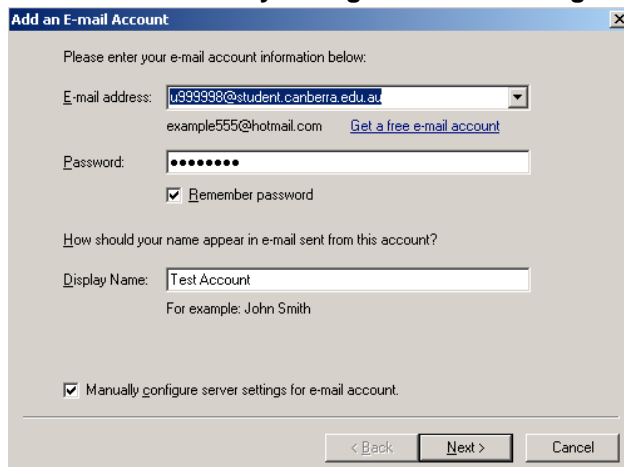


## Transferring email Using Windows Mail

The instructions below outline how to transfer email from your old student email account to your new student email account using Windows Mail and an IMAP connection.

1. Download and install Windows Mail
  - a. Download from <http://download.live.com/wlmail>
  - b. Install Windows Mail **ONLY** (installer will originally want to install other components)
2. Connect Windows Mail to your old student email account.
  - a. Enter u[StudentID]@student.canberra.edu.au where it says “**E-mail Address**”
  - b. Enter your password where it says “**Password**”
  - c. Enter your name where it says “**Display Name**”
  - d. Ensure that “**Manually configure server settings for e-mail account**” is ticked



**Add an E-mail Account**

Please enter your e-mail account information below:

E-mail address:   
example555@hotmail.com [Get a free e-mail account](#)

Password:   
 Remember password

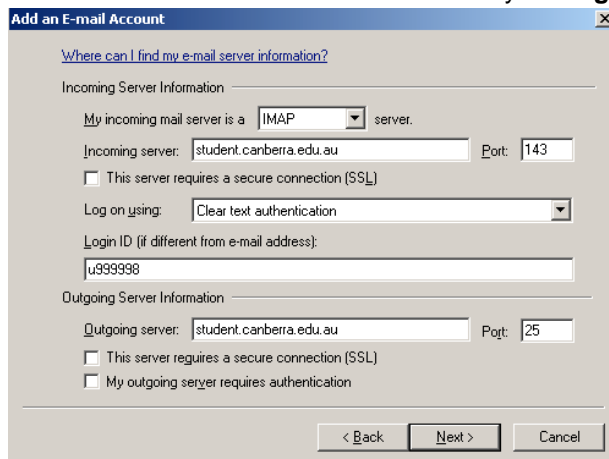
How should your name appear in e-mail sent from this account?

Display Name:   
For example: John Smith

Manually configure server settings for e-mail account.

< Back   Next >   Cancel

- e. Click next
- f. Select **IMAP** as the Incoming Mail Server type
- g. Enter student.canberra.edu.au where it says “**Incoming Server**”
- h. Ensure the Login ID is u[StudentID]
- i. Enter student.canberra.edu.au where it says “**Outgoing Server**”



**Add an E-mail Account**

[Where can I find my e-mail server information?](#)

Incoming Server Information

My incoming mail server is a  server.

Incoming server:  Port:

This server requires a secure connection (SSL)

Log on using:

Login ID (if different from e-mail address):

Outgoing Server Information

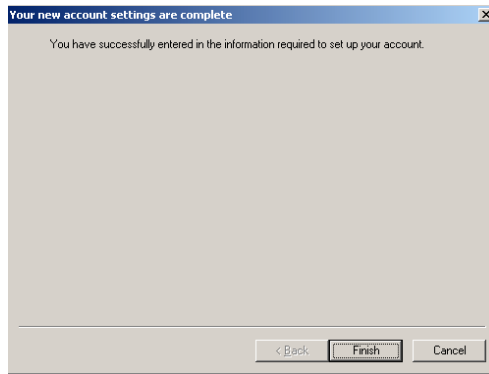
Outgoing server:  Port:

This server requires a secure connection (SSL)

