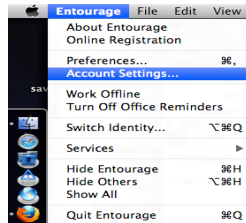
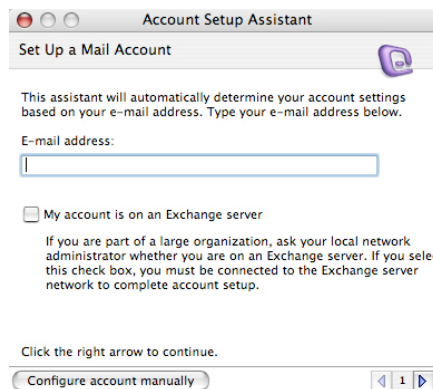


Instructions on how to transfer email from your old student email account to your new student email account using Microsoft Entourage (Mac OS X) and an IMAP connection.

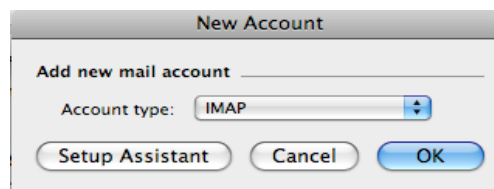
1. Connect Entourage to you old student email account:
 - a. Open Entourage, select "Account Settings" And click on "New"



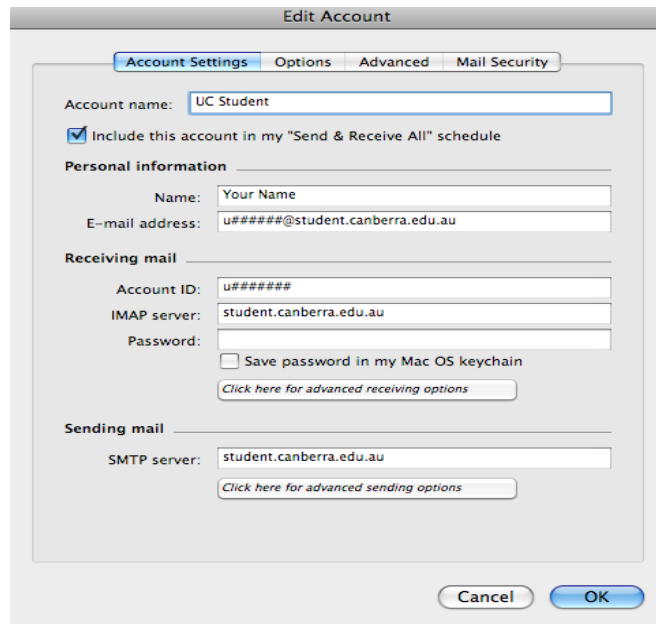
*Should the "Account Setup Assistant" window appear, select "Configure account manually" at the bottom left hand"



- b. Select "IMAP" and click "OK"



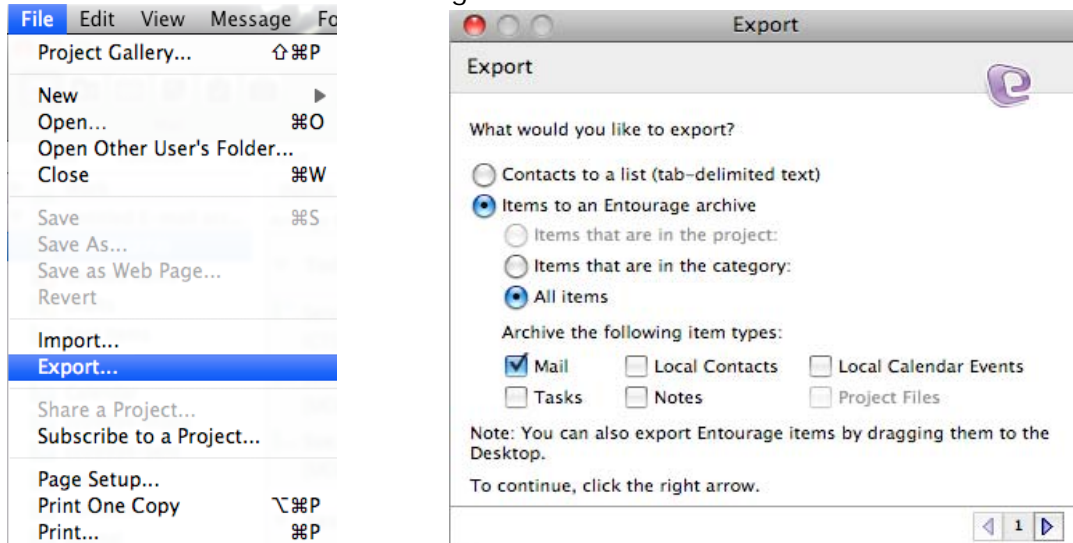
- c. Fill in the following information:
 - Enter UC Student where it says "Account Name"
 - Enter your name where it says "Name"
 - Enter u[studentID]@student.win.canberra.edu.au where it says email address
 - Enter student.canberra.edu.au where is says "IMAP server"
 - Enter student.canberra.edu.au where it says "SMTP server"
 - Enter your u[studentID] where it says Account ID
 - Enter your password where it says Password, unselect "Save password in keychain"



