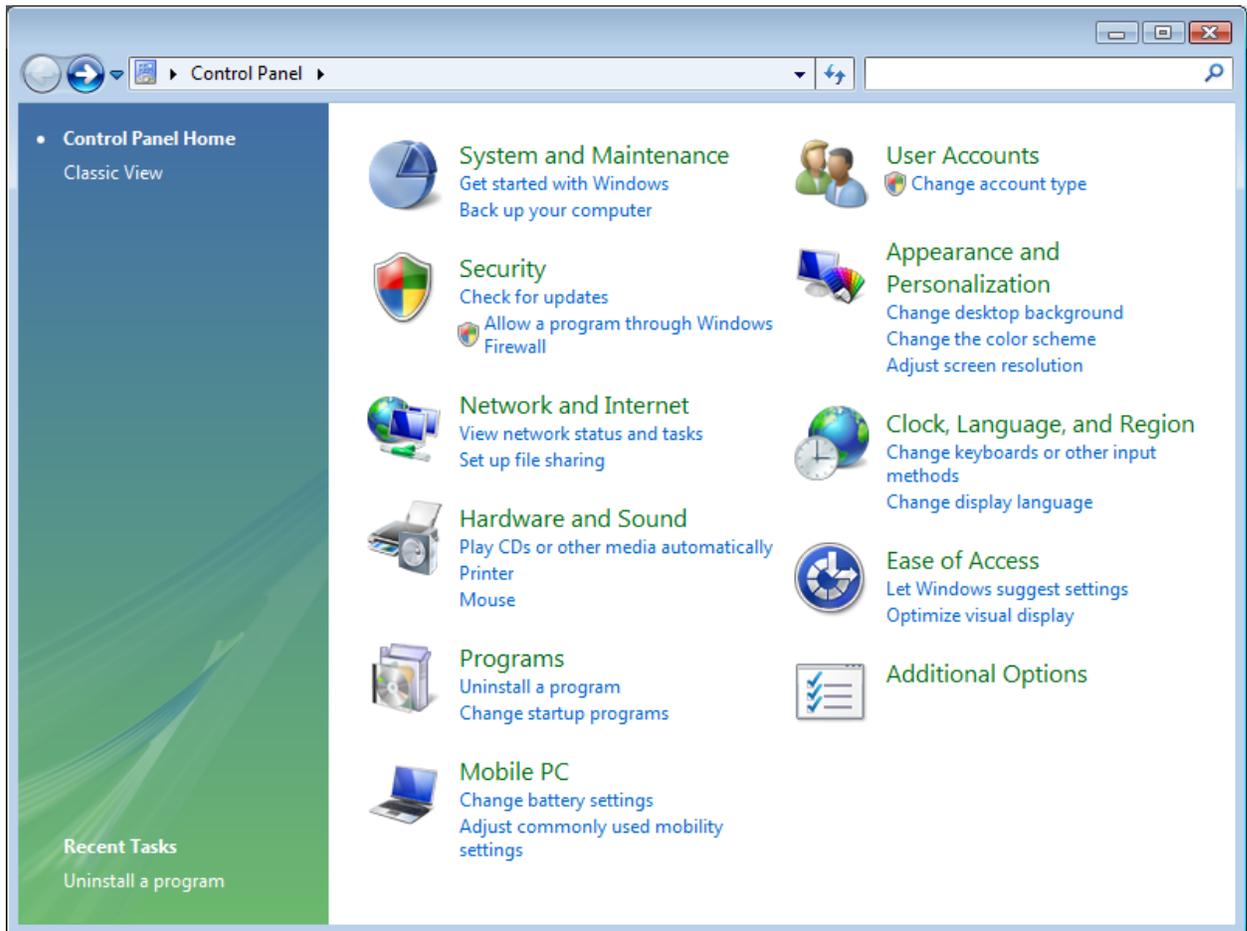


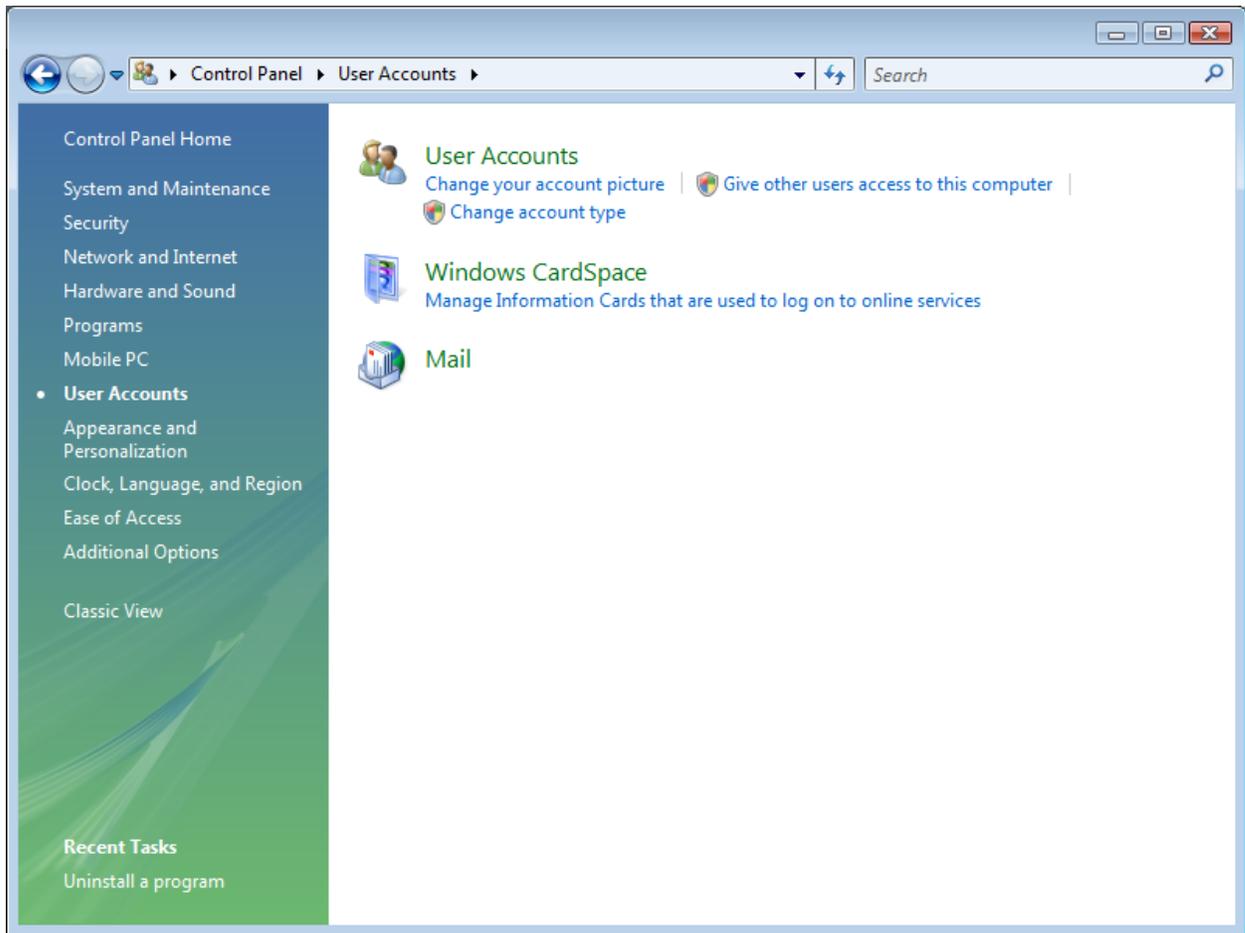
Transferring Folder Structure, Calendar and Contacts from email.utoledo.edu to rockets.utoledo.edu

