

## Linking your Outlook Live account to your existing KU Email account

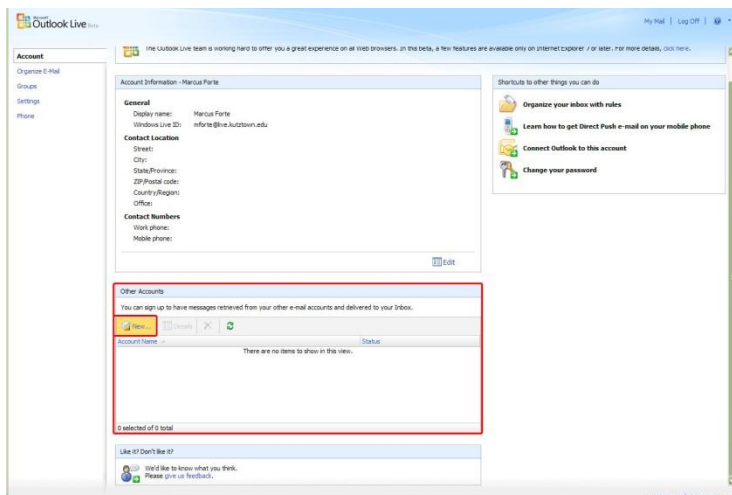
*NOTE: This will only move email from your Inbox folder in your current KU Email account. If you wish to receive messages from other folders, you must first copy them to the Inbox of your CURRENT KU Email.*

*As of May 6<sup>th</sup>, your existing KU account will no longer accept messages. You can remove this setting anytime after.*

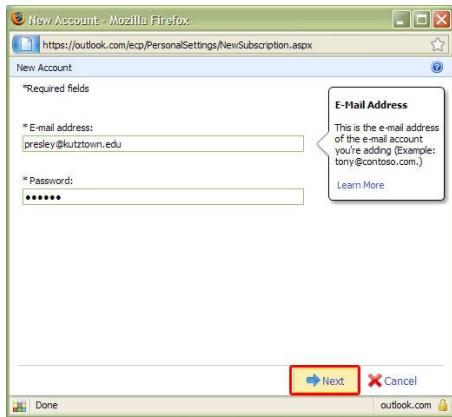
1. Once you are logged into the OWA, or the mail section, of you Live account, select Options in the top right corner



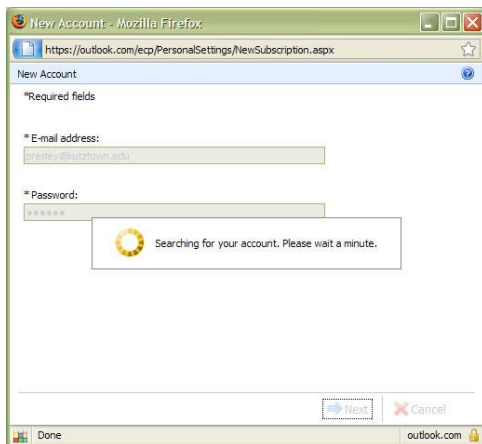
2. Click on Account
3. Select New... in the Other Accounts Section



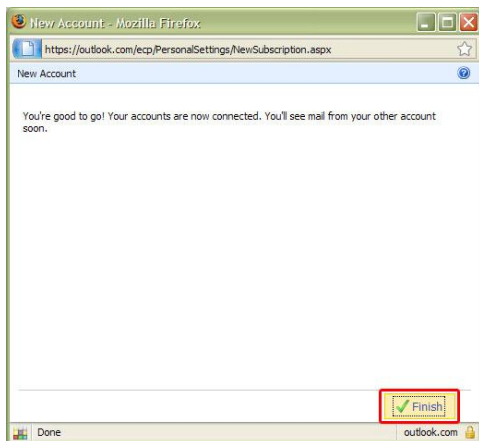
4. Enter your current Kutztown Email address and password
  - a. Ex [presley@kutztown.edu](mailto:presley@kutztown.edu)
5. Click **Next**



6. This option assumes POP is being used and automatically assigns pop.kutztown.edu as the server
7. Outlook Live will connect to your account



8. Click **Finish** to complete the setup



9. That's it! Your account should appear in the list of other accounts. You can click My Mail in the upper right to return to your Email box.

Outlook Live... Log Off

**Account**

Open Mail  
Home  
Settings  
Phone

A note about this beta...

The Outlook Live team is working hard to offer you a great experience on all Web browsers. In this beta, a few features are available only on Internet Explorer 7 or later. For more details, click here.

**Account Information - Manual Form**

**General**  
Display name: Myca Faye  
Primary email address: myca@e-business.edu

**Contact Location**  
Street:  
City:  
State/Province:  
ZIP Postal code:  
Country/Region:  
Office:

**Contact Numbers**  
Work phone:  
Mobile phone:

**Other Accounts**

You can sign up to have messages retrieved from your other e-mail accounts and delivered to your Inbox.

Hotmail  
Outlook X

myca@e-business.edu OK

1 selected of 1 total

Like it? Don't like it?

**Check for other things you can do**

- Organize your inbox with rules
- Learn how to get Direct Push e-mail on your mobile phone
- Connect Outlook to this account
- Change your password