## Office 365 – Receive your mails from other addresses on Exchange Online

With Office 365 Exchange Online, it is possible to receive all your emails from other addresses.

To do so, connect to the Office 365 portal and open Outlook Web Access

Home	Outlook	Team Site
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Then, open the **Options** menu



From your account page, click on Connected Accounts



Click on the  $\ensuremath{\textbf{New}}$  button and follow the wizard

My Account	Connected	Accou	nts
If you have	multiple e-m	ail acc	ounts a
You can con connected a	nnect your O accounts.	utlook	Web A
S New Accoul Nam	🔝 Details	×	Q

Enter the email address to receive on your mailbox and click on the Next button

New Account Connection	0
*Required fields	E-Mail Address
* E-mail address:	This is the e-mail
yourotheremailaddress@somewhere.com	address of the account you're connecting to.
* Password:	For example, tony@contoso.com. This information is conviced
•••••	information is required.
	Learn More

The system is looking for your email address



If the system is unable to connect to this email, you can enter manually the POP / IMAP connection settings by

clicking on the  $\ensuremath{\textbf{POP}}$  link or  $\ensuremath{\textbf{IMAP}}$  link, depending of the connection type to use



Set the connection settings to the mailbox

*Required fields		
Account Information	A	
* Display name:		
Your Name		
* E-mail address:		
youremail@somewhere.com		
" User name:		
yourusemame		
* Password:		
E Leave mail on server	Incoming Se	rver
Server Information	R This is the set	
* Incoming server:	the e-mail se	over for the
pop.somwhere.com	account you'r	account you're
Authentication:	the server ad	dress, click
Basic •	Learn More.	
Encryption:	Learn More	
55L -		
* Port:		
995		

Click on the Save button



Once the system has added your email, you receive a confirmation and it starts downloading message from the

mailbox