My outgoing server requires authentication

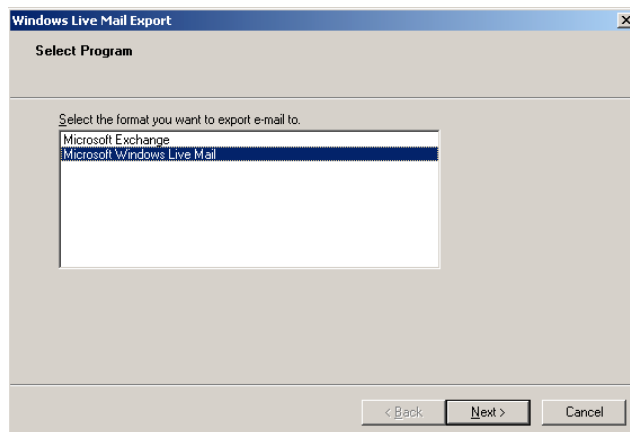
< Back   Next >   Cancel

- j. Click Next
- k. Click Finish

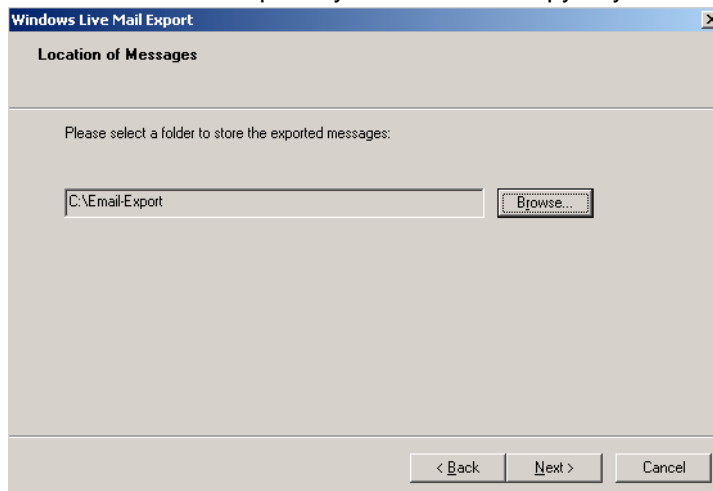


1. Hit **ctrl-F5**

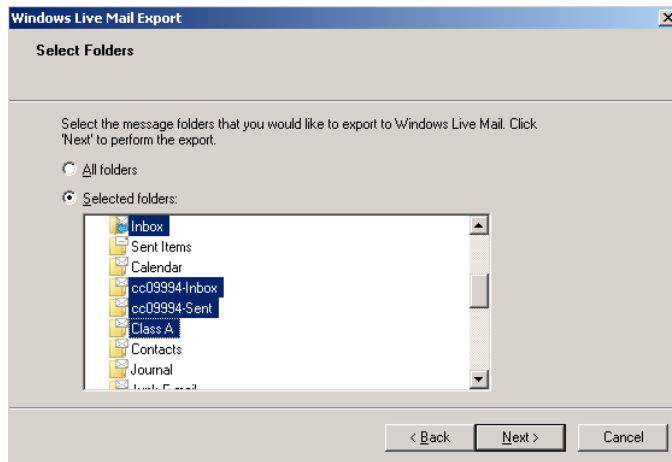
3. Export required email from your old student email account.
  - a. Press the **alt** key to reveal the menu options
  - b. From the “**File**” menu select “**Export**”, then “**Messages**”
  - c. Select “**Microsoft Windows Live Mail**”.



- d. Select a folder to temporarily hold the local copy of your mail (folder must be empty)

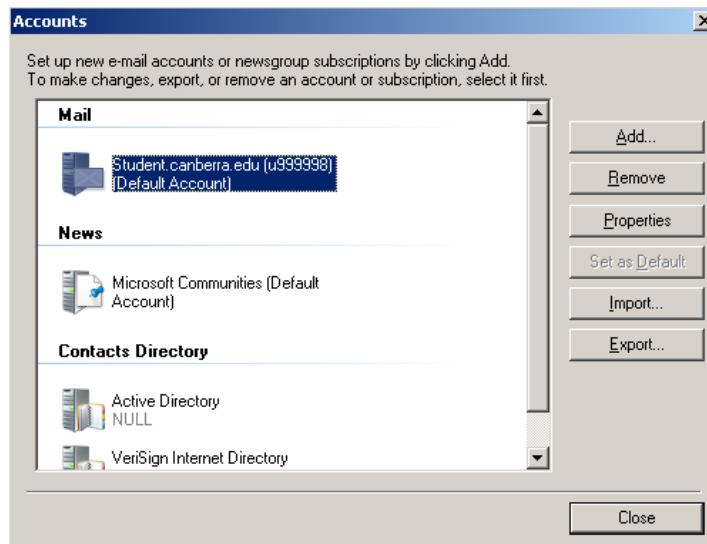


- e. Select “**Selected Folders**”
- f. Highlight the folders that contain the mail that you wish to transfer to the new system (hold the ctrl key to select more than one folder)

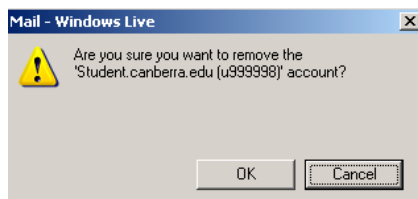


g. Click Finish

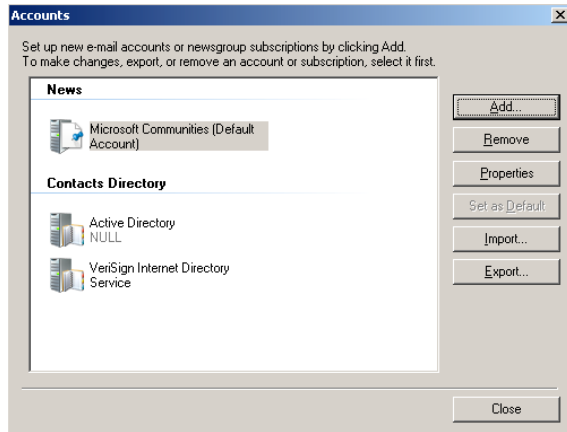
4. Remove connection to old student email account
  - a. Press the alt key to reveal the menu options
  - b. From the “**Tools**” menu select “**accounts**”
  - c. Select the student.canberra.edu.au account in the “**Mail**” section
  - d. Click the “**Remove**” button



