

How do I get my old emails back that were not moved over?

- Log into your email account.



- Click the Gear at the top right-hand corner.
- Click MAIL at the bottom right.
- On the left-hand side, click MAIL, ACCOUNTS, CONNECTED ACCOUNTS
- Click + to add your old account.
- For email address, enter the following:
 - FirstName.LastName-stu.jenkins@staffkyschools.onmicrosoft.com
 - Example: john.smith@stu.jenkins.kyschools.us would be john.smith-stu.jenkins@staffkyschools.onmicrosoft.com
 - If your email address contains numbers, they would be included in both email addresses after the last name.
- Enter your password and click OK.
- Skip UNSECURED CONNECTION
- Choose IMAP Connection Settings
- DISPLAY NAME: Enter your name ex. John Smith
- EMAIL ADDRESS: john.smith-stu.jenkins@staffkyschools.onmicrosoft.com
- USERNAME: john.smith-stu.jenkins@staffkyschools.onmicrosoft.com
- PASSWORD: Enter your password for checking email/logging onto the computer.
- INCOMING SERVER: outlook.office365.com
- AUTHENTICATION: Basic
- ENCRYPTION: SSL
- PORT 993