

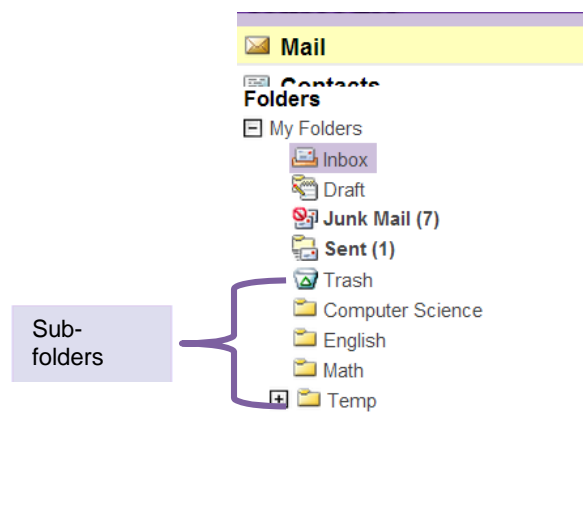
Importing (POP) Webmail into @MyHunter

Overview:

Your new @MyHunter (Office365) may be used to keep track of email from other accounts by setting up a connection to other email services. You can connect up to five other accounts, such as your previous Hunter email account (Hunter Webmail), Gmail, Yahoo! Mail, etc., therefore you can configure your @MyHunter account to import all your email from your previous Hunter Webmail email account into your new @MyHunter account!

The following instructions will guide you on how to set up your @MyHunter account to get all you email from your old **Hunter Webmail** account to your new @MyHunter email account by setting up POP, which is a method to retrieve your mail messages stored on the email server, and then download the messages to your computer.

The most important part to remember only emails residing in your Hunter Webmail Inbox will be downloaded to your computer. If you created multiple folders in your old Hunter Webmail (as displayed by the image below), you will have two options to get the email stored into those sub-folders over into your @MyHunter email account:



- A. Move all the email messages in these additional sub-folders into your Inbox folder and POP (or import) all your email at once. Be advised, you will lose the organization of your sub-folders, but this method requires very little effort.

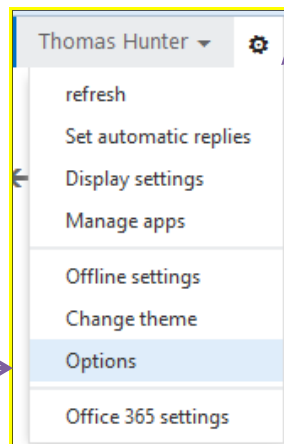
- B. Or, move all the email messages in each sub-folder in your Hunter Webmail one folder at a time, refresh your **@MyHunter** email account, then move those messages from the inbox to the same folders (which you have manually created), in your **@MyHunter** email account. You will have to repeat this process for each sub-folder. This will take a more time, but you will be able to keep your existing email organization.

Log into @MyHunter (Office365)

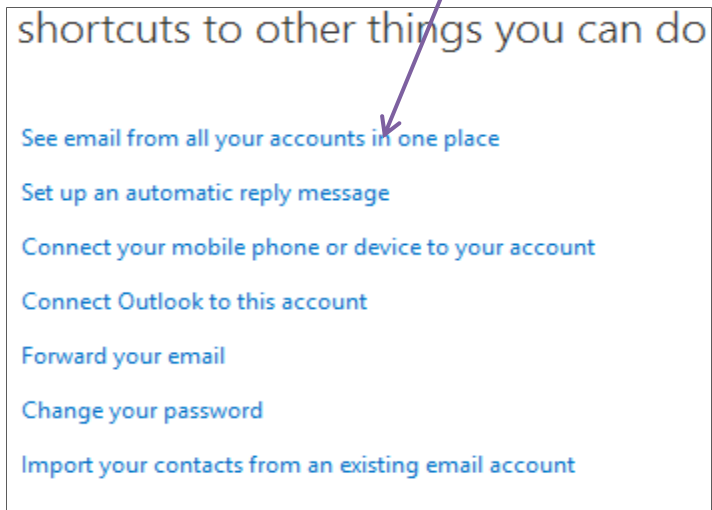
- <https://login.microsoftonline.com> and input your credentials.

The Set-up:

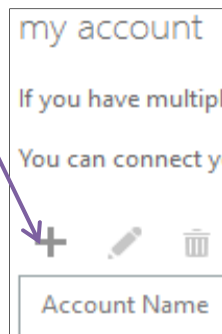
1. Find your name on the upper right hand and click on the Settings (⚙️) Icon.
2. Click on **Options**.



