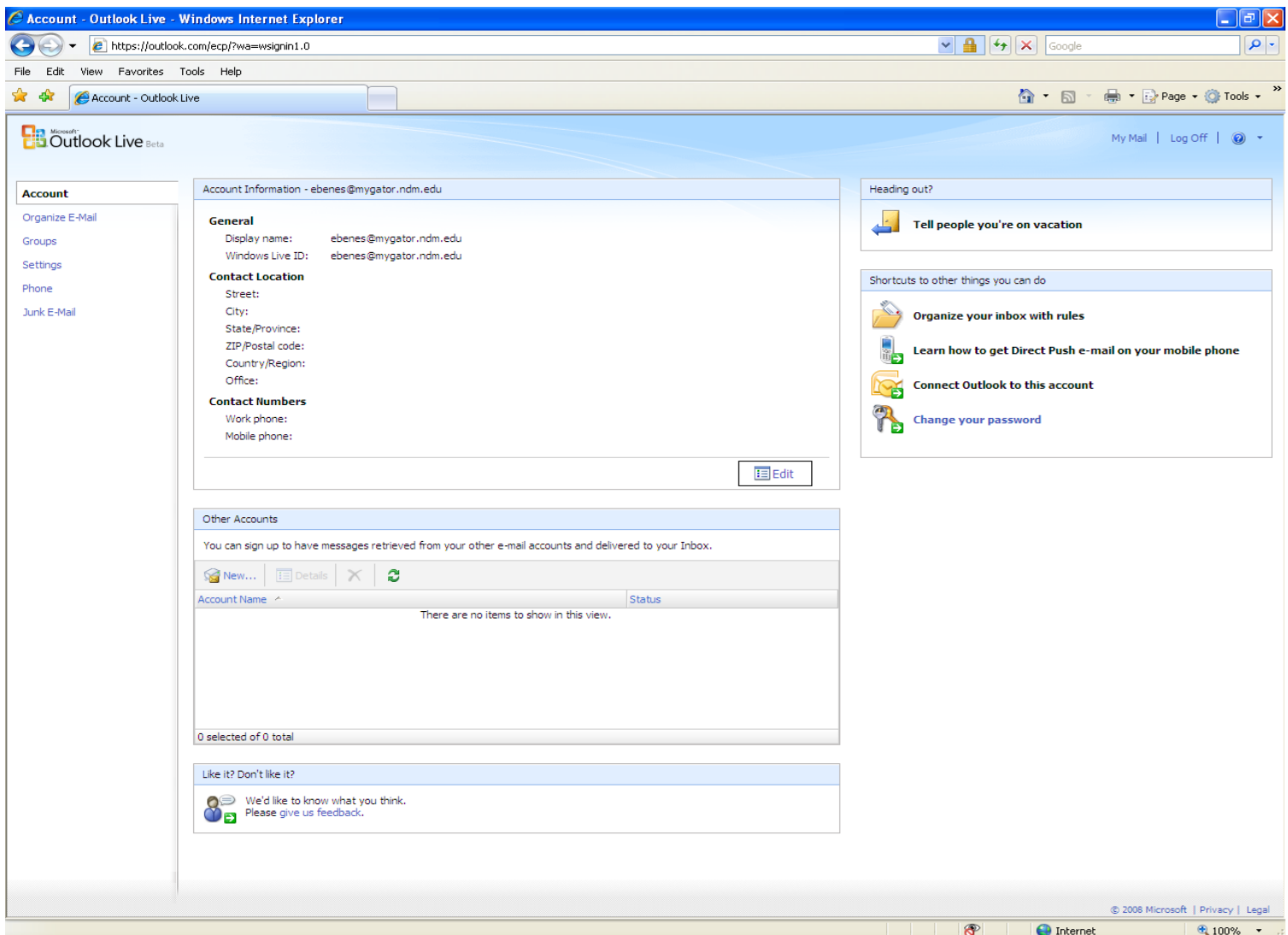
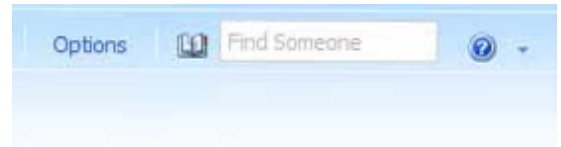


# Retrieving E-mails from your old Notre Dame account through POP Download

This option allows your Windows Live account to connect to other E-mail accounts and transfer emails currently in that Inbox to your Live@Edu Inbox.

