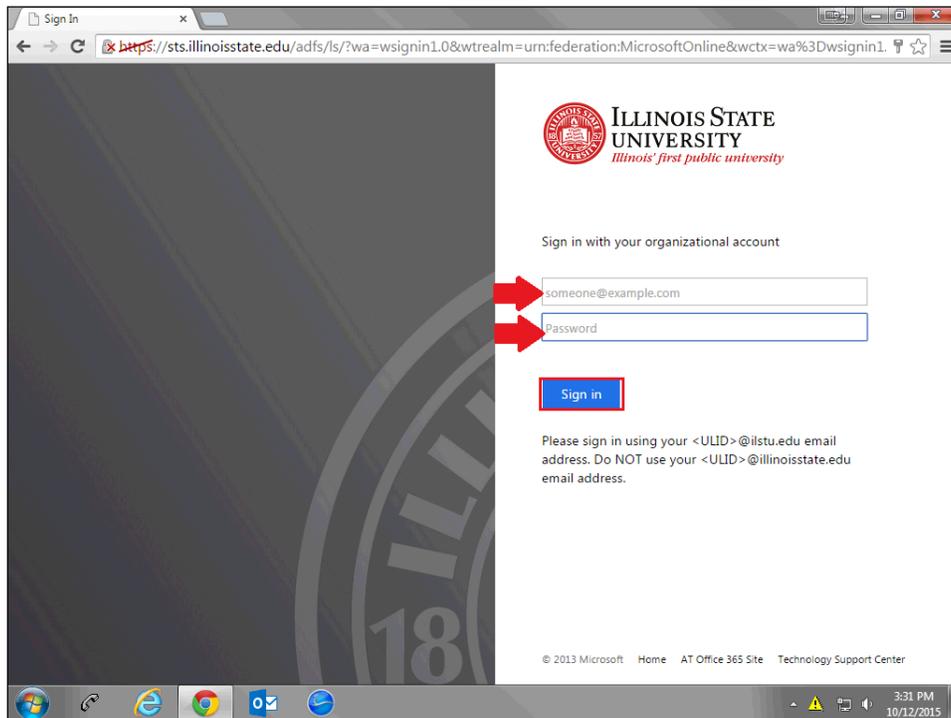


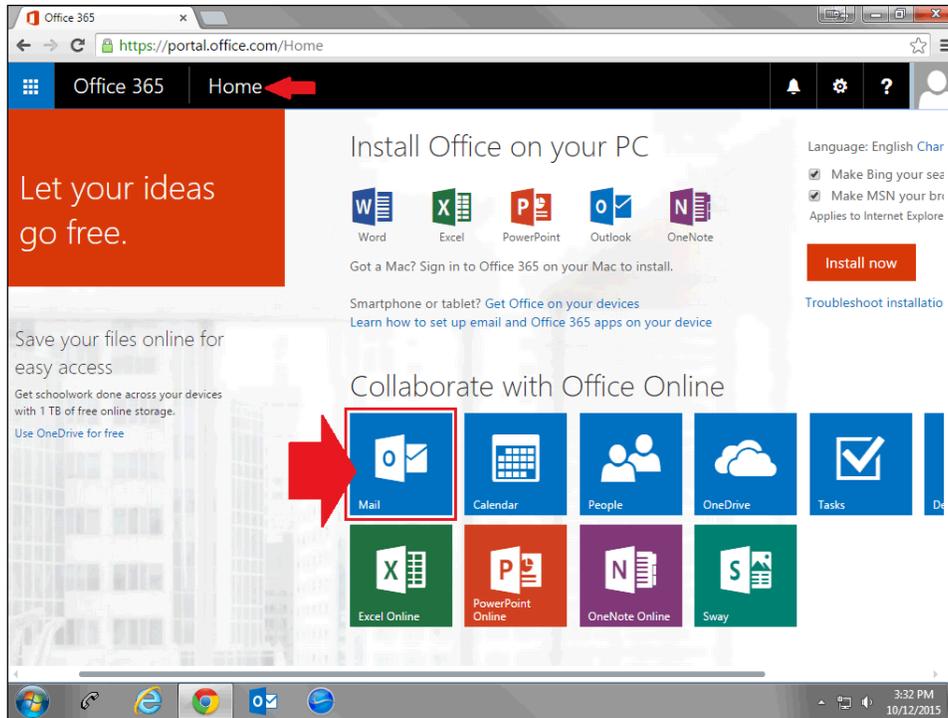
Procedure

In this topic, you will learn how to copy previous emails from Redbird Mail to Illinois State University's Office 365 email.

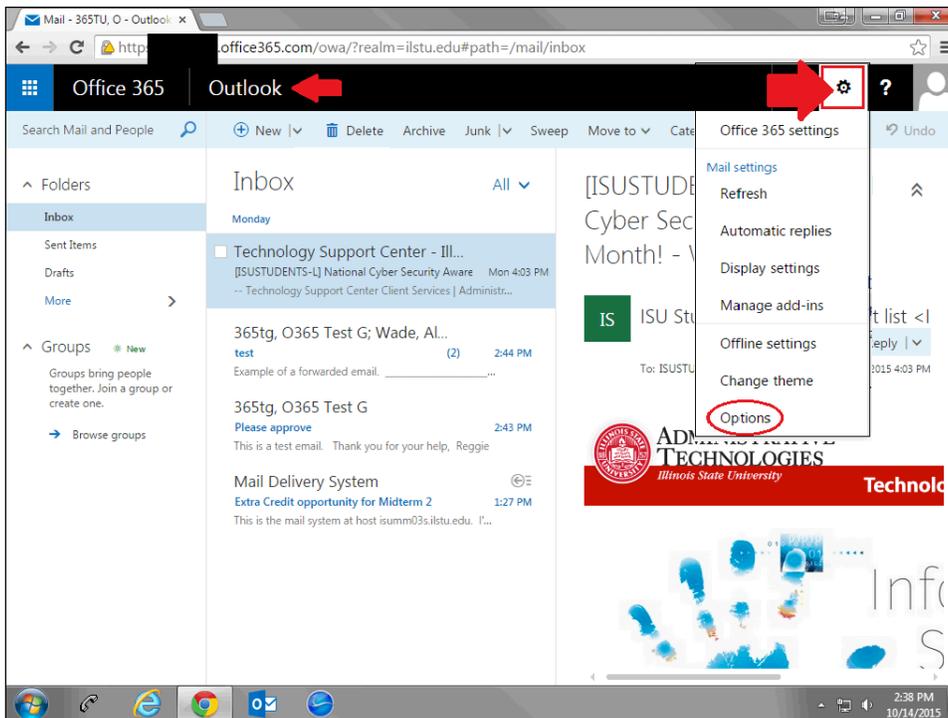
Step	Action
1.	<p>The first time you access Mail in Office 365, you will have a new Inbox which will contain only the messages you've received since your account was activated in Office 365.</p> <p>NOTE: Email previously received and stored in Redbird Mail will not be present in your Office 365 inbox.</p> <p>This Help Guide will show you how to set up Connected Accounts.</p>