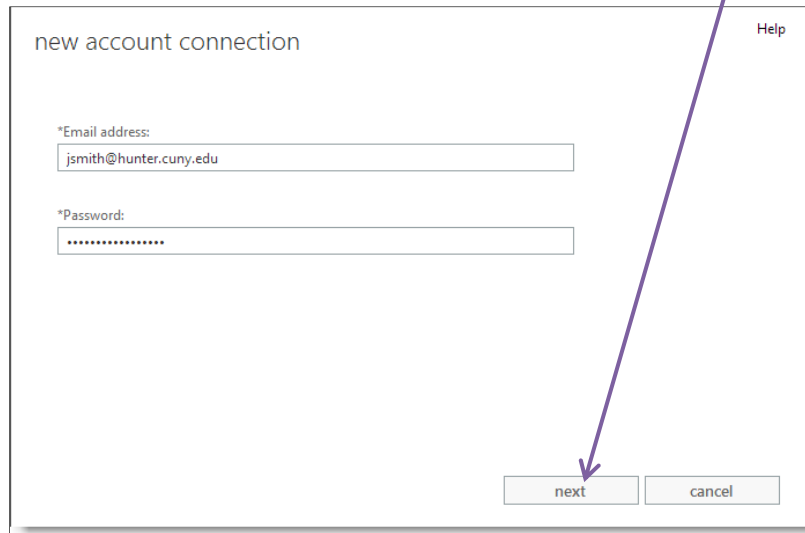
3. Click on the **“See email from all your accounts in one place”** link.