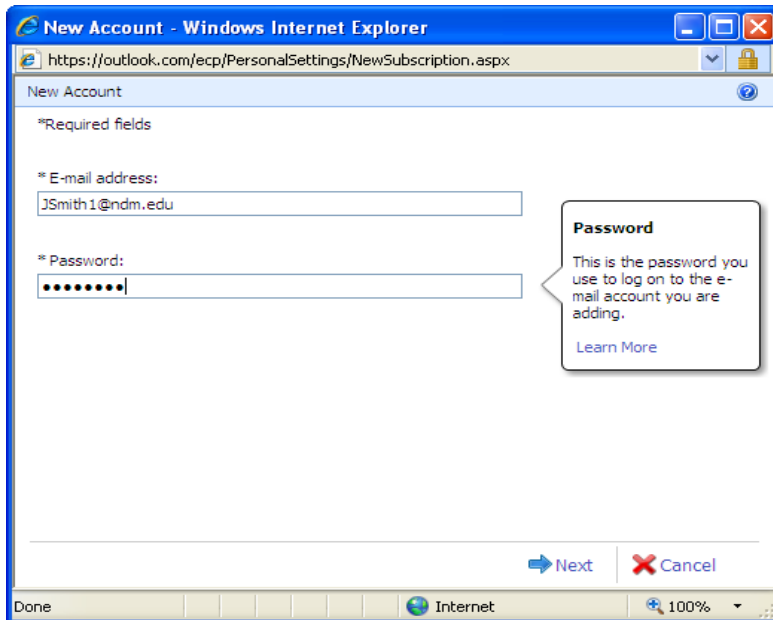
Please note that any E-mails that are transferred from another account will only be taken from the **Inbox** of that account, if you wish to have E-mails from other folders in your old account transferred please move them to the **Inbox** before beginning this process. Below are the steps for configuring POP download:

1) Log In to your Live@Edu account as if checking your email. In the top right corner of the screen click Options.



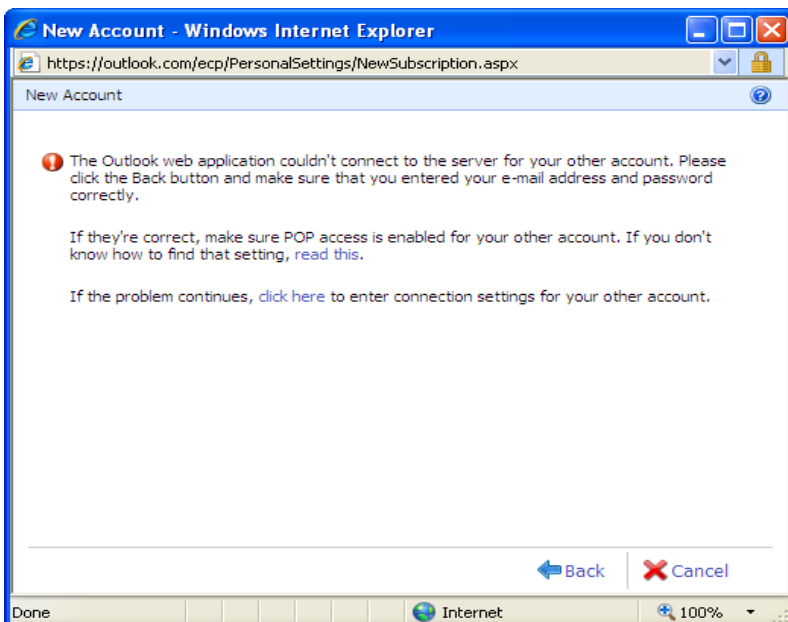
2) Toward the bottom of the screen there is a box titled Other Accounts. In that box click New...

3) The window that pops up on the screen will resemble the screenshot below. Fill in the E-mail account address that you wish to transfer the E-mails from, type in the password to that account and click Next.



The screenshot shows a web browser window titled "New Account - Windows Internet Explorer". The address bar displays "https://outlook.com/ecp/PersonalSettings/NewSubscription.aspx". The page content includes a "New Account" heading and a section for "Required fields". There are two input fields: "E-mail address:" containing "JSmith1@ndm.edu" and "Password:" containing seven dots. A callout box titled "Password" explains that this is the login password for the account. At the bottom, there are "Next" and "Cancel" buttons.

4) The following screen will indicate that the application could not connect to the server of your other account; this warning screen is to be expected. In the last line on this screen click on the link that says click here, **do not** click the Back or Cancel button.



The screenshot shows the same browser window with an error message. The message states: "The Outlook web application couldn't connect to the server for your other account. Please click the Back button and make sure that you entered your e-mail address and password correctly." It provides instructions on enabling POP access and a link to "click here" for connection settings. "Back" and "Cancel" buttons are visible at the bottom.

5) Fill out the required information. (marked with an asterisk \*)

-The display name should be your user name.

-The check box "Leave mail on server" located directly below the Password box should be unchecked.

-Inside of the input box for Incoming Server type in 'email.ndm.edu'

-Authentication, Encryption and Port fields should be left at default values.

-Verify your information is correct and then click Save.

It may take a few minutes for the server to connect and transfer all of your E-mails.

Check your Inbox to see if the E-mails have come through. Large E-mail transfers may take up to several hours to process. You do not have to remain logged in to your Live@Edu account for the transfer to complete.

As noted before, the POP download will only transfer messages from the Inbox. If you have other folders with E-mails to be transferred you can either forward them one by one manually to your Live@Edu address, or you can drag and drop them into your Live@Edu Inbox from your other existing E-mail account Inboxes.

New Account Connection - Windows Internet Explorer  
https://outlook.com/ecp/PersonalSettings/NewPopSubscription.aspx

New Account Connection

\*Required fields

**Account Information**

\* Display name:  
John Smith

\* E-mail address:  
jsmith1@ndm.edu

\* User name:  
jsmith1

\* Password:  
••••••••

Leave mail on server

**Server Information**

\* Incoming server:  
email.ndm.edu

Authentication:  
Basic

Encryption:  
None

\* Port:  
110

Save Cancel

Done Internet 100%