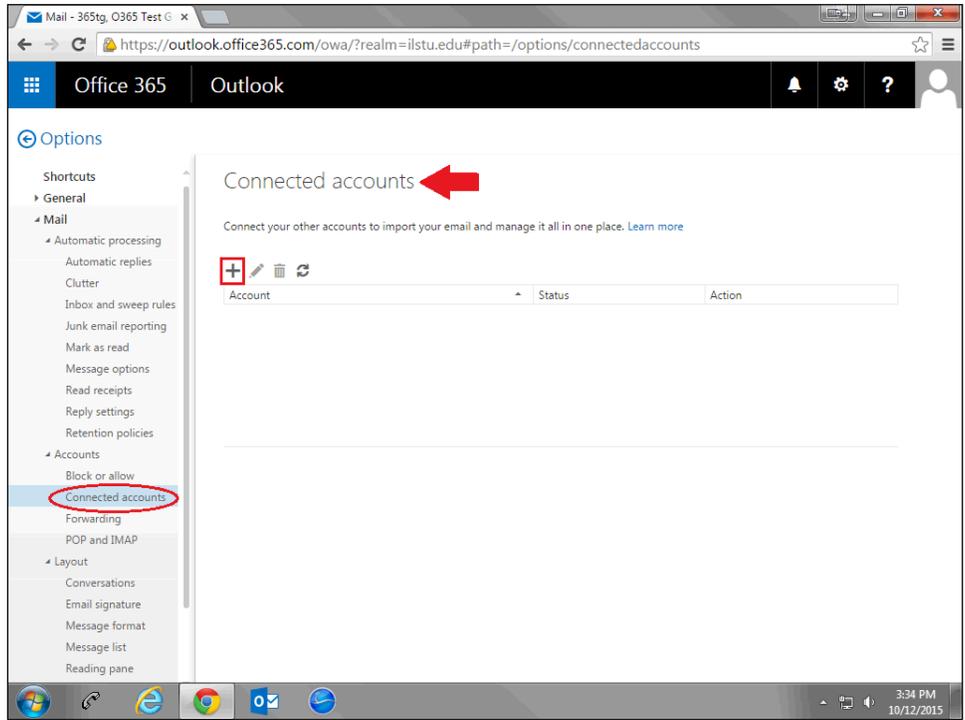
Step	Action
2.	<p>Go to Office365.IllinoisState.edu.</p> <p>Enter your campus email address in the first box. You must use your ULID@ilstu.edu (not your ULID@illinoisstate.edu).</p> <p>Enter your password in the second box.</p> <p>Click Sign in.</p>



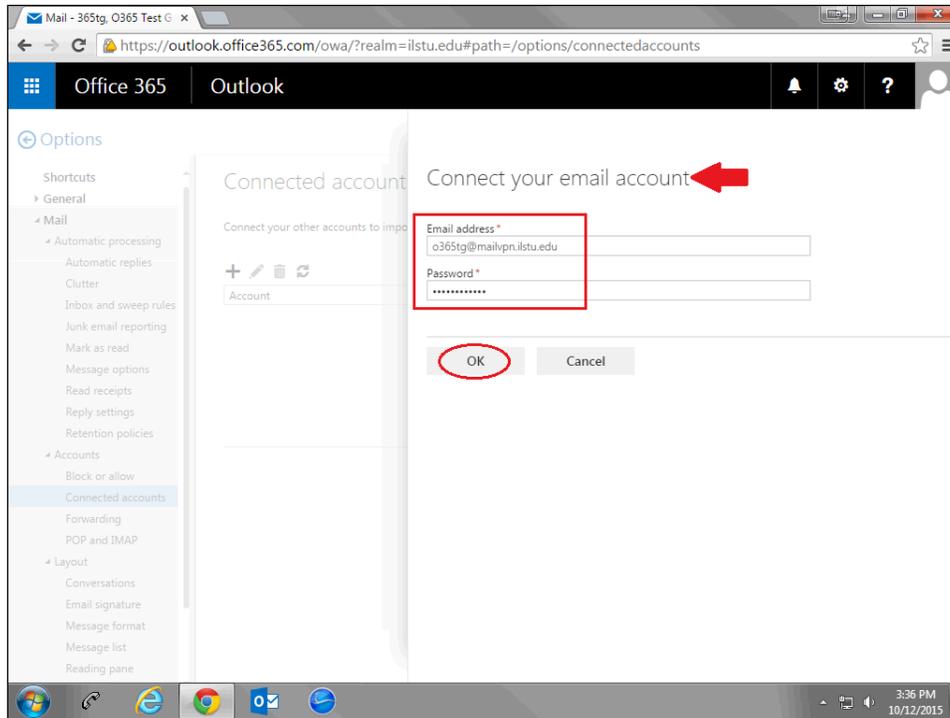
3. **Office 365 Home** page will appear.
- Click the **Mail** tile, also referred to as Mail App, to launch your Mail.