Since only messages in the old email.utoledo.edu system have been transferred to the new rockets.utoledo.edu email system, the following process needs to be followed if a complete transfer is desired.

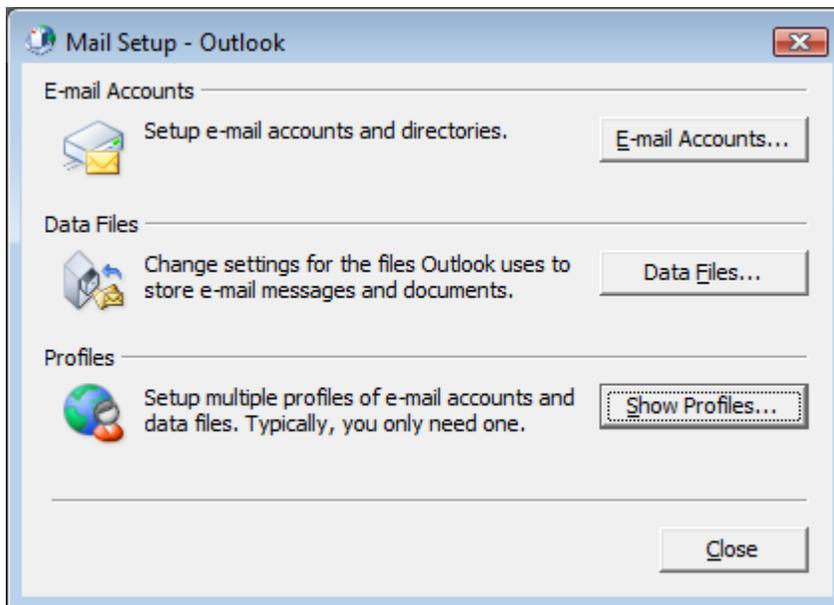
- 1) Microsoft Exchange must be utilized to make this process as simple as possible.
- 2) In Microsoft Windows Vista, go to Control Panel and Click on “User Accounts”



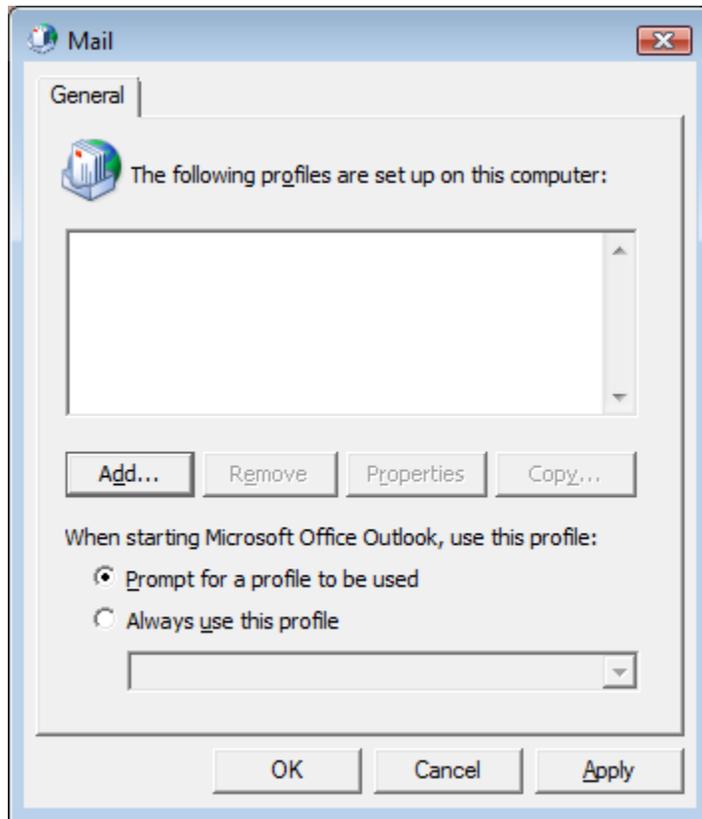
3) Click on "Mail"



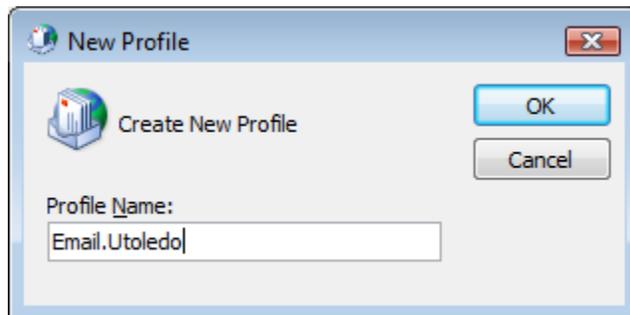
4) Click on "Show Profiles..."



5) Click on “Add...”



