How To – Self Service Migration from EagleApps to Office 365

1. Sign in to Gmail at www.gmail.com with your EagleApps Account Information.

2. Click the gear in the top right Then click on Settings.

3. Click on Forwarding and POP/IMAP.

4. Select Enable POP for all mail or Enable POP for mail that arrives from now on.

   Choose what to do with your messages after your POP client or device receives them.

5. Click on Save Changes.

6. Navigate to http://golden.usm.edu and sign in with w+ID#@usm.edu for username and your CampusID Password to access the Outlook Web App.
7. Click the Cog icon in the upper right hand corner and then click **options > mail > account > connected accounts**

8. Click the ‘+’ sign, then input your Eagle Apps account email address and password. Click **OK**

9. In the “Unsecured Connection” window, click **OK**

10. Select **POP** then click **OK**.
11. Then you will see the “POP Account connection” screen.

**Account Information**

**Display Name:** Your Name

**Email Address:** first.lastname@eagles.usm.edu

**Password:** EagleAppsID Password

You will not be able to leave messages on the server so leave that box unchecked.

**Server Information**

**Incoming Server:** pop.gmail.com

**Authentication:** Basic

**Encryption:** SSL

**Port:** 995

Then Click **Ok**.

12. When the Status says “**OK**”, check your Office 365 inbox to ensure your mail has populated.
13. You should now see your account on the “Connected Accounts” Window.

14. To avoid confusion, you can navigate back to the Connected Accounts screen and click the Trash Can to remove the EagleApps account.

15. Once you have your EagleApps Account set up you will receive an email from the Microsoft Team asking you to verify the account. Once you click on the provided link you should be redirected to this message.
16. If you receive this error when trying to connect your EagleApps account to your Office 365 account then you will need to do the below instructions as well.

17. Allow Access to your Google Account for your Office 365 Account by going to https://g.co/allowaccess and click on Continue. Then it will enable your account to be connected. Immediately go back to Step 7 and do those steps again.

** Please note, that this connected EagleApps Account will stay connected until you decide you would like to remove it. August 2016 your primary account will change for the University to your Office 365 Account (@usm.edu) and if you wish to remove this connected EagleApps Account (@eagles.usm.edu) then you may do so at that time.**