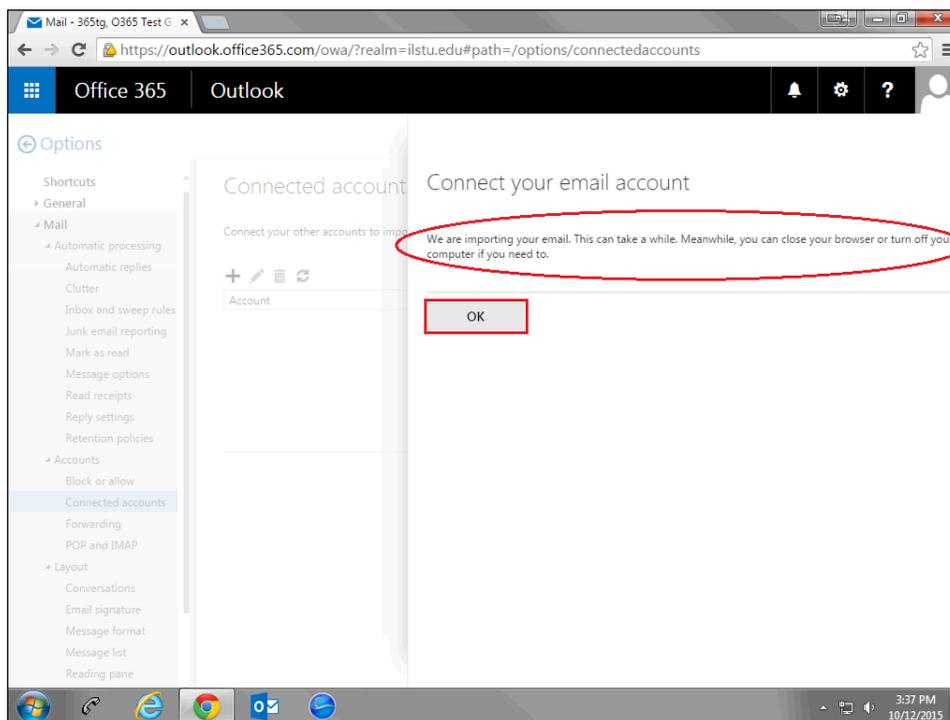
Step	Action
4.	Click the gear icon located in the upper-right corner of the window and select Options .



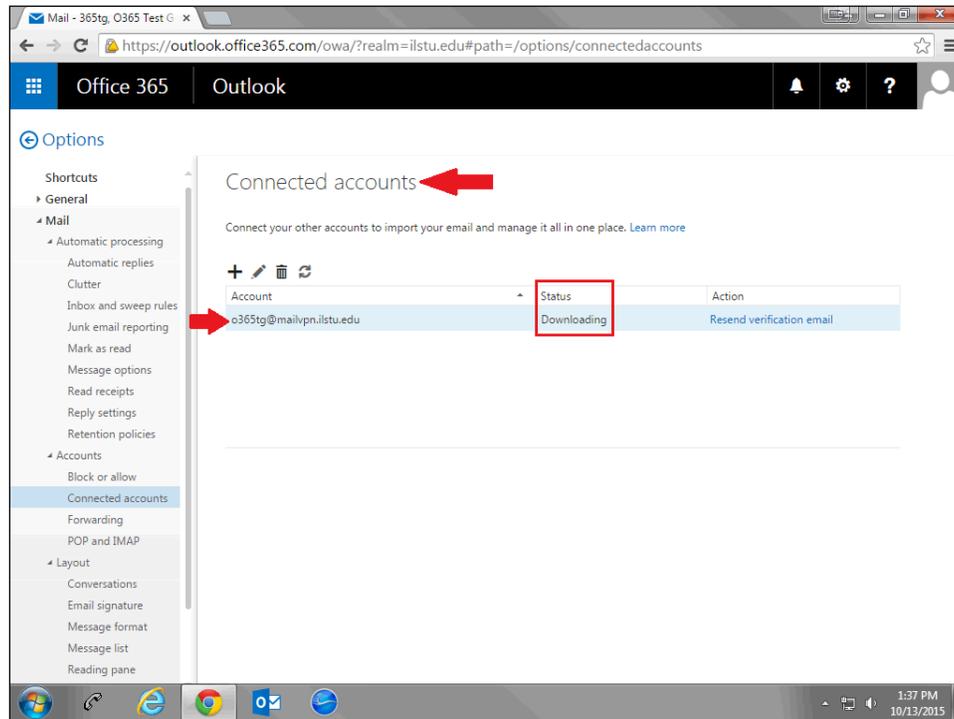
Step	Action
5.	Click the Connected accounts link located under the Accounts section in the Mail folder. Click the plus “+” icon on the Connected accounts page.



