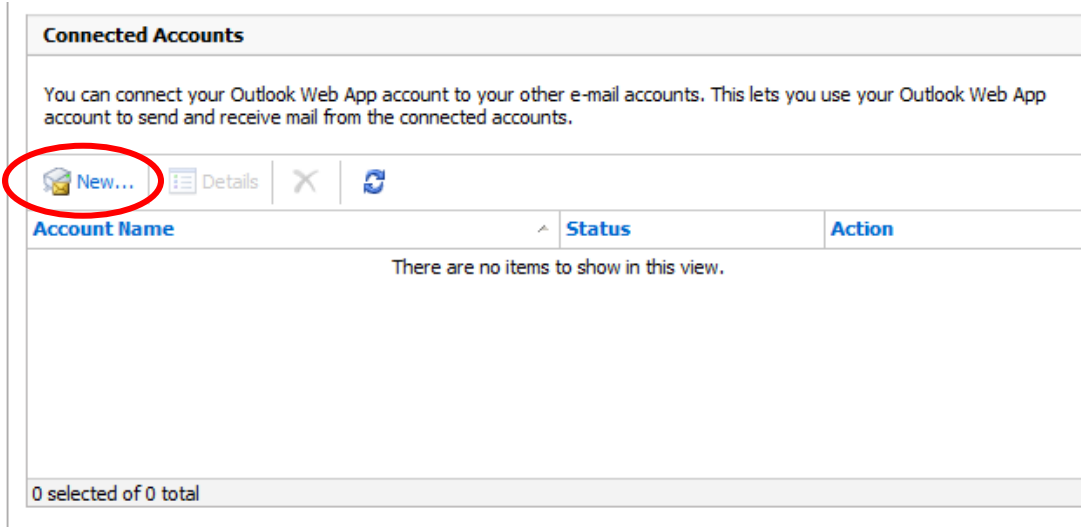
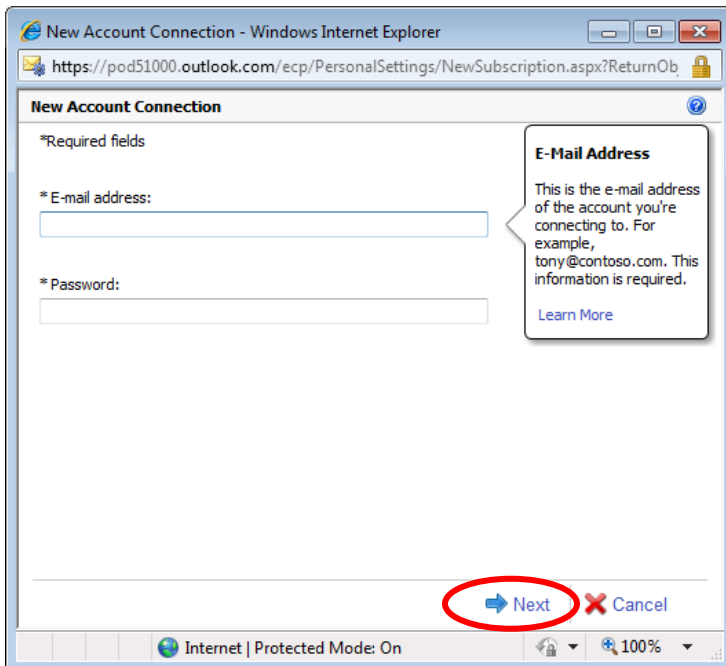