6) First we will create a profile for your old email.utoledo.edu account. Enter a recognizable name and click “OK”



- 7) Check the box that states “Manually configure server settings or additional server types and click “Next”

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

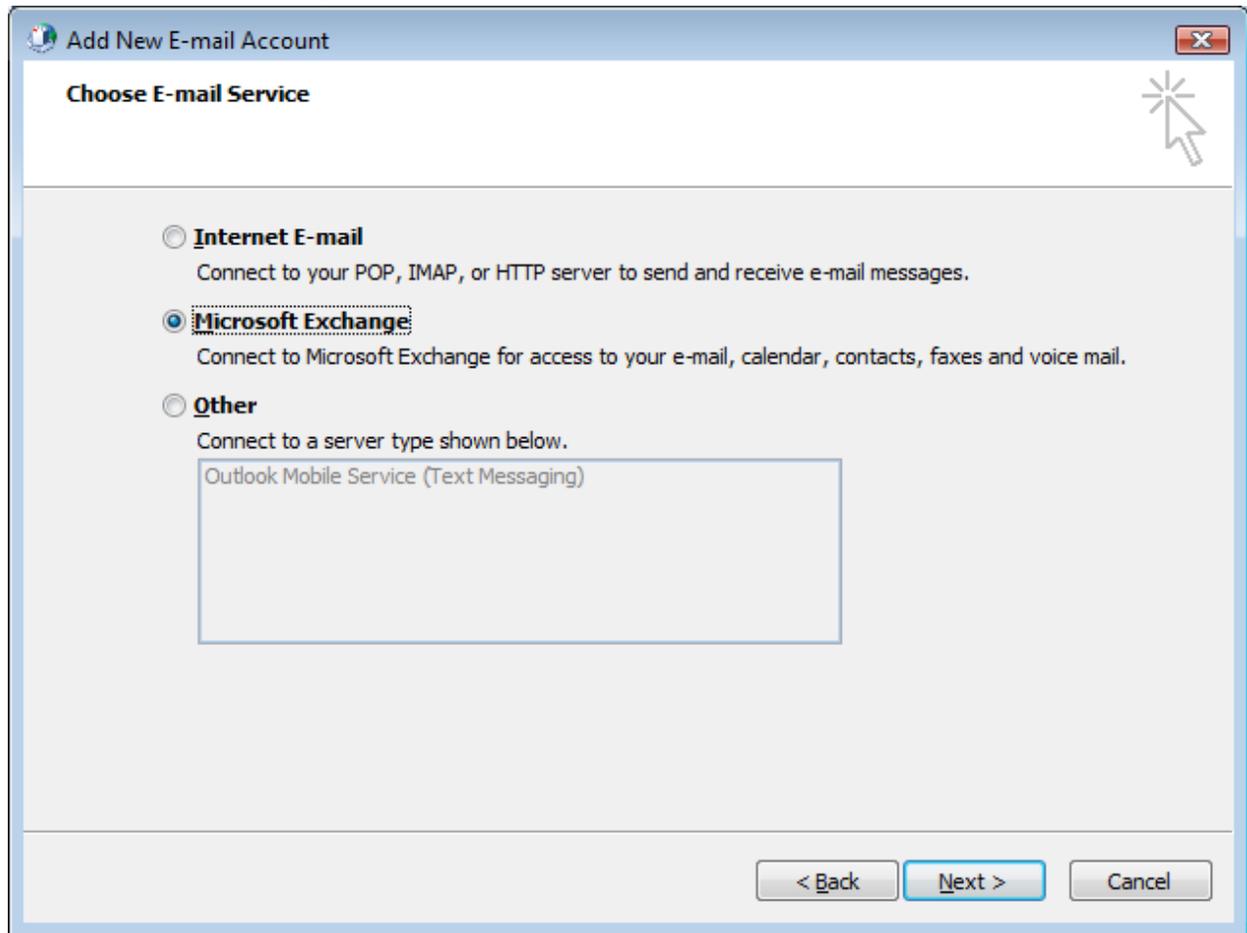
Password:

Re-type Password:
Type the password your Internet service provider has given you.

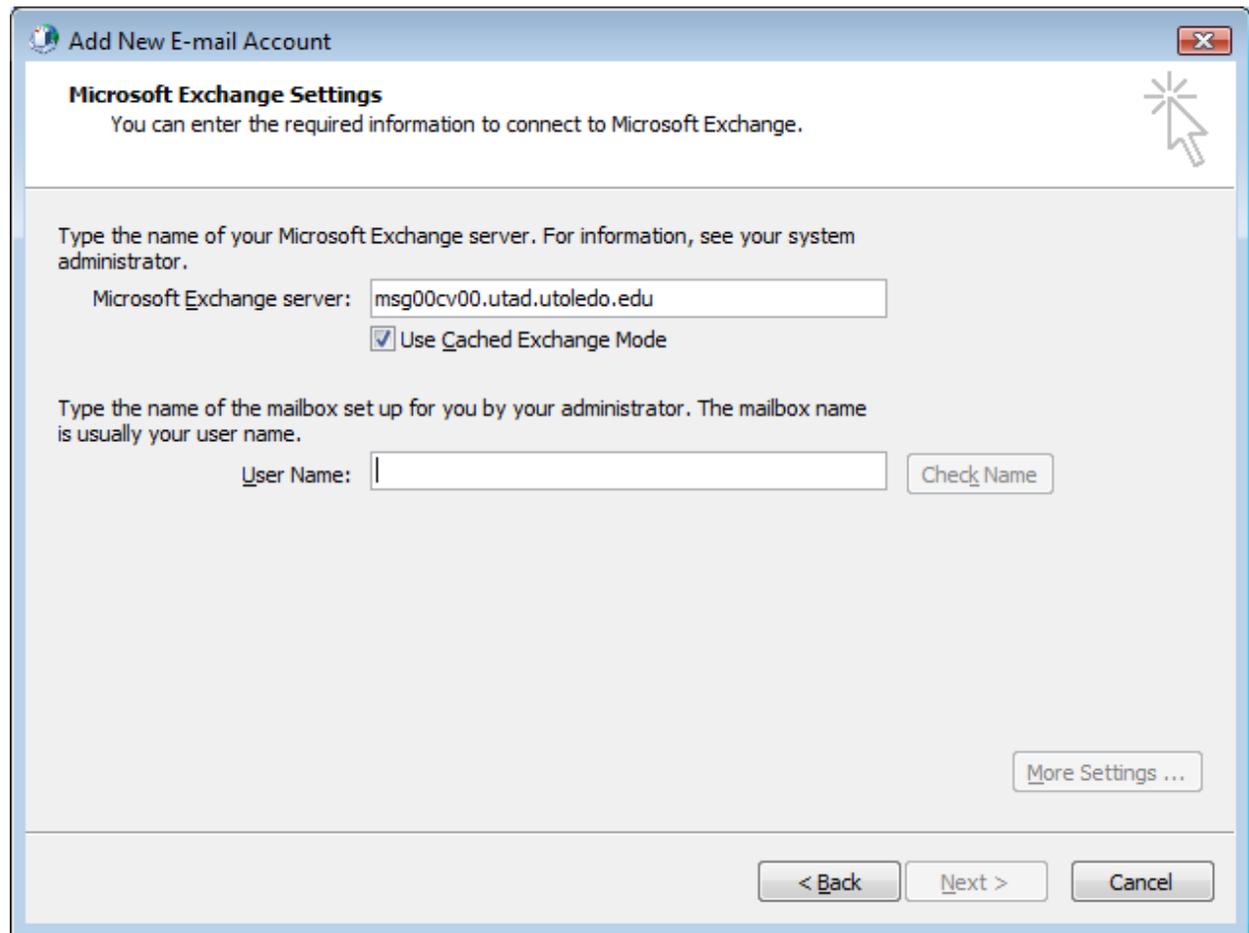
Manually configure server settings or additional server types

