1. Change your UNF network password. This is the password you use to log into your myWings account, Blackboard, etc. The new password you create MUST follow these restrictions:
   a. **Must be exactly 15 characters long**
   b. Cannot contain any spaces
   c. Cannot contain your n number

2. In myWings portal and click the **Ospreys E-mail** icon. Another window should open loading your Ospreys E-mail.
3. Click on the **Options** drop-down and select **See All Options...**

4. In **Options**, you should default to the **Account** tab, but if not click on **Account** on the left.

5. Click on the **Connected Accounts** tab.
6. Click on the **New**… button under Connected Accounts.

7. Enter your email address in `nNumber@unf.edu` format (ex. `n00123456@unf.edu`) and the password you created in step 1, then click **Next**.
8. While it is attempting to connect to your @unf.edu account, you should see the message, “Searching for your account. Please wait a minute.”

9. You will then see the message, “A secured connection couldn’t be established to this account. Not all providers offer secured connections. Would you like to try an unsecured connection instead?” Click No to continue.
10. At the next screen, click the **IMAP** link to manually enter IMAP connection settings for your @unf.edu account.
11. Enter the account and server information below for your new IMAP account and click **Save**.
   a. **Display name**: Enter what you would prefer others to see as your display name when emailing.
   b. **E-mail address**: nNumber@unf.edu (ex. n00123456@unf.edu)
   c. **User name**: nNumber@unfcsd.unf.edu (ex. n00123456@unfcsd.unf.edu)
   d. **Password**: Enter the password you created in step 1.
   e. **Incoming server**: webaccess.unf.edu
   f. **Authentication**: Basic
   g. **Encryption**: SSL
   h. **Port**: 993
12. A confirmation message should pop up saying your accounts are connected and that a verification e-mail message has been sent to your @unf.edu email account. Once you have read this, you may click Close.
13. You should be taken back to the Connected Accounts screen where you should see your @unf.edu account listed. Once all your @unf.edu email has been migrated over, the status should change from Downloading to OK. Depending on the size of your @unf.edu mailbox, this could take seconds to more than 30 minutes to complete.

14. To allow your @unf.edu emails to migrate to your Ospreys E-mail account, check your Ospreys E-mail inbox for an email from the Microsoft team with the subject E-Mail Connection Verification. Within this email, click the link to verify you own the account. You should then see the message, “E-Mail Verification Succeeded”.

15. Once your @unf.edu email has been successfully migrated to your Ospreys E-mail account, you may delete the connected account by selecting your @unf.edu account and clicking the X or delete button.