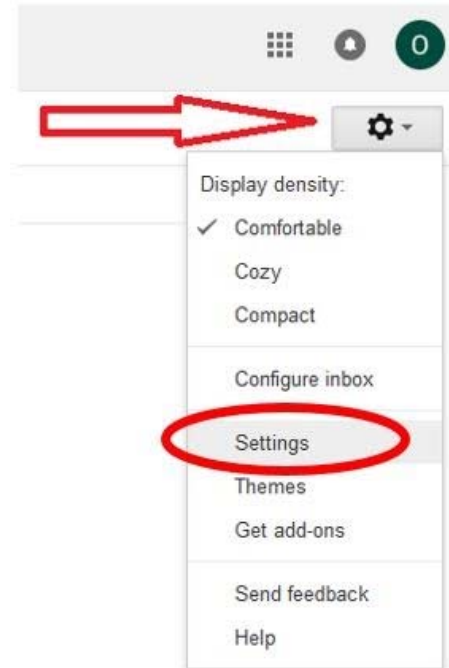# Importing your @post.massbay.edu account into your @massbay.edu account

Overview: We will be using Outlook Web Access for your Massbay Microsoft Account to setup a "connected account" that will pull the email in from (import) your MassBay GMAIL account. Please note when you complete this **ALL** of your email from GMAIL will be copied into your Microsoft Email Account (O365).

1. Login to your MassBay Gmail account.(*Before proceeding, we recommend cleaning up your email account so that you don't move over any unwanted or unnecessary emails).* **Click on the "COG" icon** and choose "**Settings**"
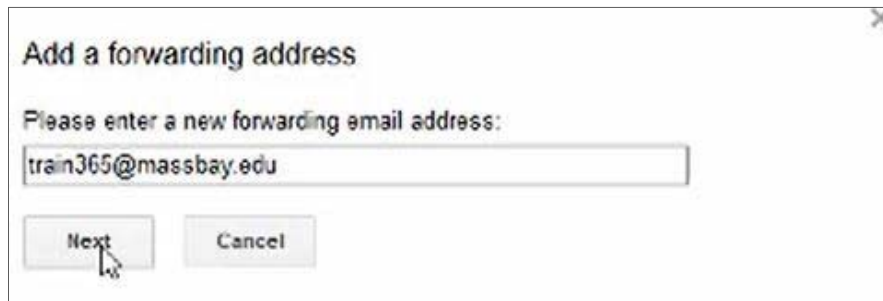
2. Click on "**Forwarding and Pop/IMAP**"

3. (a) Click Enable POP for all mail to select that option and then (b) click the "Add a forwarding address" in the Forwarding section

Importing your @post.massbay.edu account into your @massbay.edu account

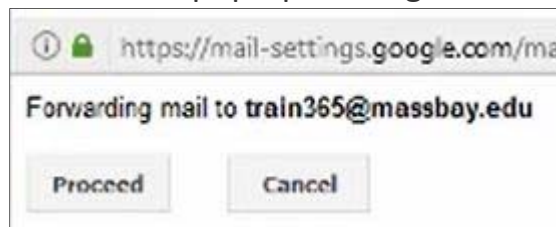4. Enter your Microsoft Email address and then click the **Next** button

Add a forwarding address

Please enter a new forwarding email address:

train365@massbay.edu

Next   Cancel

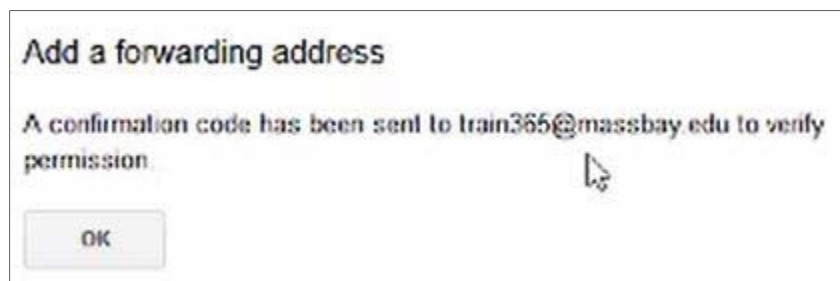5. Click the **Proceed** button on the pop-up message to continue

https://mail-settings.google.com/mai

Forwarding mail to train365@massbay.edu

Proceed   Cancel

6. You need to confirm the forwarding address by receiving and entering a code. Click **OK** here, then retrieve the code from your Microsoft Email account (see the next step).