< Back Next > Cancel

8) Choose "Microsoft Exchange" and click "Next"

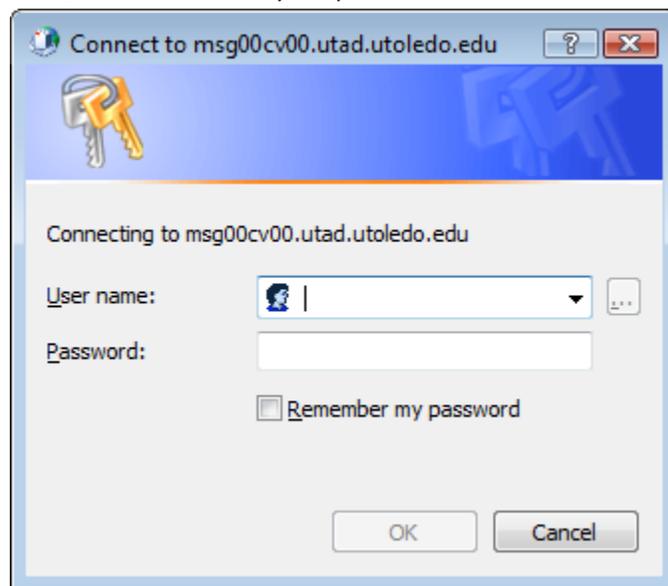


- 9) Type in “msg00cv00.utad.utoledo.edu” in the “Microsoft Exchange server” field and then type your UTAD username in the “User Name” field.



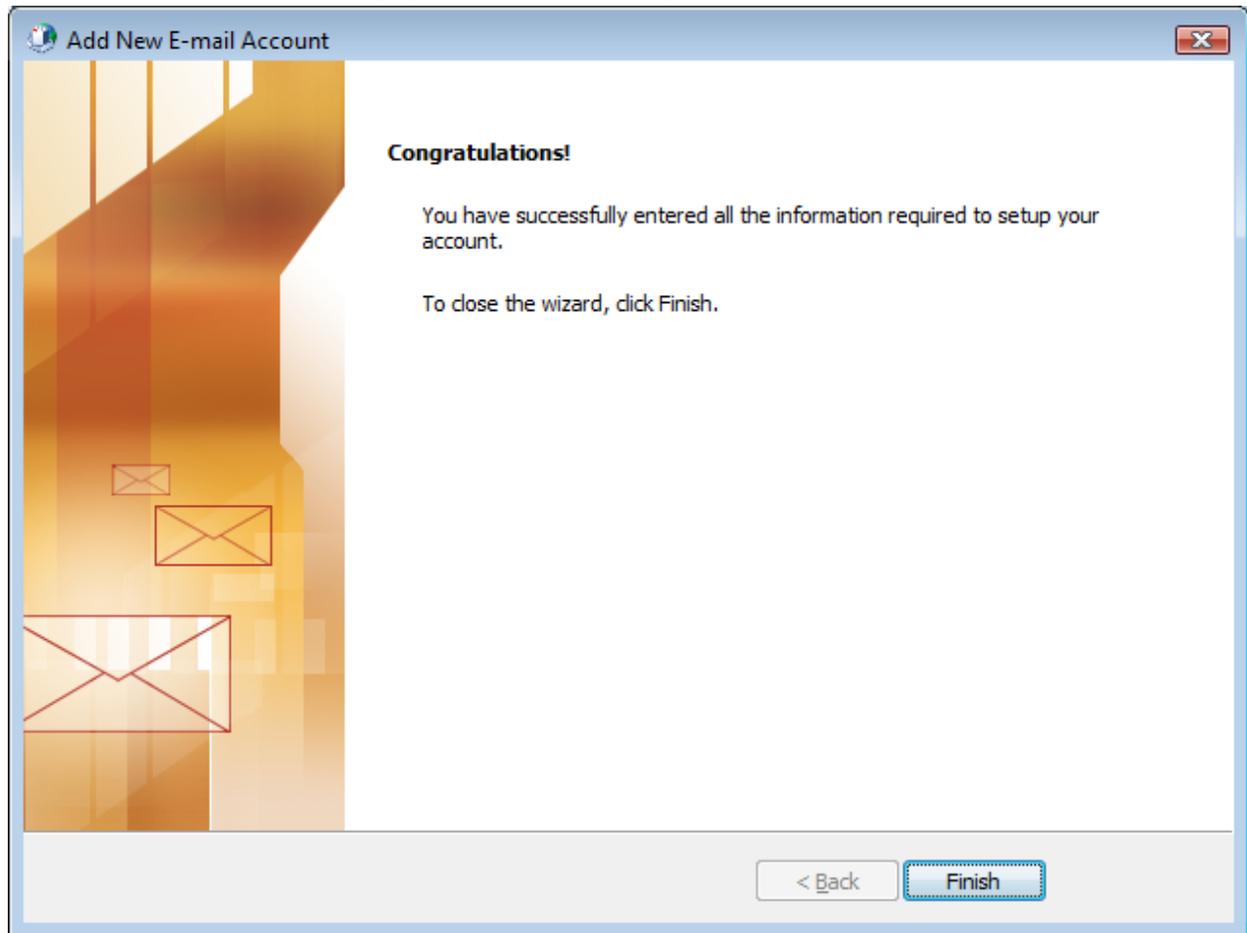
The screenshot shows a Windows dialog box titled "Add New E-mail Account" with a sub-section for "Microsoft Exchange Settings". The text inside reads: "You can enter the required information to connect to Microsoft Exchange." Below this, there are two instructions: "Type the name of your Microsoft Exchange server. For information, see your system administrator." and "Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name." The "Microsoft Exchange server" field contains the text "msg00cv00.utad.utoledo.edu" and the "Use Cached Exchange Mode" checkbox is checked. The "User Name" field is empty, and there is a "Check Name" button next to it. At the bottom right, there is a "More Settings ..." button. At the very bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

