffkyschools.onmicrosoft.com (Staff) >
- **Password:**<your password as it was set at the time of migration>
- **Incoming server:** **outlook.office365.com**
- **Authentication:** **Basic**
- **Encryption:** **SSL**
- **Port:** **995**

2:45 / 5:55

