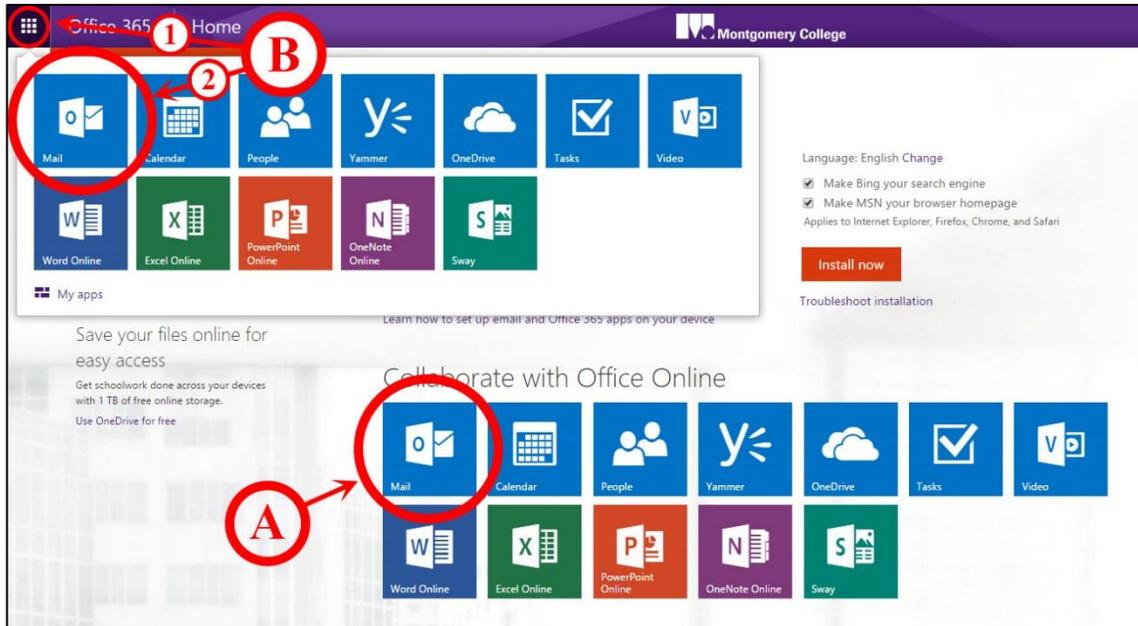
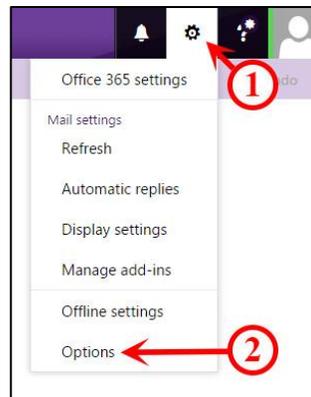


How to migrate e-mail from old Student e-mail to Office 365

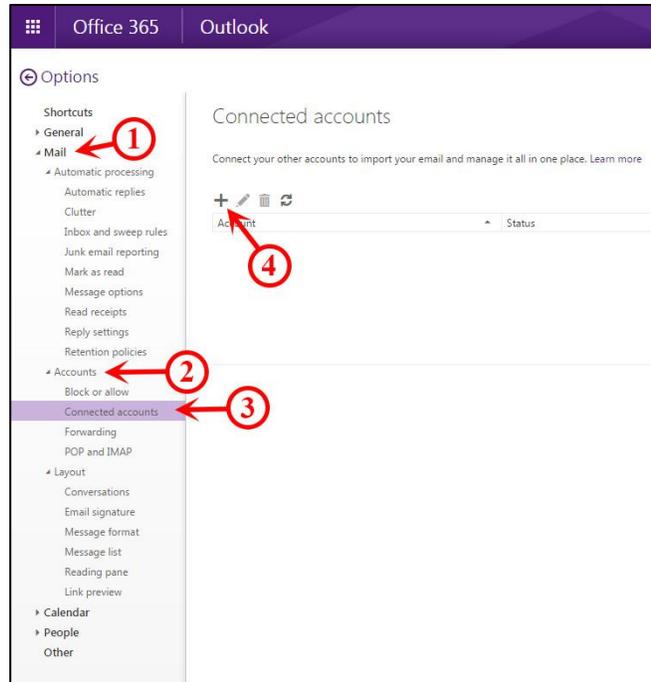
1. Log into your Office 365 account. You can do this through the E-mail icon in MyMC or directly using portal.office.com. Your ID is:
“<your MyMC ID>@montgomerycollege.edu”
(e.g., jsmith6@montgomerycollege.edu).
The password is your MyMC password.
2. This will bring you to the main Office 365 application screen.
3. Click on the Mail icon, either on the main screen (A) or from the application button (B).