- 10) You will be prompted to enter your utad username and password. Enter username in the format: utad\username. Enter your password and click “OK”



The screenshot shows a Windows dialog box titled "Connect to msg00cv00.utad.utoledo.edu". It features a key icon in the top left corner. The text inside reads: "Connecting to msg00cv00.utad.utoledo.edu". Below this, there are two fields: "User name:" with a dropdown menu and a small icon to its right, and "Password:" with a text input field. Below the password field is a checkbox labeled "Remember my password". At the bottom, there are two buttons: "OK" and "Cancel".

11) Your email.utoledo.edu Exchange profile has been set up



12) Repeat step 4, but this time type in a recognizable Profile Name for your new rockets.utoledo.edu email account.



- 13) This account will automatically be setup through Outlook.com, no manual configuration required. Enter your name and enter your email address in the format username@rockets.utoledo.edu.

Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

Your Name: Enter Name
Example: Barbara Sankovic

E-mail Address: username@rockets.utoledo.edu
Example: barbara@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel

- 14) When the following box pops up, check the box and hit "Allow"

Microsoft Office Outlook

Allow this website to configure rbonita2@rockets.utoledo.edu server settings?

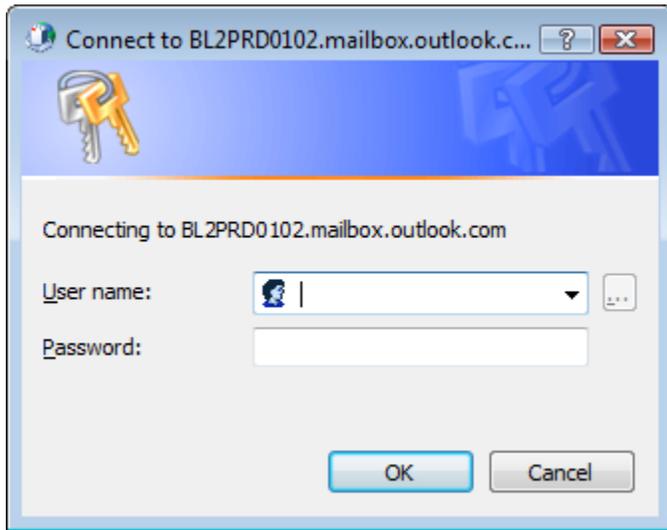
https://autodiscover-s.outlook.com/autodiscover/autodiscover.xml

Your account was redirected to this website for settings.
You should only allow settings from sources you know and trust.

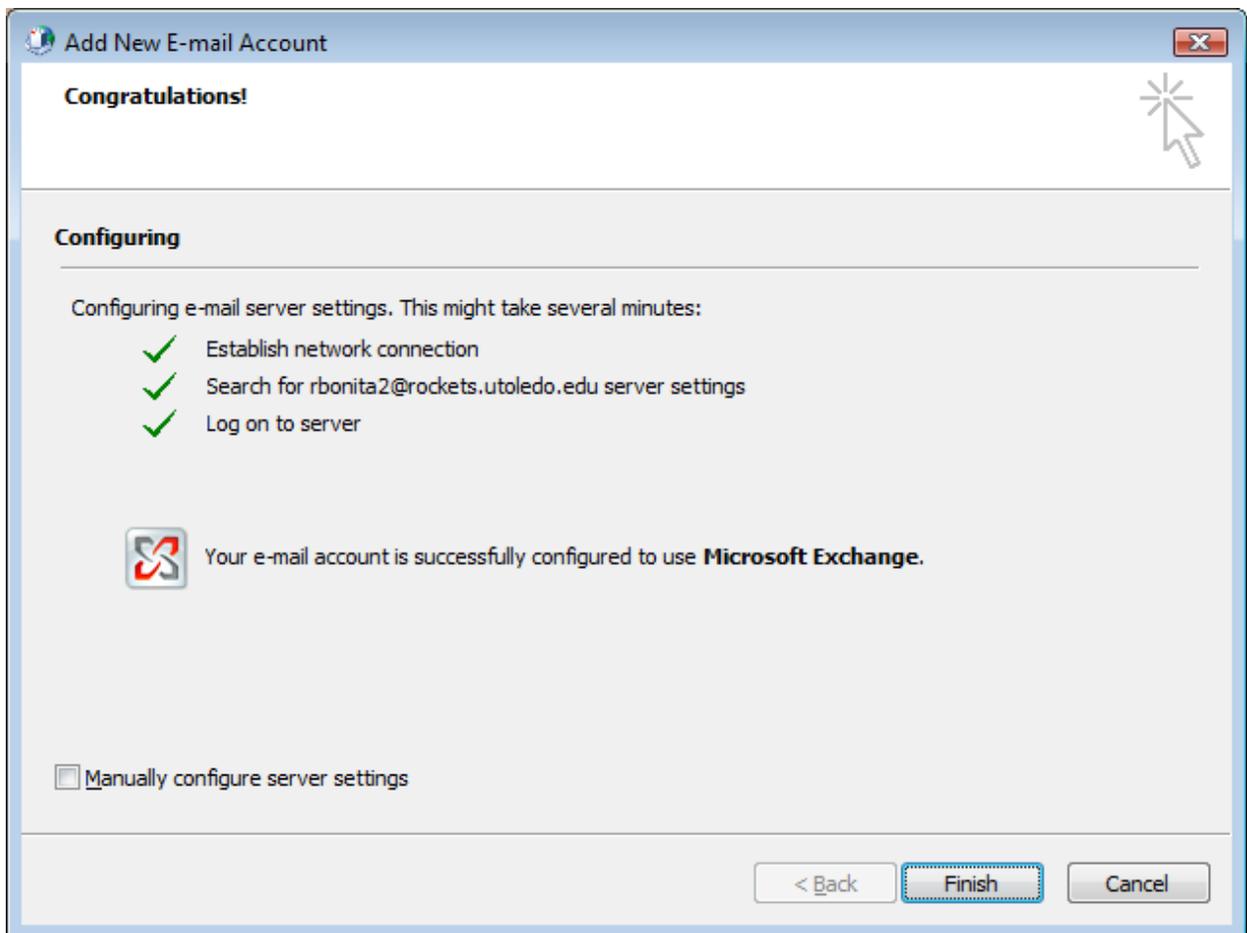
Don't ask me about this website again:

