Transferring all Email from One Account to Another via Connected Accounts in Office 365

Please be aware that depending upon many variables such as internet speed, mailbox size, etc. this process may be time consuming. We recommend that you connect to the internet using a wired connection, and that you ensure your laptop is connected to its power supply, not battery only. We advise that you let this process run uninterrupted overnight, or while you are not actively using your account or laptop. Please note that it will not copy over the folder structure or contacts, just email, and those emails will be placed in your main inbox along with your GradCenter mail.

To transfer all existing email from your GC mailbox to your new GradCenter mailbox, please use the following:

1. Login to your Gradcenter Office 365 account at [https://portal.office.com](https://portal.office.com).

2. Click the My Apps icon to display your application icons.
3. Click **Outlook** to open Outlook.
4. Click the gear icon on the upper right, and select **Options**.
5. Under **Accounts**, click **Connected accounts**.

6. Click the + button. The following window appears.
7. Enter your GC email credentials to add your GC email account as a connected account, then click OK.
8. Click on left-pointing arrow go back to the inbox, and wait until all email is downloaded. (If you have a lot of GC email, this might take a long time.)

9. After completing the email transfer, please remove the GC account from the GradCenter account. To do that, go back to Options, click Connected Accounts, select the GC account, and remove the account by clicking on the Recycle Bin icon. The GC account will be removed while all the email from that account continues to be in your GradCenter mailbox.