4. Click the settings icon in the upper-right (1).
Under the settings menu, select *Options* (2).



5. On the left, under Mail (1), Accounts (2), click on “Connected accounts” (3). Click the plus sign (4) to create the profile for your old student e-mail.



6. Create your profile:
- Enter the following address as your mail address:

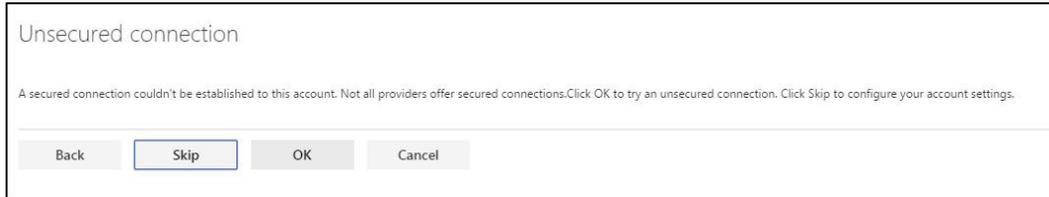
YourMyMCID@old.montgomerycollege.edu.

(For example, jsmith6@old.montgomerycollege.edu.) Note “old” in the domain name.

- Then enter your MyMC password and click the OK button.

The image shows a dialog box titled 'Connect your email account'. It has two input fields: 'Email address *' with the text 'yourmymcid@old.montgomerycollege.edu' and 'Password *' with masked characters. At the bottom, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a blue border.

7. If you receive an error about “Unsecured connection,” click the Skip button to continue the setup manually.

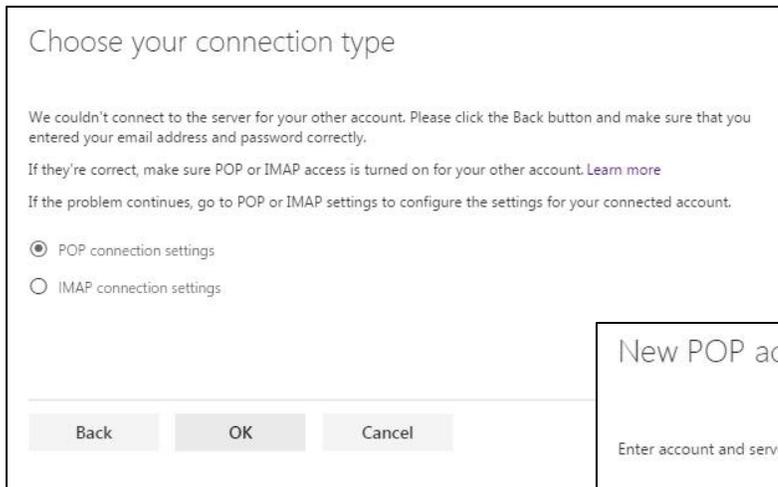


Unsecured connection

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

8. Select the option for “POP connection settings” and click OK to confirm.



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](#)

