Copying an Individual Email from the Legacy E-mail system to Office 365
Using the MyYSU Portal

Required Items: MyYSU Portal access, Web Browser

This guide will assist you with moving single emails from the Legacy MyYSU Portal mail system to Office 365’s mail system. The instructions will be set up in steps. Please be sure to complete all of the instructions in each step before moving on to the next.

Step 1: Log in to the MyYSU Portal from https://my.ysu.edu or http://www.ysu.edu
Step 2: Click one of the Legacy E-mail buttons to view your old email messages.

Step 3: Choose the message that you would like to move from the desired folder and click the Forward button.
Step 4: Enter your own email address in the To: field and click the Send button.

Step 5: Click OK to close the Compose E-mail window. You may repeat Step 3 and Step 4 if there are multiple messages that you would like to forward.