How to change your email destination from Orange Mail to Cowboy Mail

1. Go to okey.okstate.edu and log in using your O-Key Credentials.
2. Select “Email Destination” from the left side of the screen.
3. Select “Cowboy Mail Email System Microsoft Office365”
4. Please note that once you’ve switched to Cowboy Mail, you may not switch back to Orange Mail.
5. To add all of the emails in your Orange Mail inbox to Outlook, please [follow this guide](https://it.okstate.edu/services/orange-mail/outlook-proplus.html).
6. Visit [IT Cowboy Mail page](https://it.okstate.edu/services/cowboy-mail) for more information.