INBOX MOVE FROM EXCHANGE TO WINDOWS LIVE

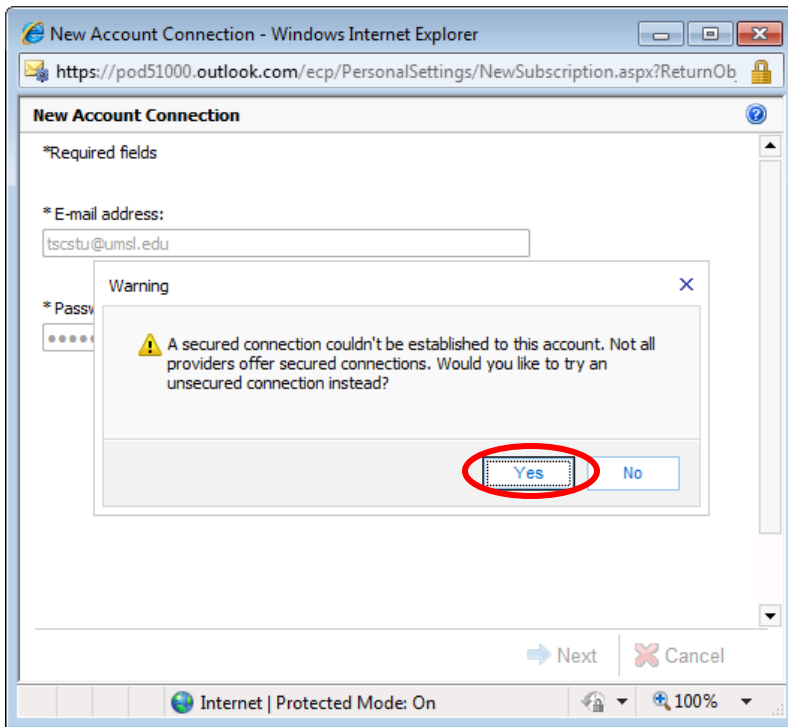
- Log into mail.umsl.edu
- Click Mail from the menu across the top of the page
- Click Options on the right-hand side of the mail page
- You will then see “Connected Accounts”
- Click “New...”



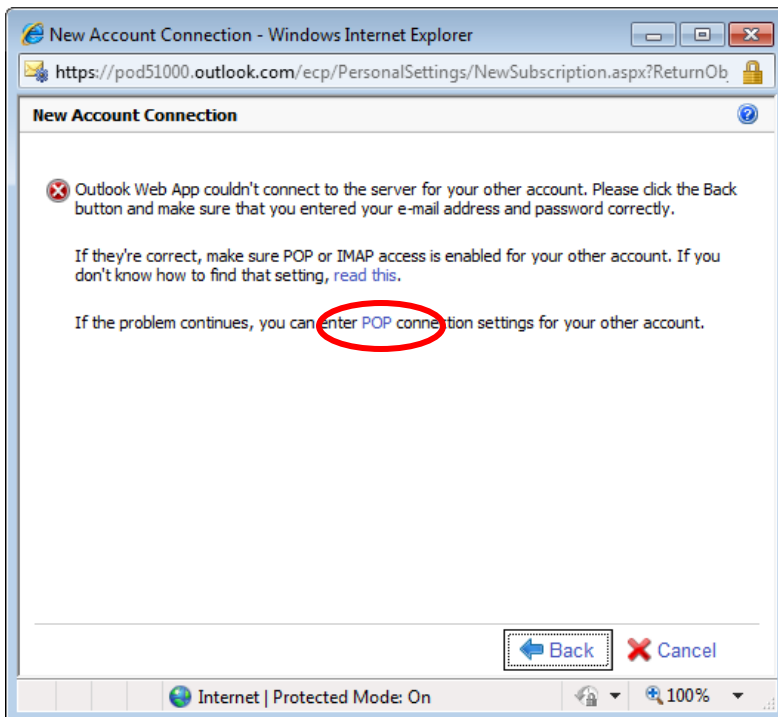
- Enter your old UMSL e-mail address (yoursso@umsl.edu) and password and click next



You may get an error message, if you do click yes to try an unsecure connection.



If the unsecure connection fails you will get a message stating that Outlook Web App could not connect to your account. Click where it says "...you can enter POP connection settings for your other account."



In the POP Account Connection Window:

- Enter your Last Name, First name in the Display Name Field
- Enter your old UMSL e-mail address (yoursso@umsl.edu)
- Enter your SSO ID in the User Name field and your SSO password in the Password field
- Uncheck "Leave Mail on Server"
- Make sure your Server Information matches the field below and then click "Save".
- The e-mail from your inbox will be automatically transferred from your old UMSL e-mail to your new UMSL e-mail

New POP Account Connection - Windows Internet Explorer

https://pod51000.outlook.com/ecp/PersonalSettings/NewPopSubscription.aspx

New POP Account Connection

*Required fields

Account Information

* Display name:
Last Name, First Name

* E-mail address:
yourssoid@umsl.edu

* User name:
yourssoid

* Password:
●●●●●●●●

Leave mail on server

Server Information

* Incoming server:
outlook.umsl.edu

Authentication:
Basic

Encryption:
SSL

* Port:
995

Save Cancel

Internet | Protected Mode: On 100%

Leave Mail on Server

If you select this check box, e-mail from the account you're connecting to will be pulled in to your Outlook Web App Inbox and also remain in your other account. If you don't select the check box, e-mail will be deleted from your other account after it's pulled in to Outlook Web App.

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