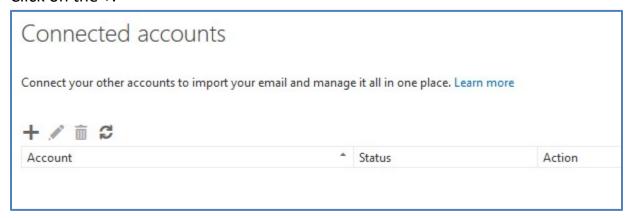
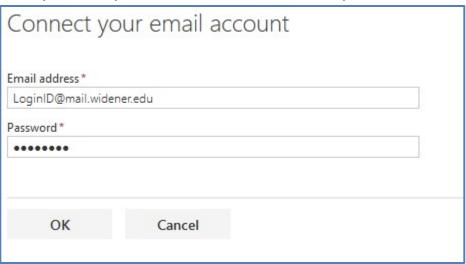


## How to set up your CampusCruiser email in Office365/WUmail web app

- 1. Sign in to Office365/WUmail.
- 2. Click on the **gear icon** (Settings) and type **Connected**, and click on **Connected accounts**.
- 3. Click on the +.

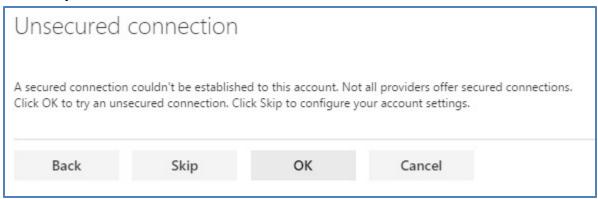


4. Enter your CampusCruiser email account and password, and click OK.

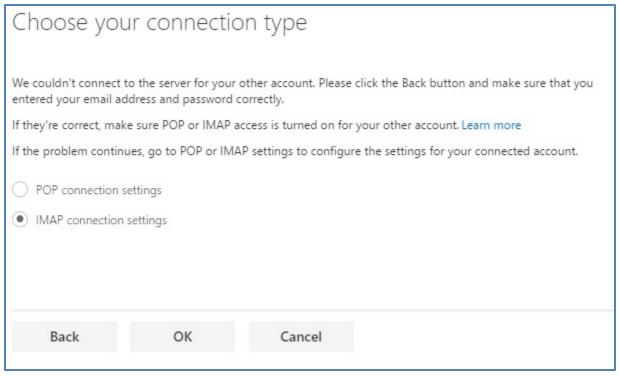


Help Desk: Main: 610-499-1047 Delaware: 302-477-2221 Harrisburg: 717-541-1927

## 5. Click **Skip** at next screen.



## 6. Select **IMAP connection settings** and click **OK** at next screen.



7. Fill in the following information (note that you should enter your Cruiser email for Email address, but enter your Office365 email for User Name):

a. Display Name: Your name

b. Email address: loginid@mail.widener.edu

c. User Name: loginid@widener.edu

d. Password: your password

e. Server information:

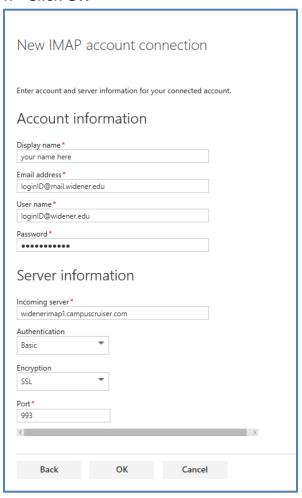
i. **Incoming Mail Server:** widenerimap1.campuscruiser.com

ii. Authentication: Basic

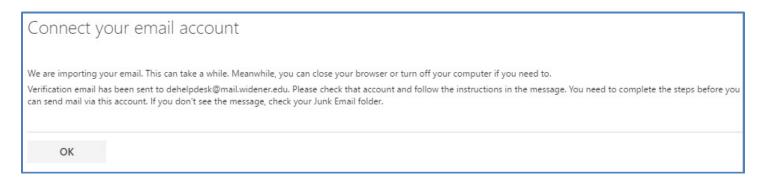
iii. Encryption: SSL

iv. **Port:** 993

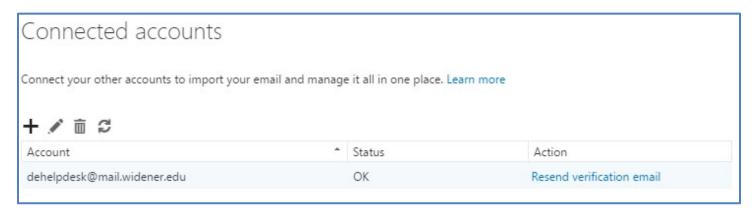
f. Click **OK** 



## 8. At 'Connect your email account' window, click OK



9. Your CampusCruiser account is now accessible.



10. Email will start copying to your WUmail account immediately.