Add a forwarding address

A confirmation code has been sent to train365@massbay.edu to verify permission.

OK

7. This is the important part of the confirmation code you will receive in your Microsoft Email account. You will need to enter this code back in Google so either write it down or copy it to the clipboard.

train365@post.massbay.edu has requested to automatically forward mail to your email
address train365@massbay.edu.
Confirmation code: 263263558

8. Return to the Google screen to enter the confirmation code, click the Verify button once you've entered the code:

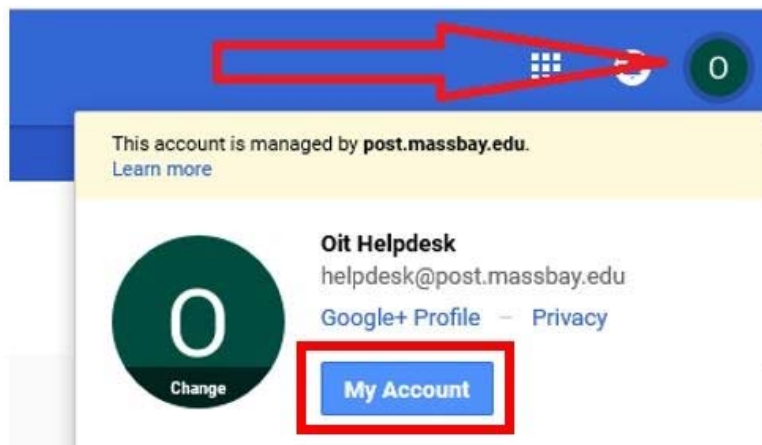| Verify train365@massbay.edu | 263263558 | Verify | Re-send email Remove address |

9. Here is where we tell Google to forward the email and where to forward it to. Click the forwarding option, it should already have the correct entries populated in the text boxes. (*In this example, it is telling Google to forward all incoming mail to the @massbay.edu address and keep a copy of them in the Google box as well*).:

○ Disable forwarding
◉ Forward a copy of incoming mail to train365@massbay.edu (in use) ▼ and keep Massachusetts Bay Community College Mail's copy in the Inbox ▼

