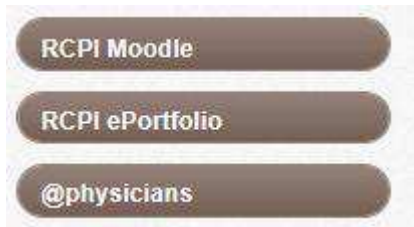




How to access @physicians email via another email service

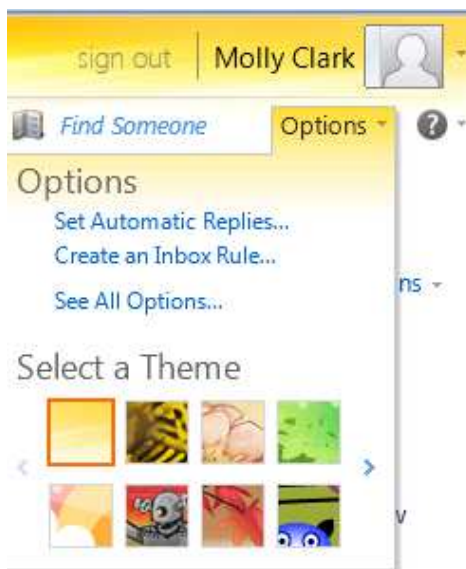
Step 1: Login to the RCPI Online Services and select @physicians on your dashboard.



Step 2: In your @physicians inbox. Click on Options on the right-hand side of the screen.



Step 3: Select See All Options from the drop-down list. Select account and connected accounts.





Step 4: Click on New. In the New Account Connection dialog box, type the email address and password of the account you want to connect to, and then click Next.

Mail > Options: Manage Myself ▾

Account

- Organize E-Mail
- Settings
- Phone
- Block or Allow

My Account **Connected Accounts**

If you have multiple e-mail accounts and want to interact with all your mail in one place, click New. To forward your mail to another account, set up forwarding below.

Connected Accounts

You can connect your Outlook Web App account to your other e-mail accounts. This lets you use your Outlook Web App account to send and receive mail from the connected accounts.

New... Details X Refresh

Account Name	Status	Action
There are no items to show in this view.		

Step 5: When you see the message that your accounts are connected, click Finish. Messages sent to your connected account will appear in your Inbox.

If you need help please contact the RCPI Helpdesk, which is open Monday to Friday 08:30 – 18:00 GMT on Freephone 1800 303 574 (ROI Only) or +353 1 863 9721 or helpdesk@rcpi.ie