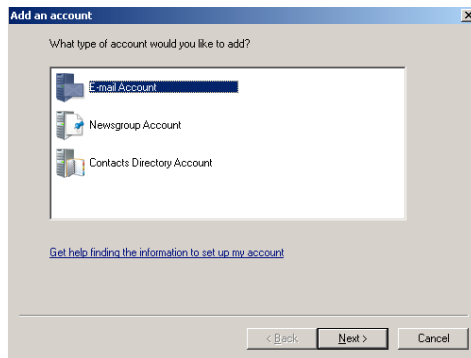
e. Click **OK** on the confirmation window



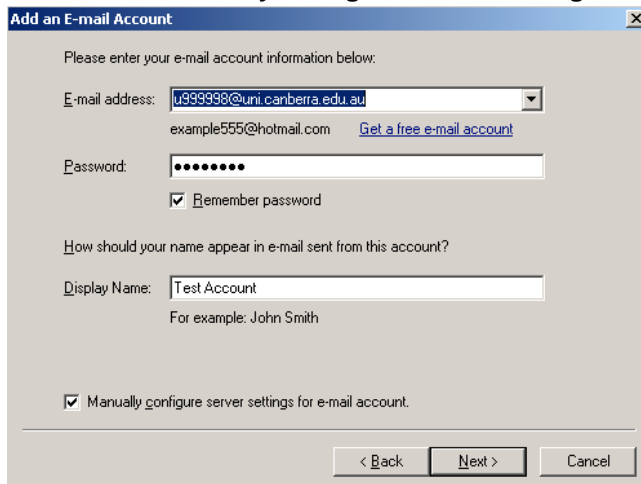
5. Connect Windows Mail to your new email account.
  - a. On the Accounts window that remains open at the end of step 4, click “**Add**”



- b. Select “E-mail Account” and click next



- c. Enter u[StudentID]@uni.canberra.edu.au where it says “E-mail address”  
 d. Enter your password where it says “Password”  
 e. Enter your name where it says “Display Name”  
 f. Ensure that “Manually configure server settings for e-mail account” is ticked

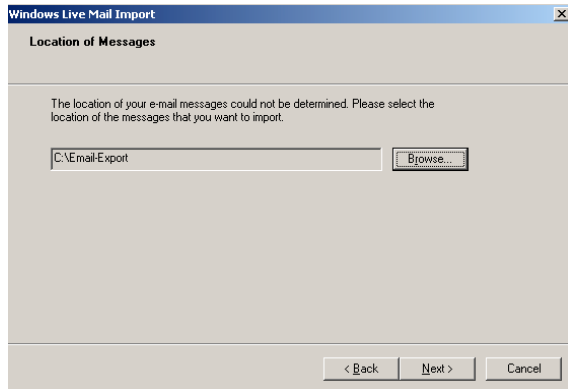


- g. Click Next  
 h. Select **IMAP** as the Incoming Mail Server type  
 i. Fill in this page using the information in the picture below or at <http://www.canberra.edu.au/icts/students/tech-information/email> Under the heading Using IMAP to Access your Student Email

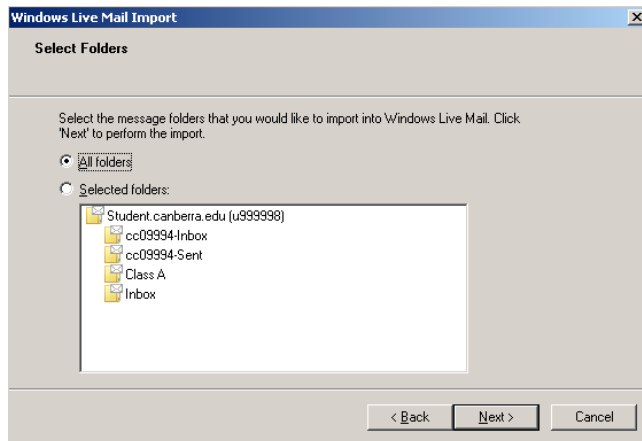
- j. Click Next
- k. Click Finish

- l. Click Close
  - m. Click OK
6. Import emails to your new email account (there is a high probably of duplicate items if your old email account has already been setup to forward to the new one)
- a. Press the **alt** key to reveal the menu options
  - b. From the “**File**” menu select “**Import**”, then “**Messages**”
  - c. Select “**Windows Live Mail**” and then click Next

- d. Browse to the folder chosen in step 3-d, and then click Next



- e. Leave **“All Folders”** selected, then click Next



- f. After import process has completed, click Finish