### For Gmail client users (simple instructions – detailed instructions with screen shots from page 2 onwards)

#### To 'de-link' your Hermes 'send from' e-mail account in Gmail

- Settings > Accounts and Imports >
- Select Import Mail and Contacts In 'Send Mail as' > Click on 'delete' next to the Hermes email address you are de-linking

#### To receive and send Exchange Online Account emails

- Settings > Accounts and Imports >
- > At 'Check mail from other accounts' > Select 'Add a mail account'
- Account you want to access: <u>givenname.familyname@cares.cam.ac.uk</u> > Next
- Username: <u>CRSiD@cam.ac.uk</u>
- Password: Raven Password
- POP Server: outlook.office365.com
- Port Number: 995
- Select the following:
  - o 'Leave a copy of retrieved message on the server',
  - o 'Always use a secure connection (SSL) when retrieving mail'
  - o 'Label incoming messages:' [givenname.familyname@cares.cam.ac.uk] > Add account
- > On the next screen, select 'Yes, I want to be able to send mail as givenname.familyname@cares.cam.ac.uk' > Next
- > On the next screen ('Add another email address you own'), check your name and make sure 'Treat as an alias' is ticked > Next step
- SMTP Server: smtp.office365.com
- Port: 587
- Username: <u>CRSiD@cam.ac.uk</u>
- Password: Raven Password
- Make sure the following radio button is selected: 'Secured connection using TLS (recommended)'
- Click 'Add account'
- Follow the verification instructions on the next screen (by clicking the link or entering the code in the email sent to your Exchange Online account by logging into your Exchange Online account: go to outlook.office365.com/, type in crsid@cam.ac.uk, you will be redirected to the Cambridge branded login screen, where you enter your Raven Password associated with your CRSID which you synced before)
- > Under 'When replying to a message:', select: 'Reply from the same address the message was sent to'
- > Next to your Outlook Exchange Online email address, click on 'make default'

If you want to migrate your Hermes contacts: https://help.uis.cam.ac.uk/service/email/exol-migration/hermes-eol-migration/migrate-hermes-contacts

## To 'de-link' your Hermes 'send from' e-mail account in Gmail

- Settings > Accounts and Imports >
- Select Import Mail and Contacts

In 'Send Mail as' > Click on 'delete' next to the Hermes email address you are de-linking

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## To receive and send Exchange Online Account emails

- Settings > Accounts and Imports >
   At 'Check mail from other accounts' > Select 'Add a mail account'

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Account you want to access: <u>givenname.familyname@cares.cam.ac.uk</u> > Next

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	Cancel & Back Add Account »							

- Username: <u>CRSiD@cam.ac.uk</u>
- Password: Raven Password
- POP Server: outlook.office365.com
- > Port Number: 995
- > Select the following:
  - 'Leave a copy of retrieved message on the server',
  - o 'Always use a secure connection (SSL) when retrieving mail'
  - o 'Label incoming messages:' [givenname.familyname@cares.cam.ac.u

On the next screen, select 'Yes, I want to be able to send mail as givenname.familyname@cares.cam.ac.uk' > Next

🔀 Gmail - Add a mail account - Google Chrome — 🛛	×			
mail.google.com/mail/u/0/?ui=2&ik=0c3110e127&jsver=nUqlUeNL28s.en	07			
Your mail account has been added.				
You can now retrieve mail from this account. Would you also like to be able to send mail as Givenname.familyname@cares.cam.ac				
Yes, I want to be able to send mail as Givenname.familyname@cares.cam.ac.uk     No (you can change this later)				
Next »				

On the next screen ('Add another email address you own'), check your name and make sure 'Treat as an alias' is ticked > Next step

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mail.google.com/n	mail.google.com/mail/u/0/?ui=2&ik=0c3110e127&jsver=nUqlUeNL28s.en.&cb						
Add another email address you own							
Enter information about your other email address. (your name and email address will be shown on mail you send)							
Name: Given name Family name							
Email address: Givenname.familyname@cares.cam.ac.uk							
Treat as an alias. Learn more							
Specify a different "reply-to" address (optional)							
Cancel Next Step »							

- SMTP Server: smtp.office365.com
- Port: 587
- Username: <u>CRSiD@cam.ac.uk</u>
- Password: Raven Password
- Make sure the following radio button is selected: 'Secured connection using TLS (recommended)'
- Click 'Add account'
- Follow the verification instructions on the next screen (by clicking the link or entering the code in the email sent to your Exchange Online account by logging into your Exchange Online account: go to outlook.office365.com/, type in crsid@cam.ac.uk, you will be redirected to the Cambridge branded login screen, where you enter your Raven Password associated with your CRSID which you synced before)

🗹 Gmail - Add another email address you own - Google Chrome — 🛛 🛛 🗙							
a mail.google.com/r	mail.google.com/mail/u/0/?ui=2&ik=0c3110e127&jsver=nUqlUeNL28s.en.&cb						
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Send mail through your SMTP server							
Configure your mail to be sent through cares.cam.ac.uk SMTP servers Learn more							
SMTP Server:	SMTP Server: smtp.office365.com Po						
Username:	Username: crsid@cam.ac.uk						
Password:	Password: Raven Password (as per Step 1)						
Secured connection using <u>TLS</u> (recommended)							
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An email with a confirmation code was sent to (http://outlook.office.com , crsid@cam.ac.uk, Ra	An email will be sent to your Exchange Online email account – get the code from the email by logging into your Outlook Web Account- log in a (http://outlook.office.com, crsid@cam.ac.uk, Raven Password)				
To add your email address, do one of the following:					
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> Under 'When replying to a message:', select: 'Reply from the same address the message was sent to'

# > Next to your Outlook Exchange Online email address, click on 'make default'

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• <b>Q</b> •	Check mail from other accounts Learn more	: Add a mail account			>

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