10. You now need to save these changes in Google. Click the **Save Changes** button near the bottom of the screen:

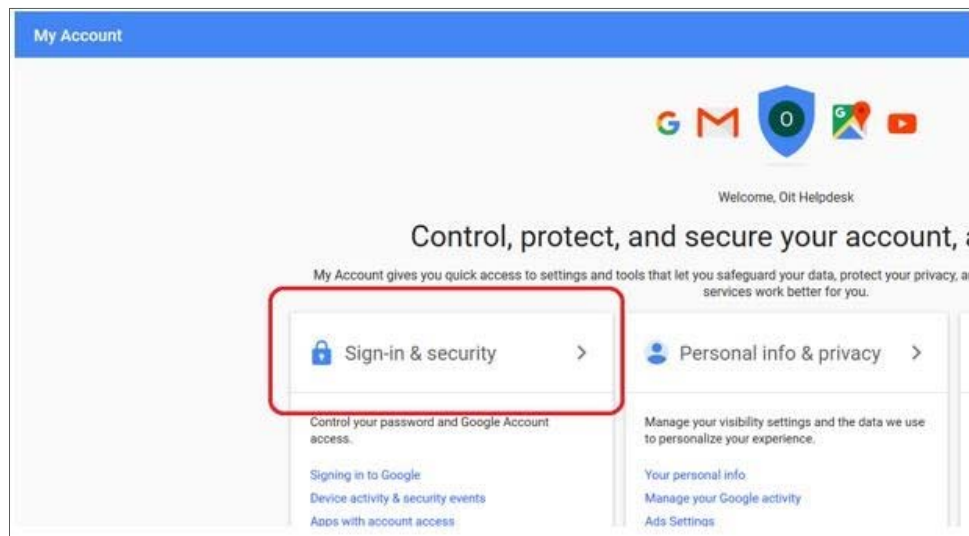Save Changes   Cancel

Program Policies

Powered by Google

11. Now click on you **Account Avatar** in the upper right corner (for some of you, it may be your google Profile Picture if you have one, for others, it will be a letter; usually the first letter of either your first or last name). Then click the **My Account** button.
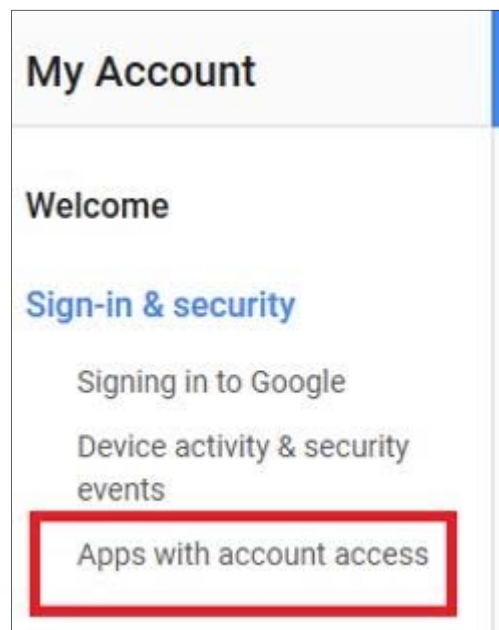
This account is managed by **post.massbay.edu**.
Learn more

O

Oit Helpdesk
helpdesk@post.massbay.edu

Google+ Profile — Privacy

O
Change

My Account

12. Click on "**Sign-in & Security**"

13. Click on "**Apps with account access**"

14. Turn on "**Allow less secure apps**".
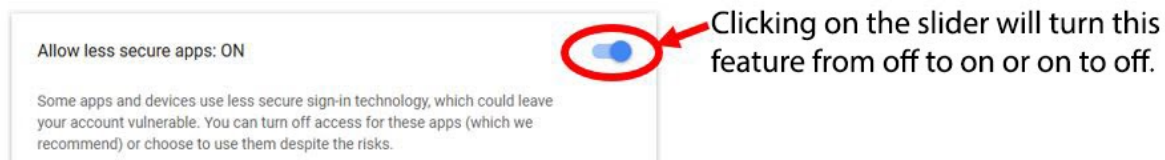
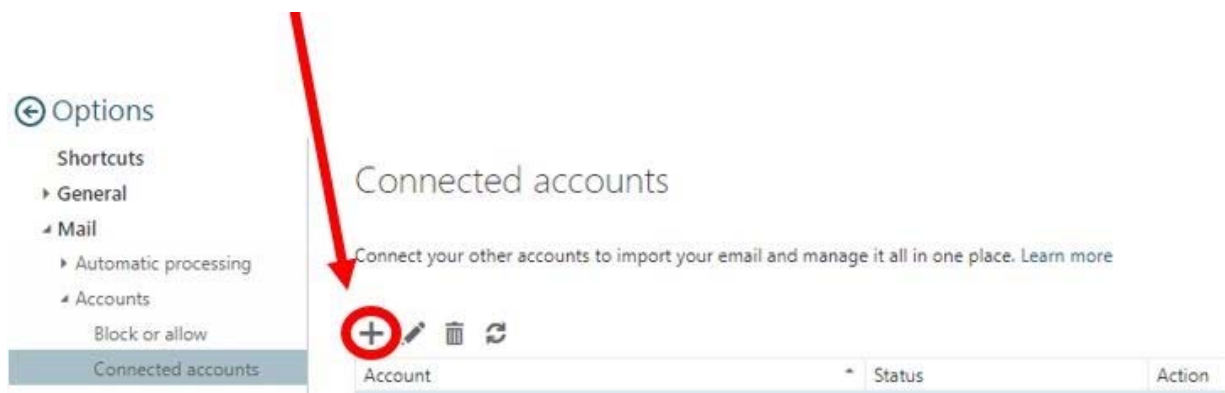**You can now log out of your Google account.**

15. Log into your Microsoft Email Account at Office 365's **Outlook Web Access**: (**https://outlook.office.com/owa/?realm=massbay.edu**)