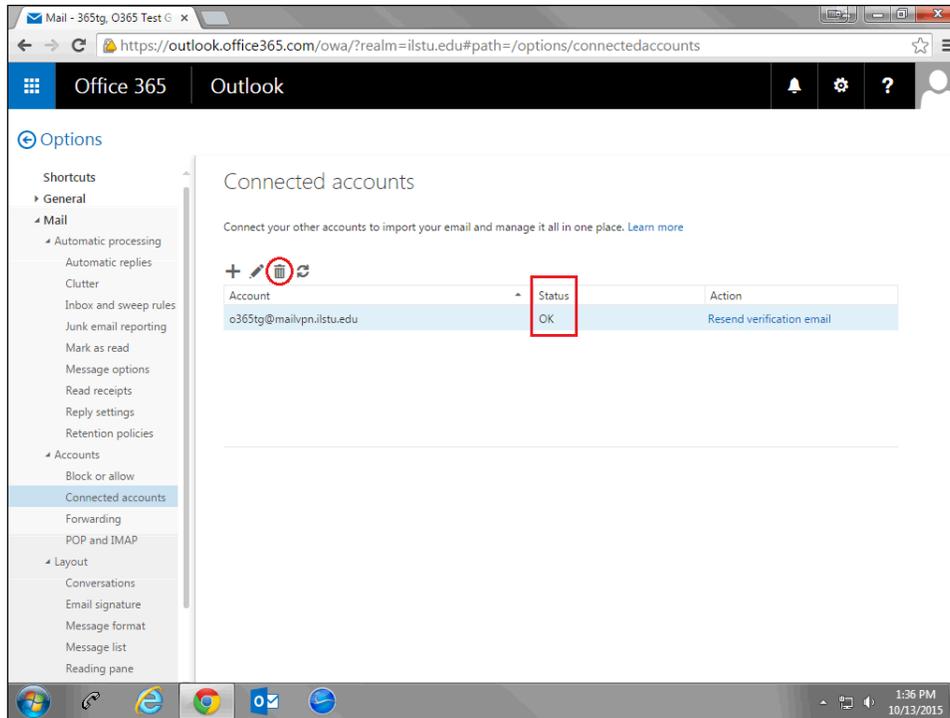
Step	Action
6.	On the Connect your email account page, enter your email address using the following format: ulid@mailvpn.ilstu.edu . Enter your ULID password and then click the OK button.



Step	Action
7.	<p>It may take a few minutes for Office 365 to establish a connection.</p> <p>After it is connected you will see the message "We are importing your email. This can take a while. Meanwhile, you can close your browser or turn off your computer if you need to."</p> <p>Click the OK button.</p>



Step	Action
8.	The account is now listed on the Connected accounts , with a status of <i>Downloading</i> .



Step	Action
9.	<p>Once the account is connected, the Status will change to <i>OK</i>.</p> <p>After all the Redbird Mail emails have been successfully copied into your Office 365 inbox, you will want to remove the Connected account.</p> <p>To remove, click the delete icon.</p>