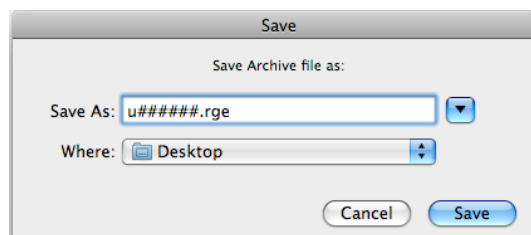
d. Click "OK"

2. Export required email from your old student email account.

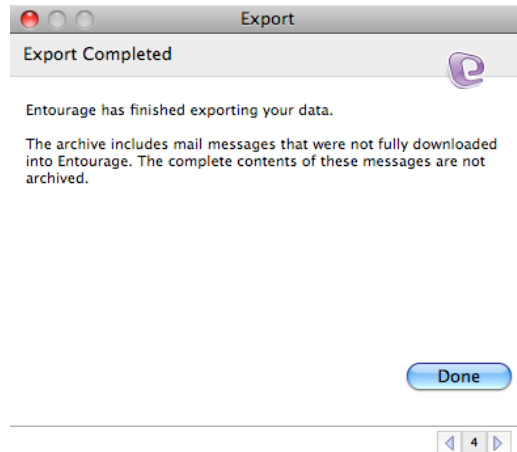
a. Select "File" then click on "Export" then deselect all options but "Mail", click on the arrow in the bottom right corner to continue



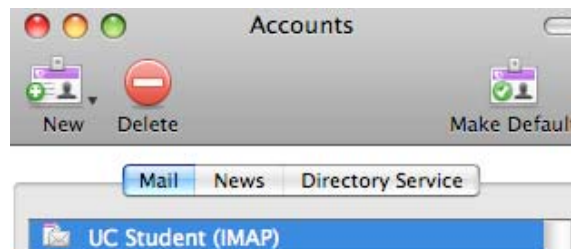
b. Save as your u[studentID].rge Entourage should now be exporting your selected items. Depending on the size of your mailbox this could take several minutes.



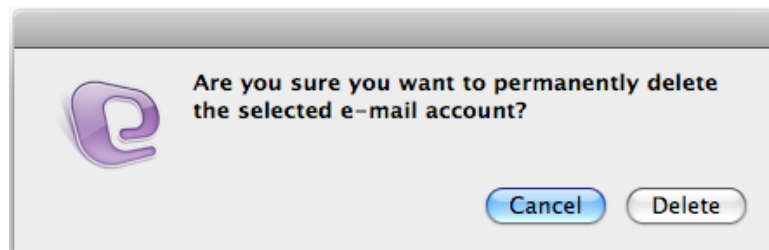
c. When the export is finished you should see the following window, click "Done"



3. Remove connection to your oldstudnet email account.
 - a. Open "File" then click on "Account Settings"
 - b. Select the UC Student you created and Press "Delete"

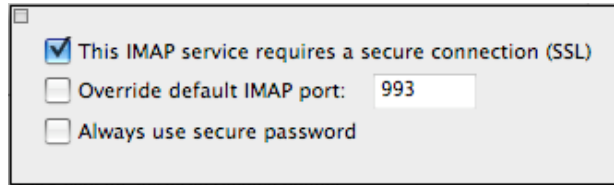


- c. Confirm the task by clicking on "Delete"