16. (a) Click on the "COG" icon. (b) In the search bar type "Connected Accounts" and (c) choose the first item from the list "**Connected Accounts**"
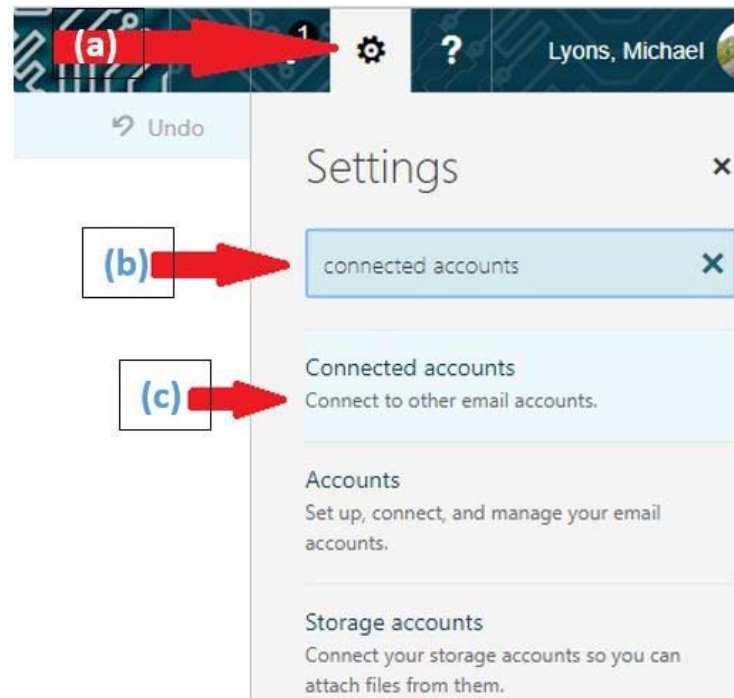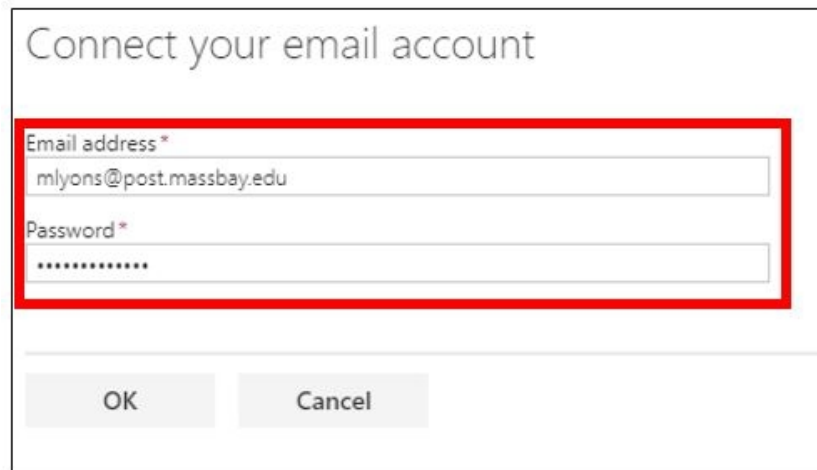

17. Click the "**+**"to start the Add Account creation wizard.

18. Type in the **email address and password** for your MassBay Google (*@post.massbay.edu*) account
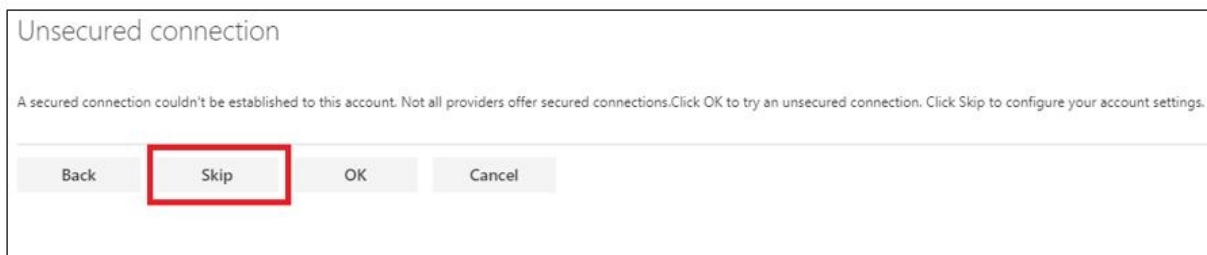
Connect your email account