4. Next, click on the **+** plus sign.

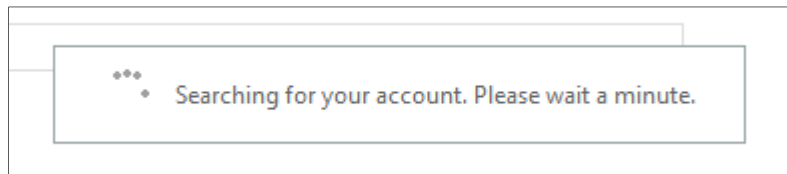


5. Enter your old email address and password, and then click **next**.

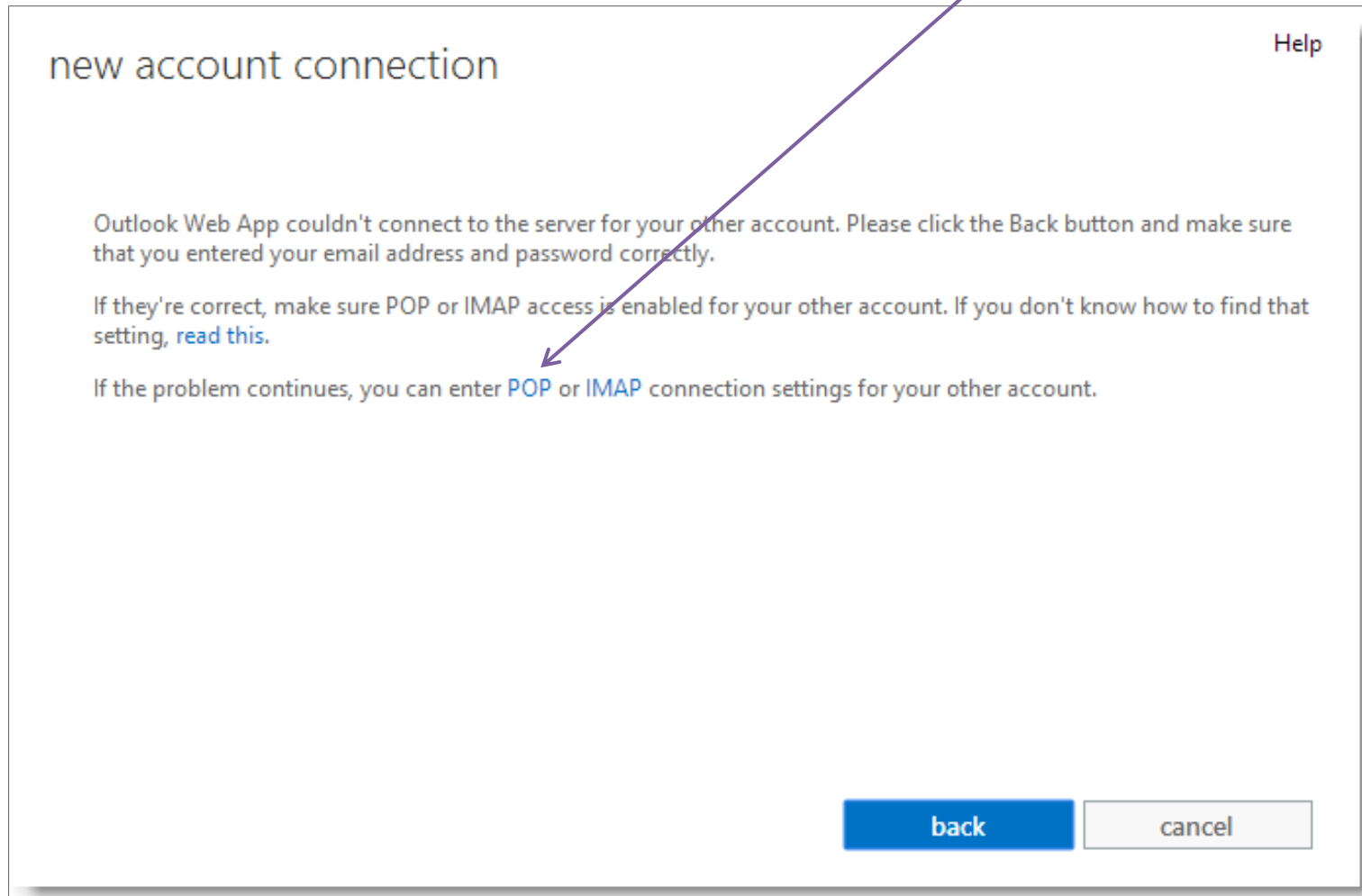


The screenshot shows a dialog box titled "new account connection" with a "Help" link in the top right corner. It contains two input fields: "*Email address:" with the text "jsmith@hunter.cuny.edu" and "*Password:" with a masked password of ten dots. At the bottom, there are two buttons: "next" and "cancel". A purple arrow originates from the word "next" in the instruction above and points to the "next" button.

6. You will see the following message pop up:



7. Outlook will **not** be able to connect to the email server. On the following screen, click the “POP” link.



8. Next, the **New POP Account Connection** creation screen will follow. Fill out the pertinent information which relates to your old Hunter Webmail account. Make sure **“Leave mail on server”** is **NOT** checked. See the following image:

