



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 **+**.

Account	Status	Action
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4. Enter your CampusCruiser email account and password, and click **OK**.

Email address *

Password *

OK Cancel

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

Unsecured connection

A secured connection couldn't be established to this account. Not all providers offer secured connections. Click OK to try an unsecured connection. Click Skip to configure your account settings.

Back **Skip** **OK** **Cancel**

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

Choose your connection type

We couldn't connect to the server for your other account. Please click the Back button and make sure that you entered your email address and password correctly.

If they're correct, make sure POP or IMAP access is turned on for your other account. [Learn more](#)

If the problem continues, go to POP or IMAP settings to configure the settings for your connected account.

POP connection settings

IMAP connection settings

Back **OK** **Cancel**

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**

New IMAP account connection

Enter account and server information for your connected account.

Account information

Display name*
your name here

Email address*
loginid@mail.widener.edu

User name*
loginid@widener.edu

Password*
●●●●●●●●

Server information

Incoming server*
widenerimap1.campuscruiser.com

Authentication
Basic

Encryption
SSL

Port*
993

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Back OK Cancel

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

Connect your email account

We are importing your email. This can take a while. Meanwhile, you can close your browser or turn off your computer if you need to.
Verification email has been sent to dehelpdesk@mail.widener.edu. Please check that account and follow the instructions in the message. You need to complete the steps before you can send mail via this account. If you don't see the message, check your Junk Email folder.

OK

9. Your CampusCruiser account is now accessible.

Connected accounts

Connect your other accounts to import your email and manage it all in one place. [Learn more](#)

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Account	Status	Action
dehelpdesk@mail.widener.edu	OK	Resend verification email

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