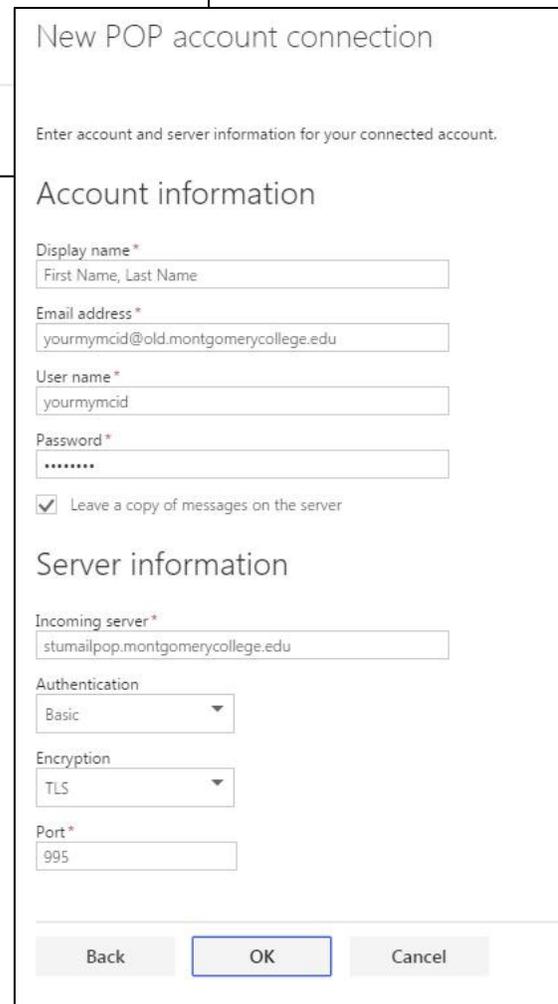
If the problem continues, go to POP or IMAP settings to configure the settings for your connected account.

POP connection settings
 IMAP connection settings

Back OK Cancel

9. Enter your new POP account connection information:
- Display name: ***Your first and last name.***
 - Email address: ***YourMyMCID@old.montgomerycollege.edu.***
 - User name: ***YourMyMCID.***
 - Password: ***Your MyMC password.***
 - Leave a copy of messages on server: ***Check.***
 - Incoming server: ***stumailpop.Montgomerycollege.edu.***
 - Authentication: ***Basic***
 - Encryption: ***TLS***
 - Port: ***995***

Click OK to confirm.



New POP account connection

Enter account and server information for your connected account.

Account information

Display name *
First Name, Last Name

Email address *
yourmymcid@old.montgomerycollege.edu

User name *
yourmymcid

Password *

Leave a copy of messages on the server

Server information

Incoming server *
stumailpop.montgomerycollege.edu

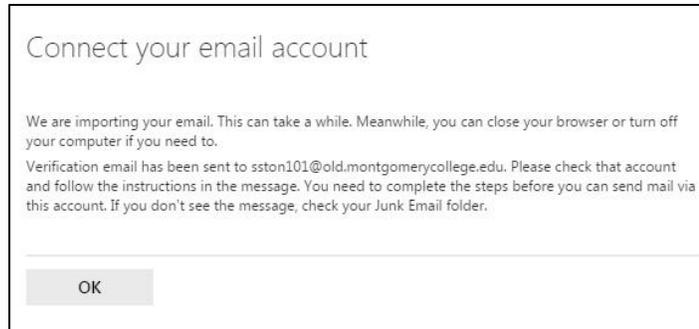
Authentication
Basic

Encryption
TLS

Port *
995

Back OK Cancel

10. If everything was successful, you should now see a message regarding the New account creation. Click OK to continue.



11. You should now see the account listed for your old student e-mail.

Connected accounts

Connect your other accounts to import your email and manage it all in one place. [Learn more](#)



Account	Status	Action
sston101@old.montgomerycollege.edu	OK	Resend verification email

12. Your messages will appear in your Office 365 Inbox. To view your Inbox, click the word “Outlook” on the banner bar at the top. You should now see all of your e-mail from the old Student e-mail system as well as any new messages sent to your Office 365 account.



13. Once you are in your Office 365 Inbox, you may see an e-mail from “The Microsoft Team” asking you to verify yourself as the owner of the e-mail account you just imported from the old MyMC e-mail system. This step is not required, so you can ignore that message.

NOTE: The migration process only moves messages that are in your Inbox. If you have other folders that you would like to migrate, you will have to move those messages into your Inbox. Once they are copied to Office 365, you can recreate the folder structure and sort the messages appropriately.