



# CREATE AN O365 ACCOUNT AND ROUTE FROM GMAIL TO O365

1. Allow Less Secure Apps from inside of your Google Account Security Settings.
2. Visit <https://accountportal.uic.edu>
3. Click Accounts

## Accounts

Create UIC email, calendar and web accounts. Collaborate with others using GoogleApps.

4. Click Login  
Create an ACCC Account

### If you already have an ACCC Password

To create an additional ACCC account or service, you must first log in with your UIC netID and password.

 Log in

### New Students, Staff, and Faculty

If you do not yet have a UIC netID and password, then you must first activate your netid and password before proceeding.

 Activate netID

5. Login with your NetID and password


## Please log in

Application requesting login: UIC Account Portal

 Log in

6. Scroll down select the Microsoft O365 button
7. Click Create account (allow 5-15 minutes to create account)
8. New window appears -Click email routing in the middle of the page
9. Once the account is created select ACCC Exchange on the right side
10. Click Change email routing

### Set email routing

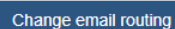

to my ACCC Exchange account 

to my UIC Google apps account

custom email

You may only route your email within the following domains:

uic.edu uis.edu uiuc.edu uillinois.edu illinois.edu

 Change email routing 



## To move your emails from Google to O365

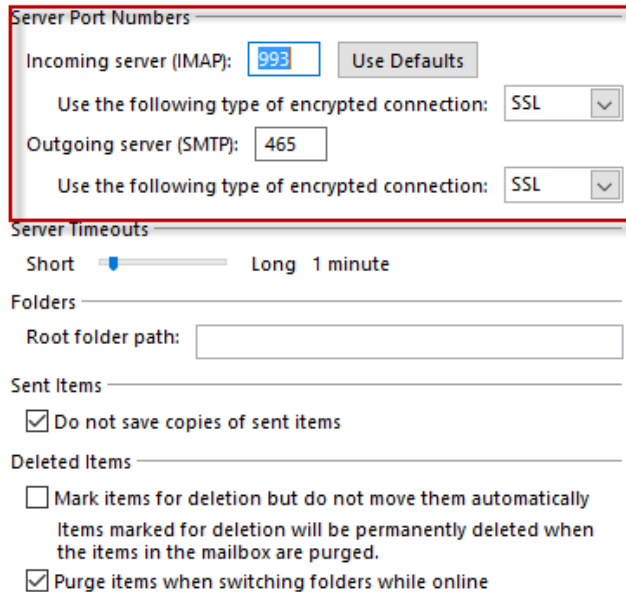
1. Open the Outlook Client on your computer. If you don't have Outlook installed, please install it. You can download it via the University Webstore (<https://webstore.illinois.edu>)
2. Go to File> Add Account



3. Please populate the fields using the screenshot below. **NOTE\*\*\* your email address should be your gmail address, while your Logon User Name should be your UIC address and password.**

4. Click **More Settings**
5. Click on the **Outgoing Server Tab**
6. **Check the box** that says "My Outgoing Server (SMTP) requires authentication"
  - a. **Click the radial** button that says "Use same settings as my incoming mail server"
7. Click on the **Advanced Tab (Follow Steps 8 through on the next page)**

8. Populate the fields using the screenshot below and click OK



Server Port Numbers

Incoming server (IMAP):

Use the following type of encrypted connection: SSL

Outgoing server (SMTP):

Use the following type of encrypted connection: SSL

Server Timeouts

Short  Long 1 minute

Folders

Root folder path:

Sent Items

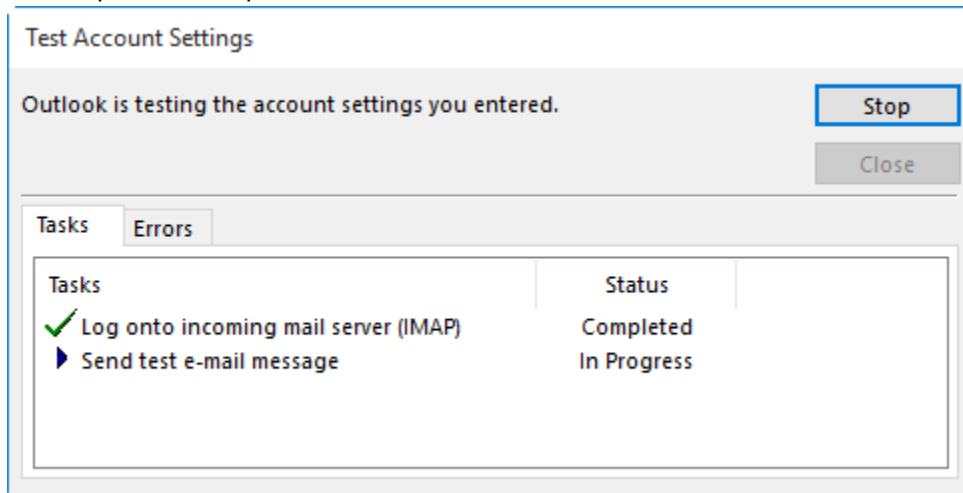
Do not save copies of sent items

Deleted Items

Mark items for deletion but do not move them automatically  
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

Purge items when switching folders while online

9. Let the process complete and click Close



Test Account Settings

Outlook is testing the account settings you entered.

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
▶ Send test e-mail message	In Progress

**You're all set!**

We have all the information we need to set up your account.

10. Navigate to your Gmail Inbox at the bottom of the folder pane on the left side of screen.
11. Once you are back in the Outlook client you can move emails from your newly added Gmail inbox to your Office 365 inbox by simply dragging and dropping them.