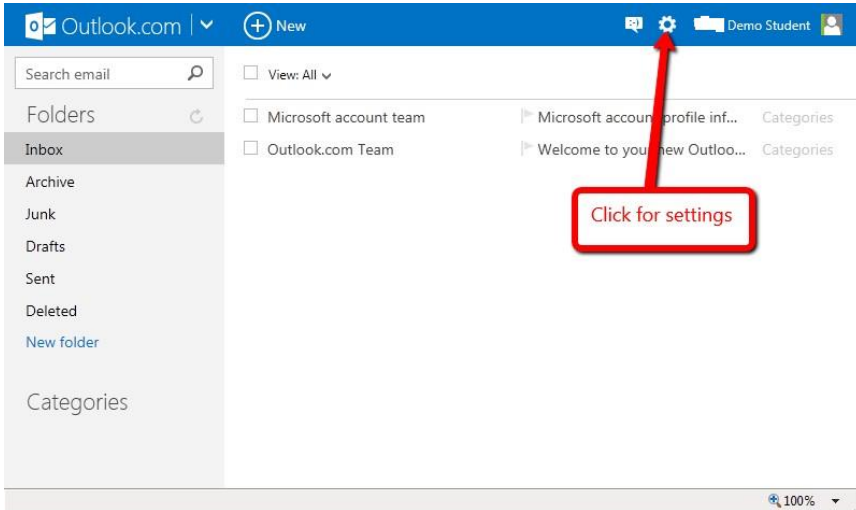


# Move Student EMAIL to Outlook.com

**\*\*\*Before beginning the migration DELETE any unnecessary emails and EMPTY your deleted folder in your student email, this will speed up the migration process. \*\*\***

Create an email account at Outlook.com

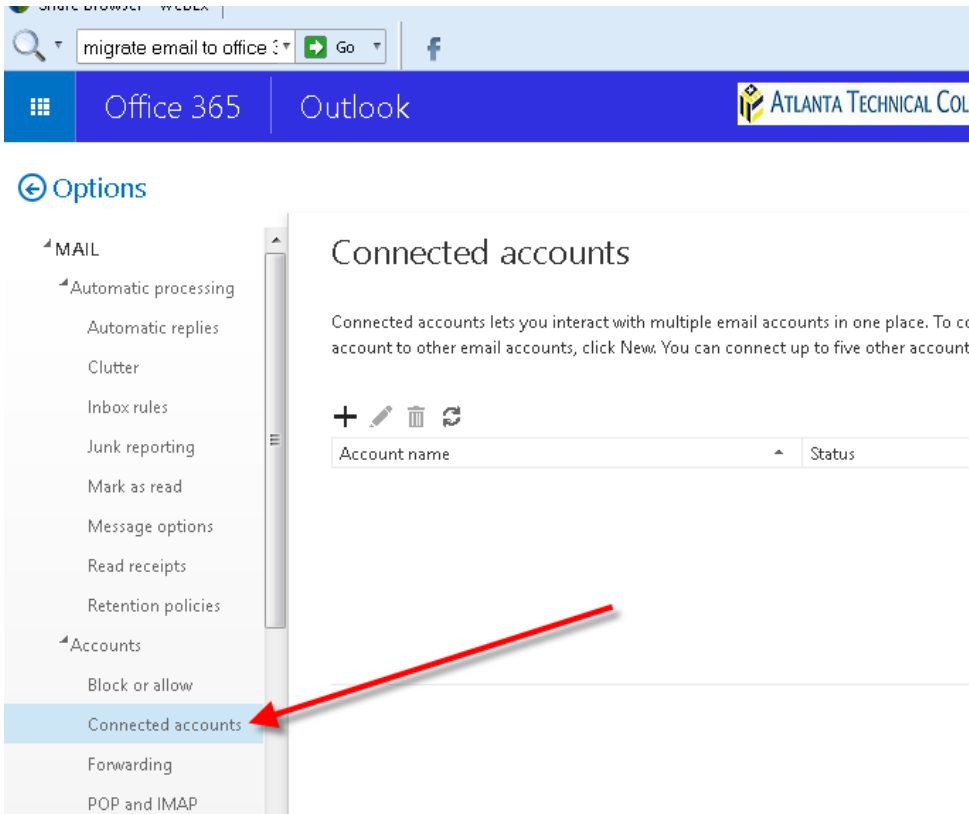
Once in your account click on the settings cog in the upper right hand corner:



Choose options in the drop down

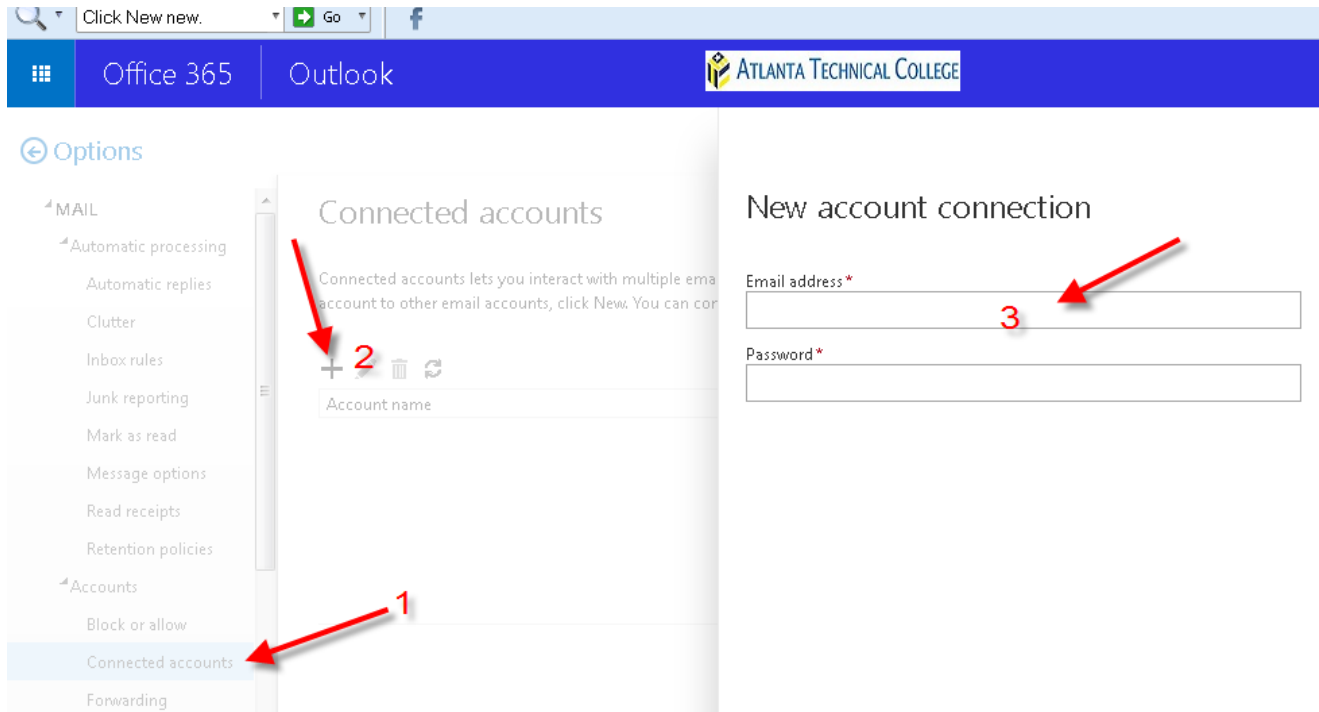
On the Options page

1. choose Connected accounts:



On the Connected accounts page

2. Choose **New +**.



3. Enter your email address and your password, then click OK
4. If you see the message that your accounts are connected, click **Finish**. Messages sent to your connected account will appear in your Inbox.

The import can take a few hours depending on the size of your mailbox.

5. If you see the message that Outlook Web App couldn't connect to the server for your other account, we recommend that you click Back and make sure that you entered the correct email address and password for your other account. If Outlook Web App still can't connect to the server for your other account, see [What else do I need to know?](https://support.office.microsoft.com/en-us/article/Connect-to-another-email-account-174da61d-2c8d-4b62-bf4f-8c1dd06a97cf) In this article <https://support.office.microsoft.com/en-us/article/Connect-to-another-email-account-174da61d-2c8d-4b62-bf4f-8c1dd06a97cf>

**This process only migrates your email.**