Allow Cancel

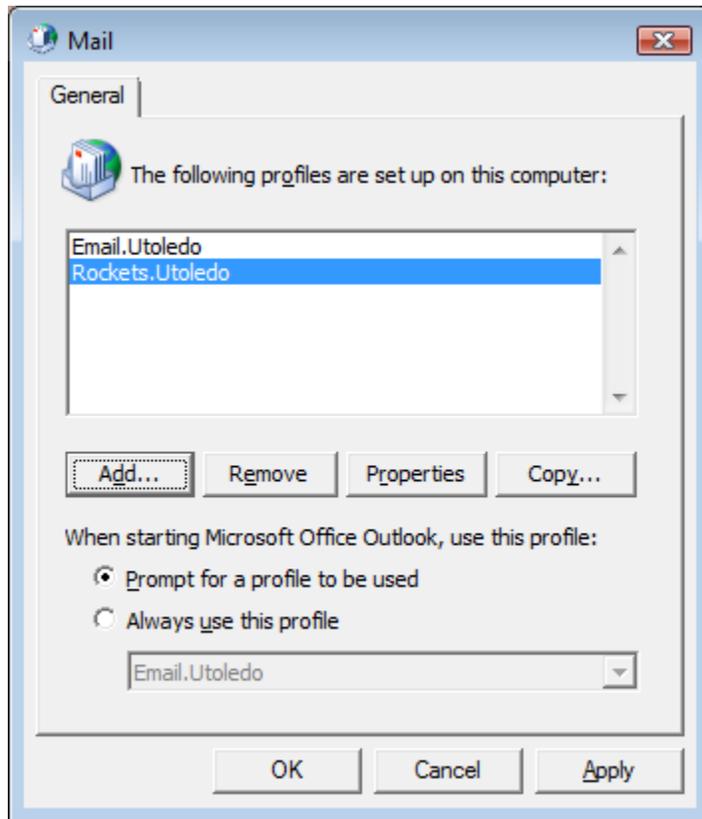
15) Enter your rockets.utoledo.edu email and password. Username is to be entered in the format username@rockets.utoledo.edu.



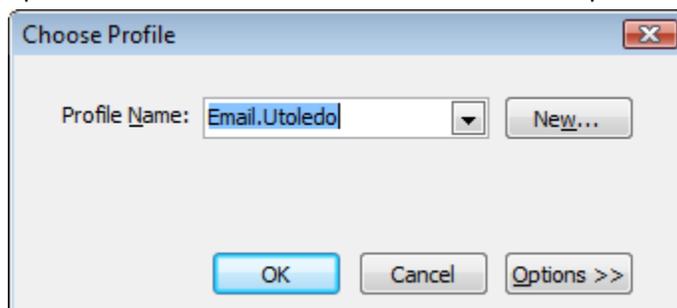
16) The "Add New E-mail Account" window will show a successful connection.



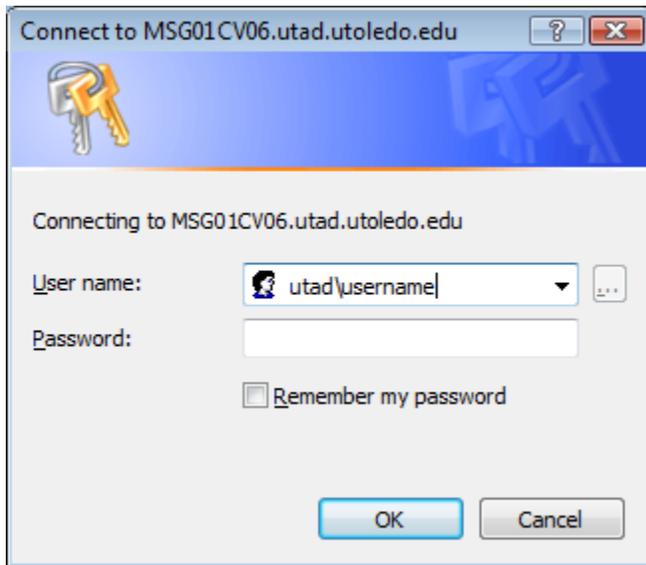
17) The finished "Mail" window should look similar to the following:



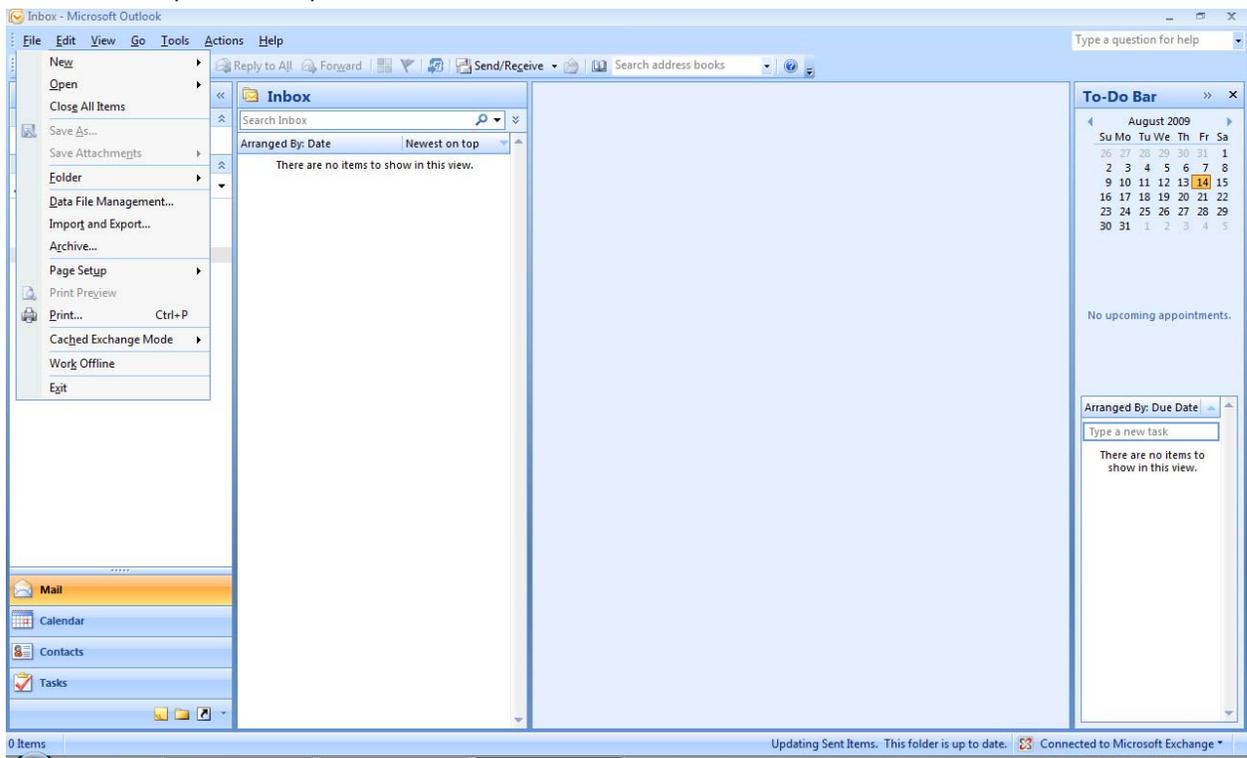
18) Open Outlook and choose the email.utoledo.edu profile.



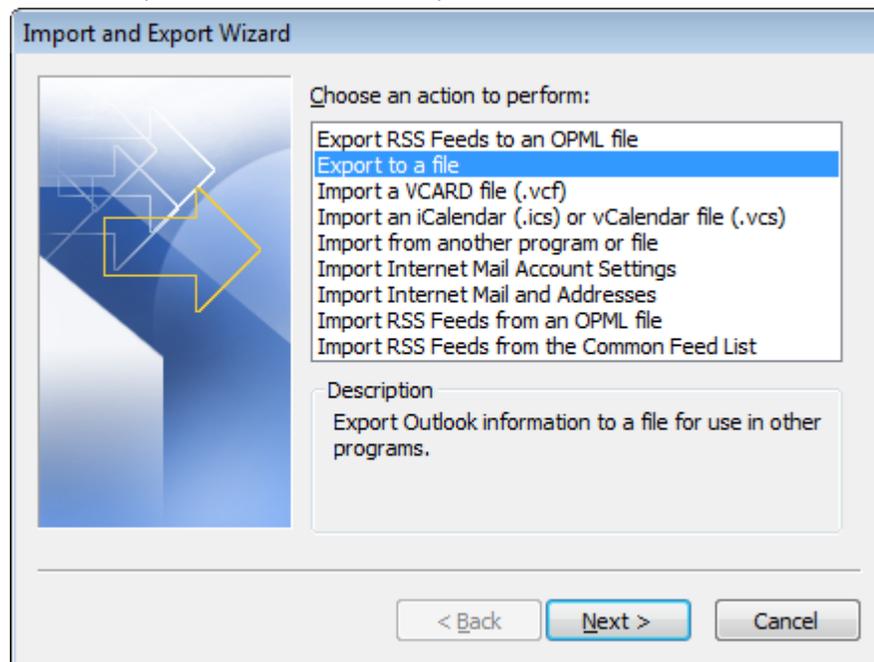
19) Enter your utad username and password. Username in the utad\username format.



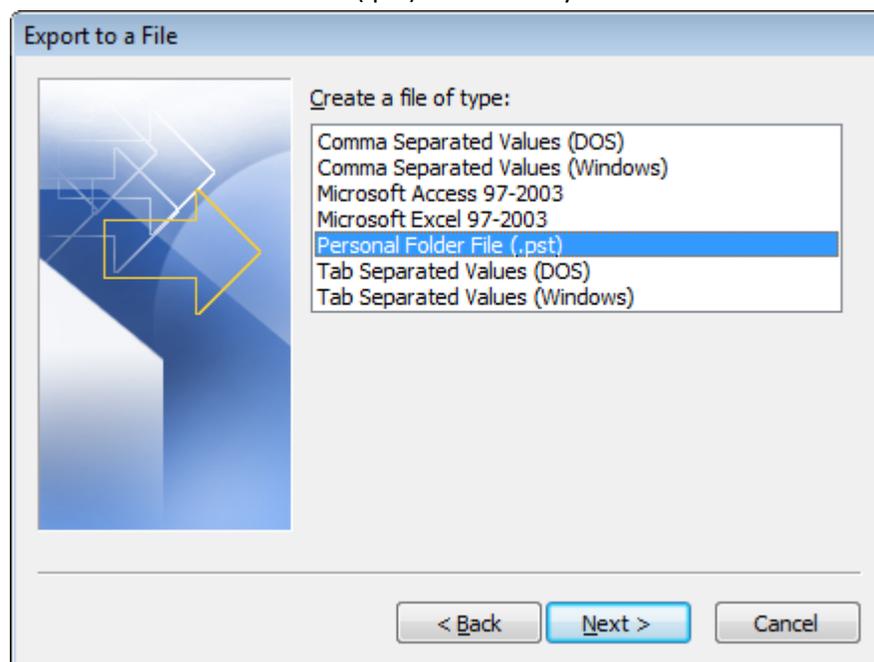
20) Go to File > Import and Export...



