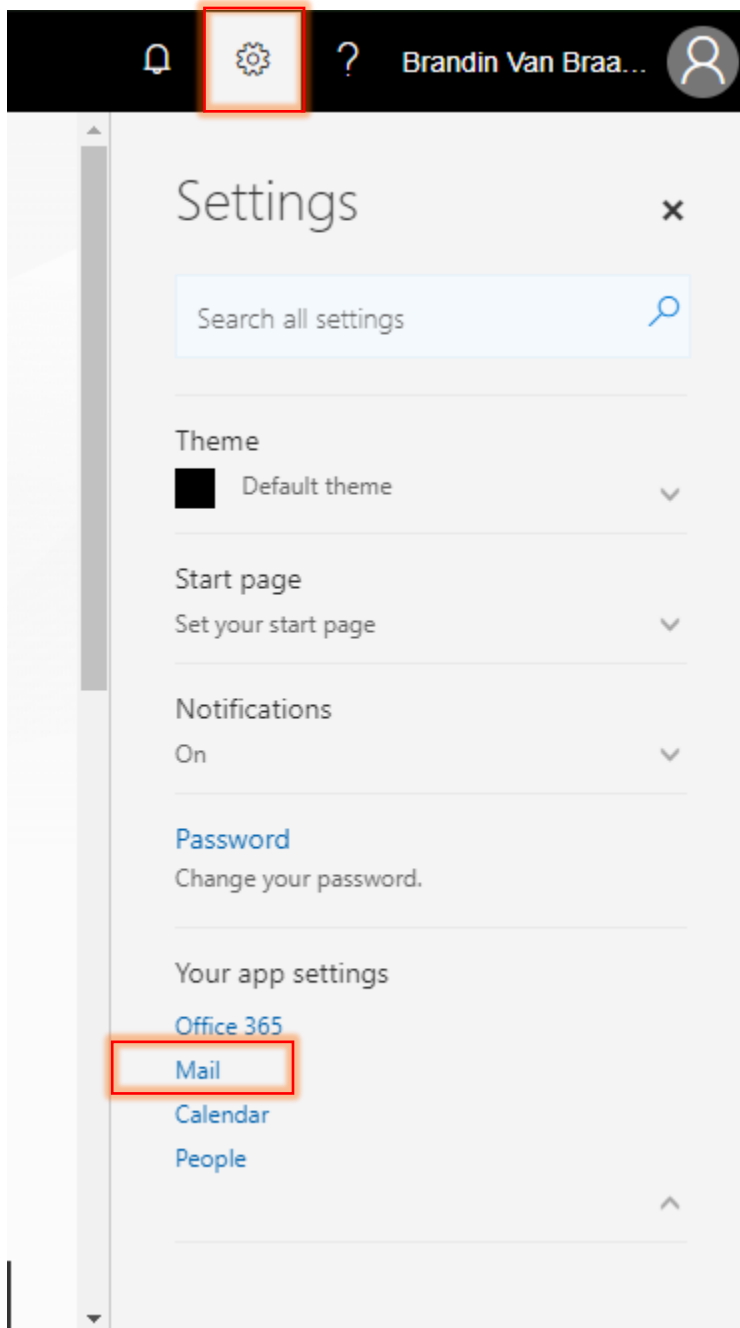


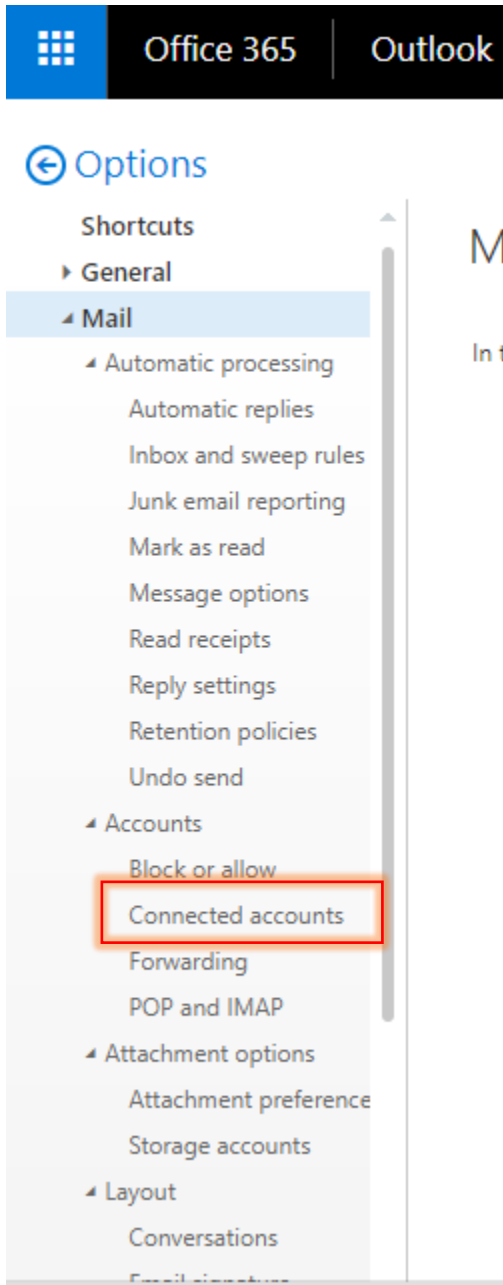
Log onto Office 365 in your web browser, Sign in with your school email (First.Last@stu.beechwood.kyschools.us)

Navigate to your settings

Select Mail as shown below in red.



Select "Connected Accounts"



Click the +

Connected accounts

Connect your other accounts to import your email and manage it all in one place. You can connect up to {0} other email accounts. [Learn more](#)



Account	Status	Action
---------	--------	--------

first.last-stu.beechwood@staffkyschools.onmicrosoft.com

Password

Connect your email account

Email address *

first.last-stu.beechwood@staffkyschools.onmicrosoft.com

Password *

OK

Cancel

Choose your connection type

We couldn't connect to the server for your other account. Please click the Back button and make sure that you entered your email address and password correctly.

If they're correct, make sure POP or IMAP access is turned on for your other account. [Learn more](#)

If the problem continues, go to POP or IMAP settings to configure the settings for your connected account.

POP connection settings

IMAP connection settings

Back

OK

Cancel

Fill out the information below while replacing First with your first name and Last with your last name

New POP account connection

Enter account and server information for your connected account.

Account information

Display name *

Email address *

Username *

Password *

Leave a copy of messages on the server

Server information

Incoming server *

Authentication

Encryption

Port *

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 brandin.vanbraam-stu.beechwood@staffkyschools.onmicrosoft.com. 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

If you get a message that says “Cannot connect your email account” please go back and ensure you typed everything correctly.

Options

- Shortcuts
- ▶ General
- ▶ Mail
 - ▶ Automatic processing
 - ▶ Accounts
 - Block or allow
 - Connected accounts
 - Forwarding
 - POP and IMAP
 - ▶ Attachment options
 - ▶ Layout
- ▶ Calendar
- ▶ People

Connected accounts

Connect your other accounts to import your email and manage it all in one place. You can connect up to {0} other email accounts. [Learn more](#)



Account	Status	Action
brandin.vanbraam-stu.beechwood@staffkyschools.onmicrosoft.com	OK	Resend verification email

Your “Status” will say “Downloading” while your old emails are migrating. It will say “OK” when they are finished moving