



JÖNKÖPING UNIVERSITY

*IT Helpdesk  
Jönköping University*

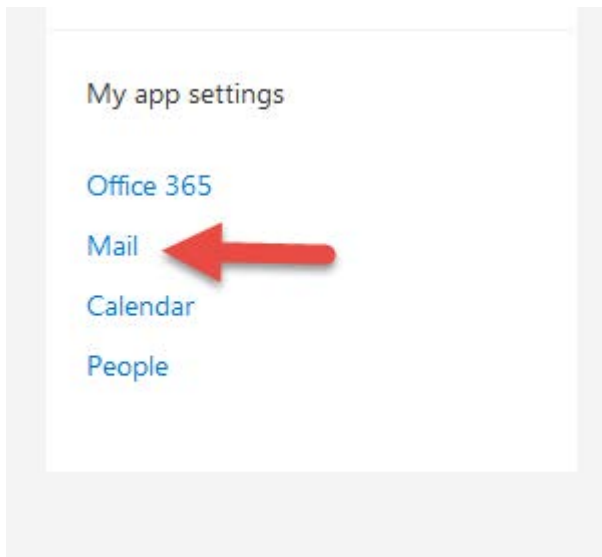
*Manual  
Skapad av lundav  
Senast ändrad 2016-05-09*

## Mail migration with Outlook Online

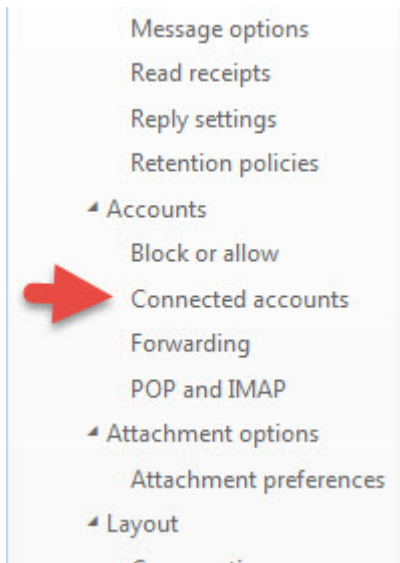
1. Click on the cog wheel to access the "Options" menu.



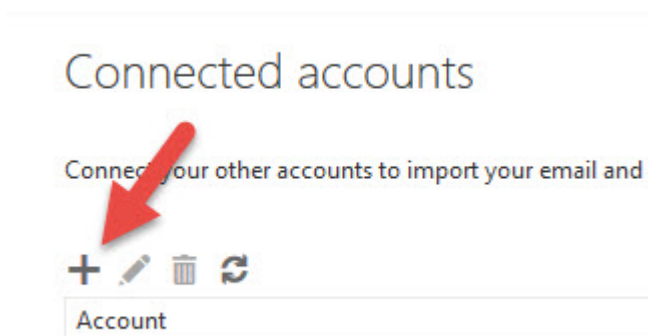
2. Click "Mail"



3. Click "Connected accounts"



4. Click on the "+"-icon.



5. Enter your email address and your JU user account password.

## Connect your email account

Email address\*

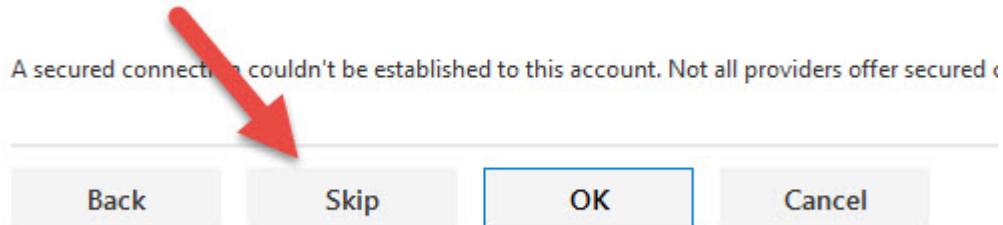
Password\*

OK

Cancel

6. Click on "Skip".

## Unsecured connection



7. Check "IMAP connection settings"

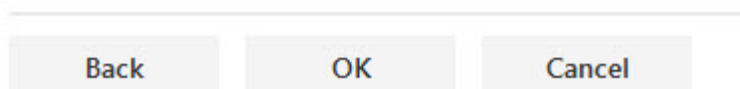
## Choose your connection type

We couldn't connect to the server for your other account. Please click OK if you entered your email address and password correctly.

If they're correct, make sure POP or IMAP access is turned on for your account.

If the problem continues, go to POP or IMAP settings to configure the connection.

- POP connection settings
- IMAP connection settings



8. Enter your account information according to the example below and click OK.
  - Display name: Your full name
  - Email address: Your full email address
  - User name: Your JU user account name
  - Password: Your JU user account password
  - Incoming server: imaps.hj.se
  - Authentication: Basic
  - Encryption: SSL
  - Port:993

Enter account and server information for your connected account.

## Account information

Display name\*

Email address\*

User name\*

Password\*

This  
you  
the a  
conr

## Server information

Incoming server\*

Authentication

Encryption

Port\*

9. Click "OK".

## Connect your email account

We are importing your email. This can take a while. Meanwhile  
Verification email has been sent to luda1666@student.ju.se. If  
you don't see the message, check your Junk Email folder.

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OK