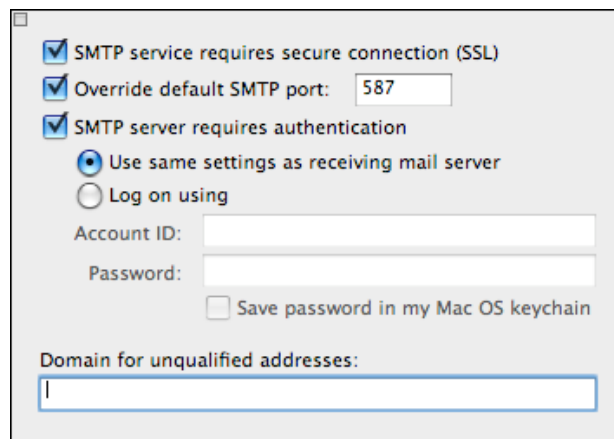
4. Connecting to you New UC Student email account.
 - a. Follow the steps outlined in part 1 but use the following information:
 - Enter UC Student@Live where it says "Account Name"
 - Enter your name where it says "Name"
 - Enter u[studentID]@uni.canberra.edu.au where it says email address
 - Enter imap.exchangelabs.com where is says "IMAP server"
 - Enter pod51000.outlook.com where it says "SMTP server"
 - Enter your u[studentID] @uni.canberra.edu.au where it says Account ID
 - Enter your password where it says Password, unselect "Save password in keychain"
 - b. Under the Receiving mail section click "Click here for advanced receiving options" and select "This IMAP service requires a secure connection (SSL)"

The "Override default IMAP port:" field should automatically change to 993. If it doesn't select it and change the number to 993



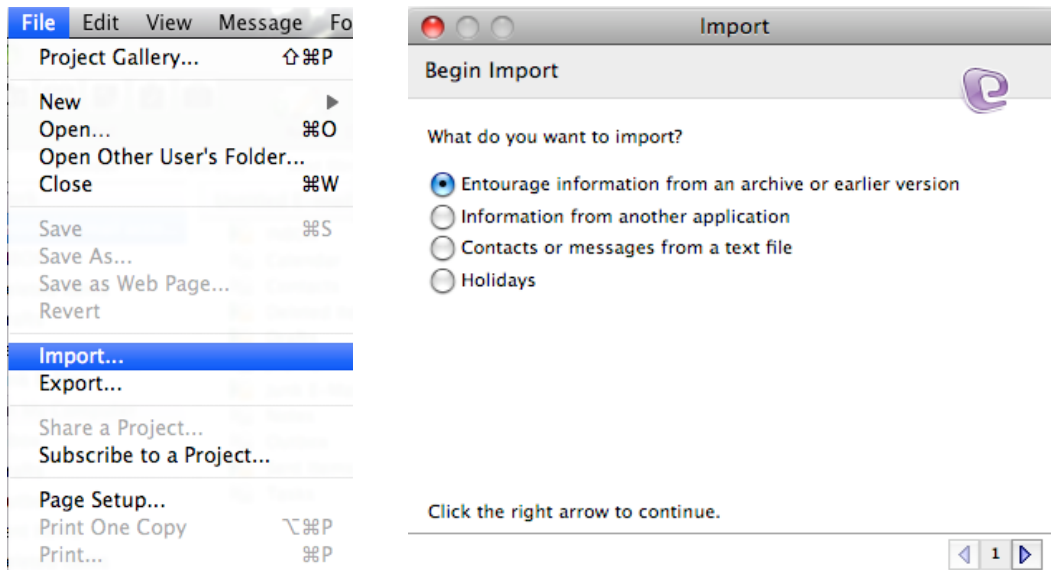
c. Under the Sending mail section click "Click here for advanced sending options"
Select the following options:

- SMTP service requires a secure connection (SSL)
- Override default SMTP port you will also need to change the number to 587
- SMTP server requires authentication
 - Use same settings as receiving mail server

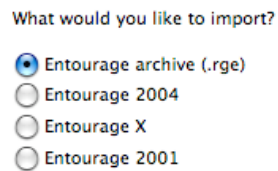


Step 5. Import your Email

- a. Select "File" and click "Import", select Entourage information from an archive or earlier version, click the blue arrow to continue.



b. Choose "Entourage archive (.rge)"



c. Select the file you saved in step 2 and Entourage should now import your old email to your new account. This may take several minutes depending on file size.