Email address*

mlyons@post.massbay.edu

Password*

•••••••••••••

OK   Cancel

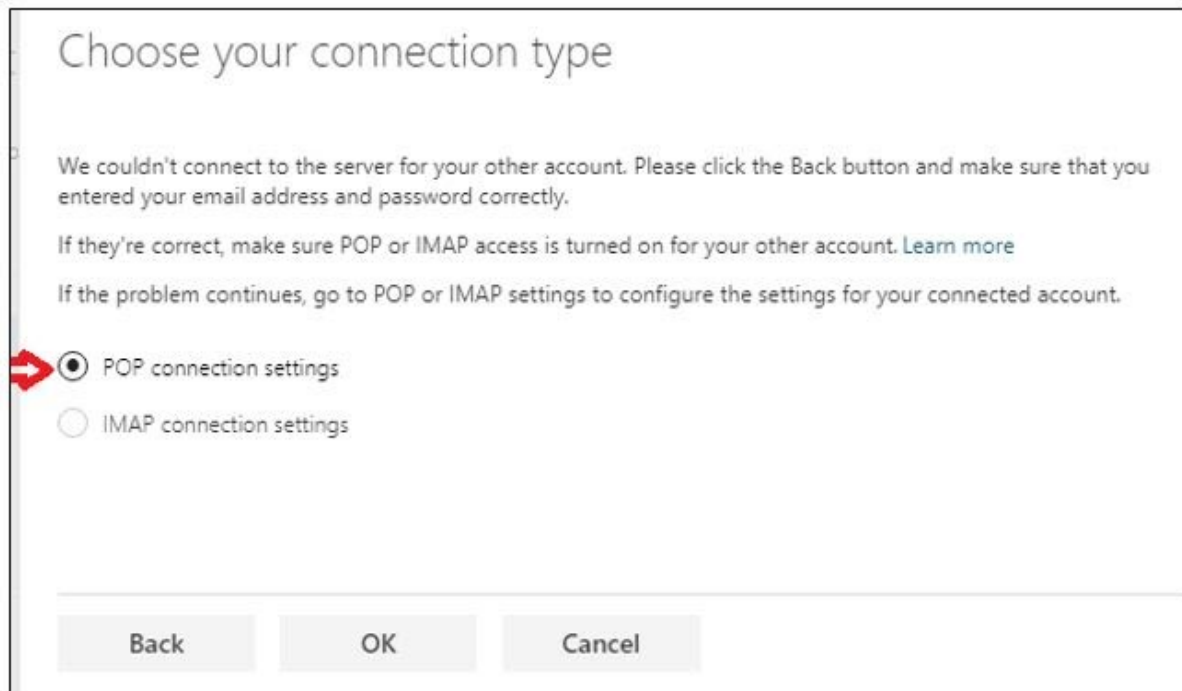19. If you receive this **Unsecured Connection** error (*see screen shot below*), choose "Skip"

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

20. Select "**POP connection settings**" (if not already selected), then click **OK**

21. Please enter the account information as follows:

Display Name: Name as you wish for it to appear on your Emails
Email Address: Your Google (@post.massbay.edu) email address
Username: Enter the same email address as you did for **Email Address**
Password: Password for your Google (@post.massbay.edu) email address

Incoming Server: pop.gmail.com
Authentication: Basic
Encryption: SSL
Port: 995

Importing your @post.massbay.edu account into your @massbay.edu account

Account information

Display name*

Michael Lyons

Email address*

mlyons@post.massbay.edu

Username*

mlyons@post.massbay.edu

Password*

☐ Leave a copy of messages on the server

Server information

Incoming server*

pop.gmail.com

Authentication

Basic ▼

Encryption

SSL ▼

Port*

995

22. If you have entered everything correctly you will see the following screen (image below). Your GMAIL is being imported into your email. The time it takes depends on how much email you are migrating, the speed of your internet connect, and several other factors - be patient.

Connect your email account

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.

Verification email has been sent to mlyons@post.massbay.edu. Please check that account and follow the instructions in the message. You need to complete the steps before you can send mail via this account. If you don't see the message, check your Junk Email folder.

OK