New POP Account Connection Help

▶ account information
server information

*Display name:
Jane Smith

*Email address:
jsmith@hunter.cuny.edu

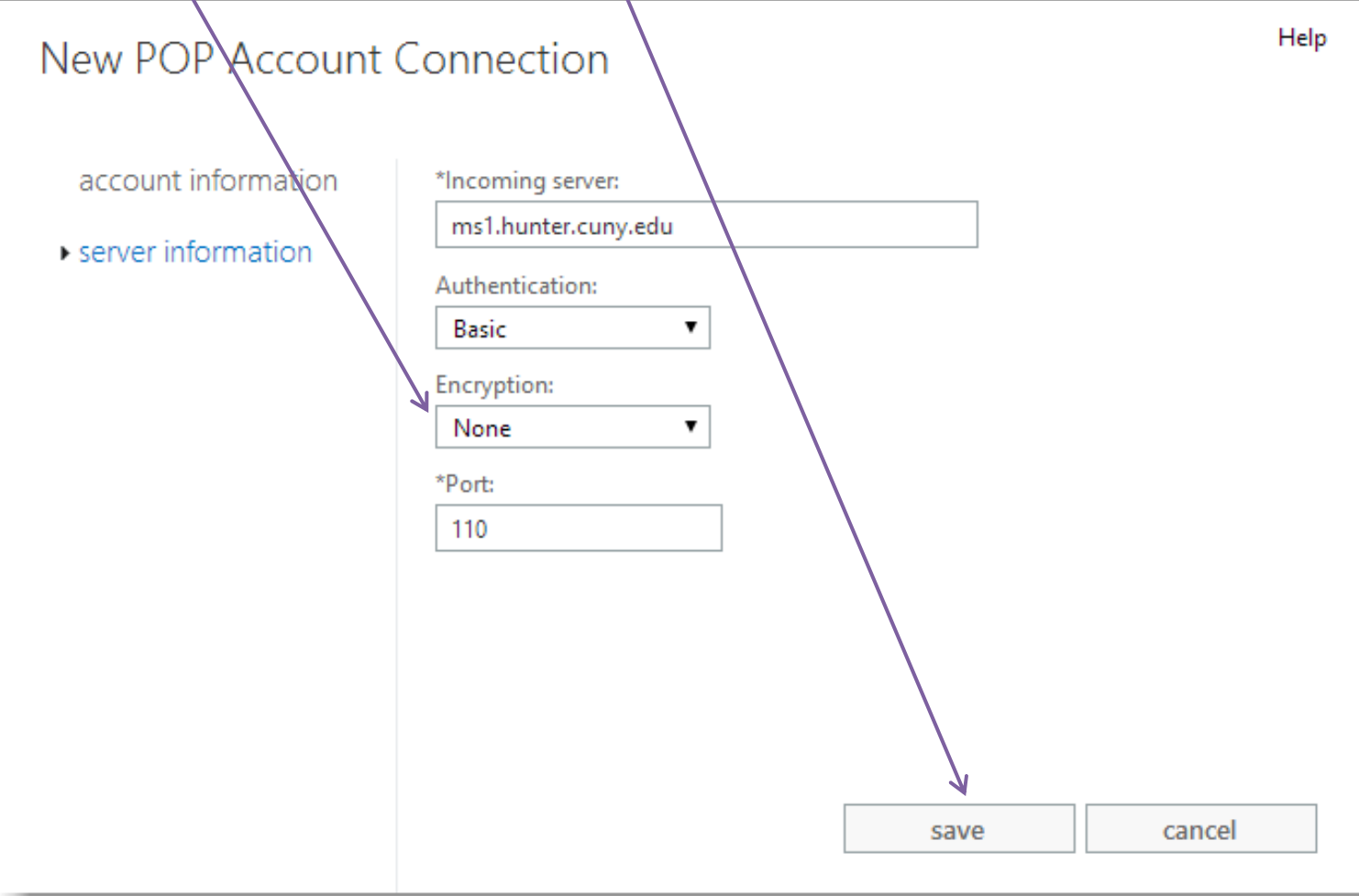
*User name:
jsmith

*Password:
.....

Leave mail on server

save cancel

9. Next, click on the “[server information](#)” link on the left-hand side of the screen. Fill out the information in the example below. Make sure “**Encryption**” is set to **none**. Click on “**save**”



The screenshot shows a dialog box titled "New POP Account Connection" with a "Help" link in the top right corner. On the left side, there are two links: "account information" and "server information". The "server information" link is highlighted with a blue arrow pointing to the "Encryption" dropdown menu. The "Encryption" dropdown is currently set to "None". Another blue arrow points from the "save" button at the bottom right of the dialog box to the text "Click on 'save'" in the instructions above. The main area of the dialog box contains the following fields:

- *Incoming server: ms1.hunter.cuny.edu
- Authentication: Basic
- Encryption: None
- *Port: 110

At the bottom right, there are two buttons: "save" and "cancel".

10. You will see the following as the authentication process is completing.

New POP Account Connection Help

account information
▶ server information

*Incoming server:
ms1.hunter.cuny.edu

Authentication:
Basic

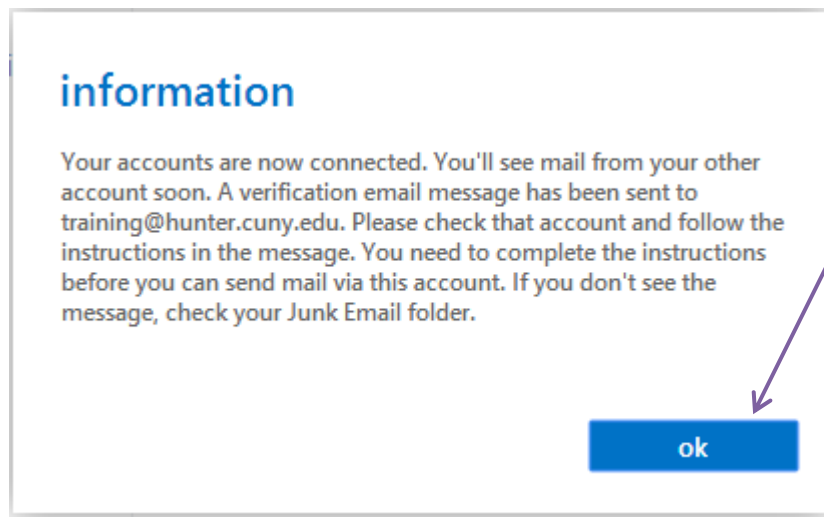
Encryption:
None

*Port:
110


*** Please wait...

save cancel

11. Once authentication is complete, the following message informing you that your account is now connected will be displayed. Check your old Hunter Webmail account for the “verification” email and following the instructions within. Click **ok**.



12. You will receive the following email message in your old Hunter Webmail account. Click on the link in the verification email:



You've successfully connected training@hunter.cuny.edu<mailto:training@hunter.cuny.edu> with Outlook Web App. To verify that you own this account, please click the following link:
<https://outlook.office365.com/ecp/PersonalSettings/VerifySendAs.aspx?exsvurl=1&st=2&su=7c1a43b1-f341-421b-b7fa-b451a615f8a4&ss=7d13b64e-b753-4b3e-9c6d-fe5de52e3e79>

If the link above isn't highlighted, try copying and pasting it into your Web browser.

Thanks,
The Microsoft team

13. After you click on the verification link, you will see “**E-Mail Verification Succeeded**”

