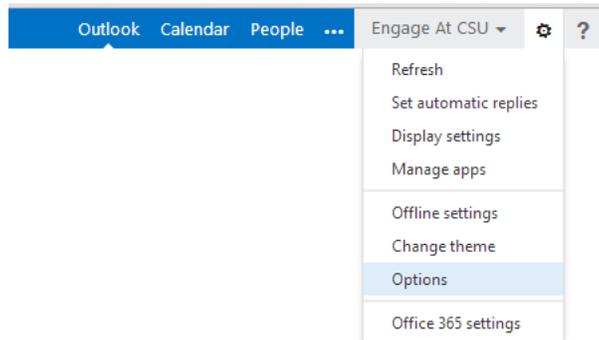**Information Services and Technology**

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

The following process will permit an individual to connect to a 3rd party account and move all mail and folders from that account to the CSU account, mail will not be copied to the 3rd 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 3rd party account will also arrive in the inbox on the CSU account (it will remain in the 3rd 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 3rd party account; any action taken on one account will not replicate to the other account while the connection is active.
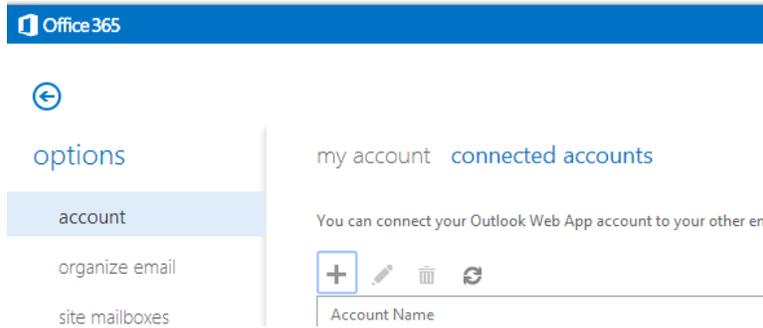
Should there be a folder by the same name on both accounts, the entries within these folders will merge into one folder on the CSU account; a duplicate folder based upon the 3rd party account will not be created. The mail will remain in the same folder when it is copied over to the CSU account as it was saved in on the 3rd party account.

1) Sign in via the web, into the CSU account. Select the "Settings" icon (the gear) and then "options"
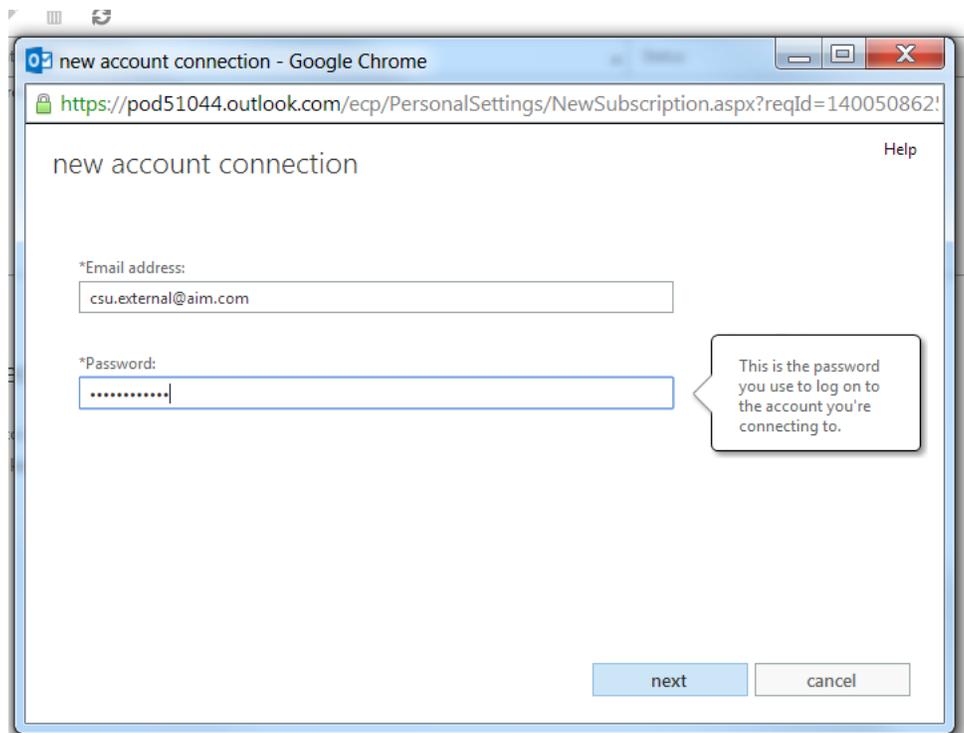
2) Select "account"; select "connected accounts" and then the "+" icon

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 3rd party account to the CSU account will depend upon the amount of mail that resides on the 3rd party account. While this process is occurring, folders and mail will appear in the CSU account.

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

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

6) To remove the connection from the 3rd 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 3rd party account will remain in the CSU account.