



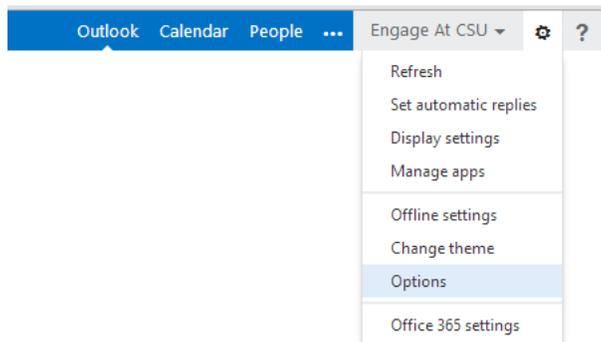
## Connect to a personal account and copy mail to a CSU account

The following process will permit an individual to connect to a 3<sup>rd</sup> party account and move all mail and folders from that account to the CSU account, mail will not be copied to the 3<sup>rd</sup> party account. Once completed, the connection may be deactivated and the items copied over to the CSU account will remain. Please note, only mail can be moved, calendar entries cannot be moved.

When a connection is made, and while it is active, any mail sent to the 3<sup>rd</sup> party account will also arrive in the inbox on the CSU account (it will remain in the 3<sup>rd</sup> party account also). If an item is deleted or moved to a folder on the CSU account, it will not affect the mail that resides on the 3<sup>rd</sup> party account; any action taken on one account will not replicate to the other account while the connection is active.

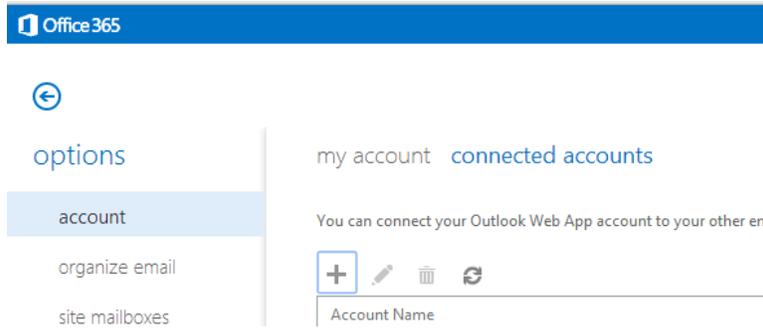
Should there be a folder by the same name on both accounts, the entries within these folders will merge into one folder on the CSU account; a duplicate folder based upon the 3<sup>rd</sup> party account will not be created. The mail will remain in the same folder when it is copied over to the CSU account as it was saved in on the 3<sup>rd</sup> party account.

- 1) Sign in via the web, into the CSU account. Select the “Settings” icon (the gear) and then “options”

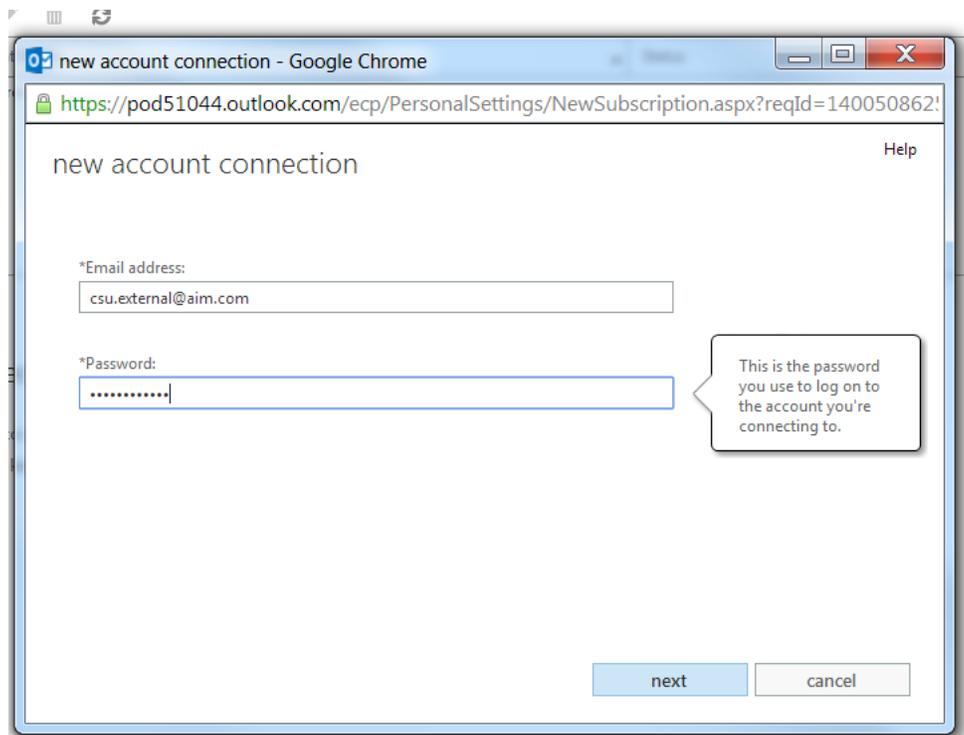




- 2) Select "account"; select "connected accounts" and then the "+" icon



- 3) A pop-up will appear, enter the email address of the account to connect to along with the password for that account. Select "Next" to continue.





- 4) A pop-up will display confirming your connection, when the pop-up is closed the connection will appear with a status of “downloading”. The amount of time required to complete the copying of the mail from the 3<sup>rd</sup> party account to the CSU account will depend upon the amount of mail that resides on the 3<sup>rd</sup> party account. While this process is occurring, folders and mail will appear in the CSU account.

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options

- account
- organize email
- site mailboxes
- settings
- phone
- block or allow

my account [connected accounts](#)

If you have multiple email accounts and want to interact with all your mail in one place, click New. You can also choose which address you use to send mail.

You can connect your Outlook Web App account to your other email accounts. This lets you use your Outlook Web App account to access your other email accounts.

+ ✎ 🗑️ ↻

Account Name	Status
csu.external@aim.com	Downloading



- 5) Once the status changes to "OK", this indicates that all mail and folders have been copied over to the CSU account.

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You can connect your Outlook Web App account to your other email accounts. This lets you use your Outlook Web App account to send a

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Account Name	Status
csu.external@aim.com	OK

(example: on the [csu.external@aim.com](mailto:csu.external@aim.com) account there was one item in the Inbox and a folder titled "external folder". These items remain on the 3<sup>rd</sup> party account)

Office 365

+ new mail

search Mail and People

INBOX CONVERSATIONS BY DATE

all unread to me flagged

TWO WEEKS AGO

AOL Mail Team  
Welcome to AOL Mail 5/7/2014  
csu, You're now part of one of the world's most trusted...

Engage At CSU

- Inbox
- Drafts [1]
- Sent Items
- Deleted Items
- external folder
- Junk E-Mail [1]



- 6) To remove the connection from the 3<sup>rd</sup> party account, return to the “connected accounts” section (follow steps 1 & 2 to return to the section); select the connection listed and then delete it, by selecting the “trash can” icon. A pop-up will appear requesting you confirm the deletion, reply “Yes”. The items that were copied over from the 3<sup>rd</sup> party account will remain in the CSU account.



options

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my account **connected accounts**

If you have multiple email accounts and want to interact with all your mail in one place, click New. You can also choose which address you use to send mail. You can connect your Outlook Web App account to your other email accounts. This lets you use your Outlook Web App account to :



Account Name	Delete	Status
csu.external@aim.com		OK

**warning**

If "csu.external@aim.com" is set as your default reply address, you won't be able to reply to messages using that address anymore. Are you sure you want to stop connecting to it?