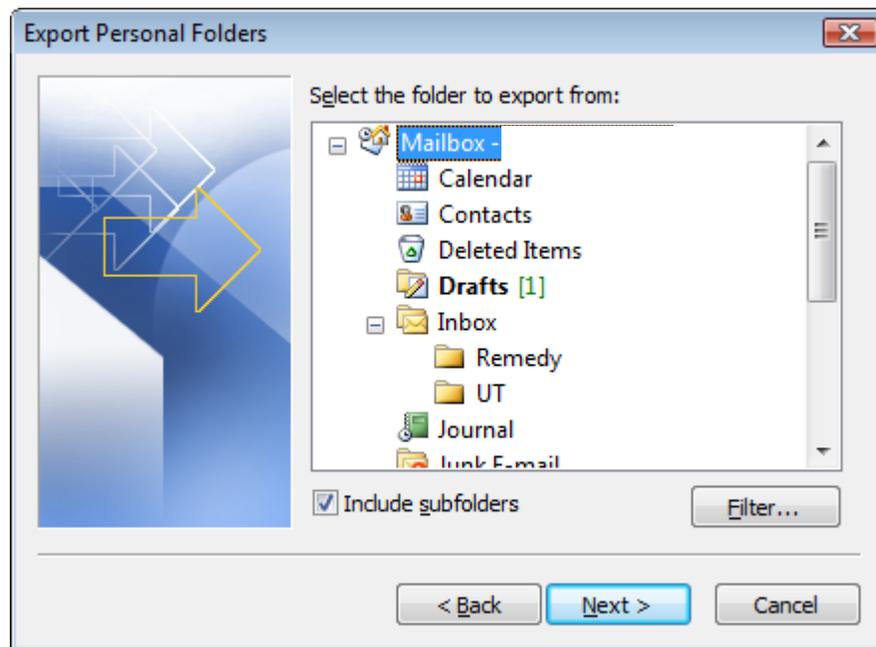
21) Click on “Export to a file” followed by “Next”



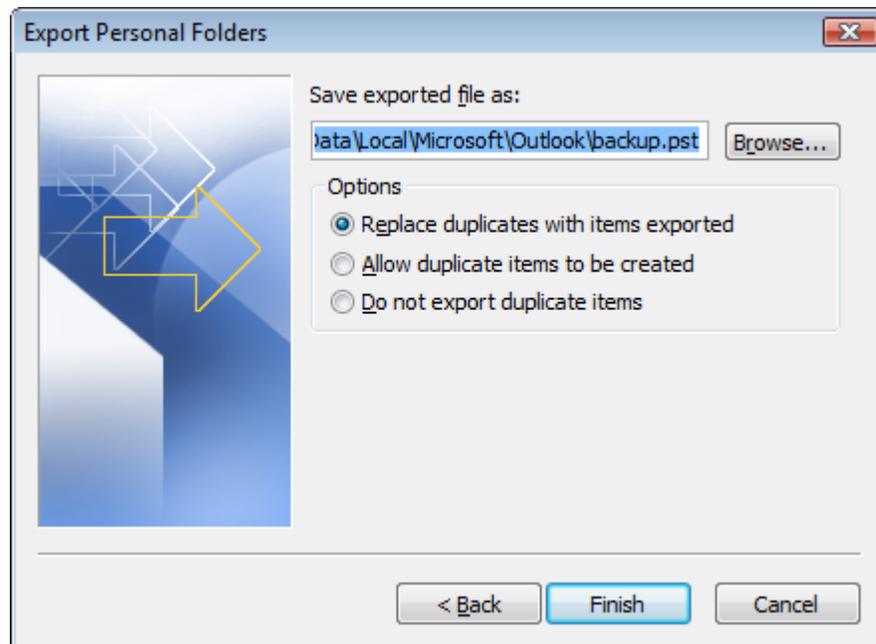
22) Click on “Personal Folder File (.pst)” followed by “Next”



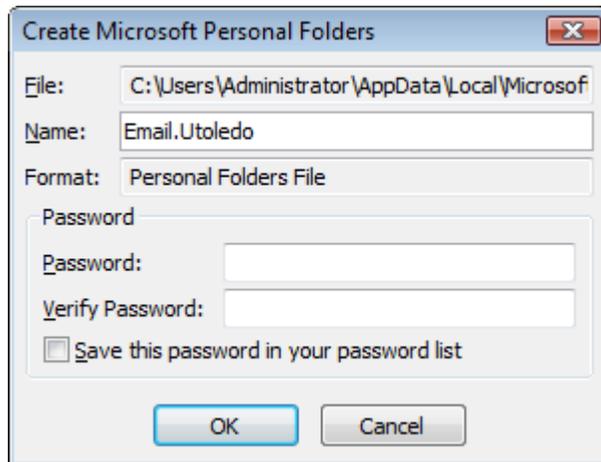
23) Select "Mailbox -" check "Include subfolders" and click "Next"



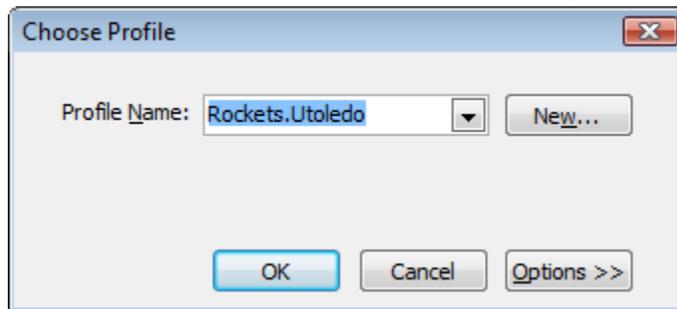
24) Click "Finish" folder will be located in default location. If this is not desired, choose a rememberable location to save the pst file for use later.



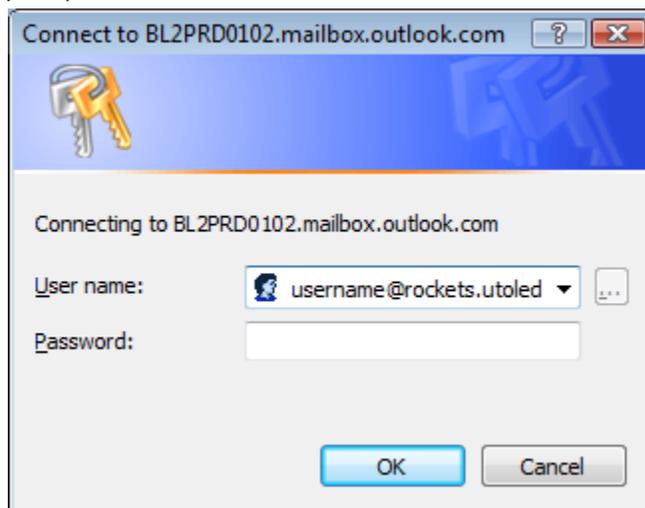
25) Name the personal folders and click "OK"



26) Open Outlook once more, but this time choose your rocket.utoledo.edu Profile. Click "OK"



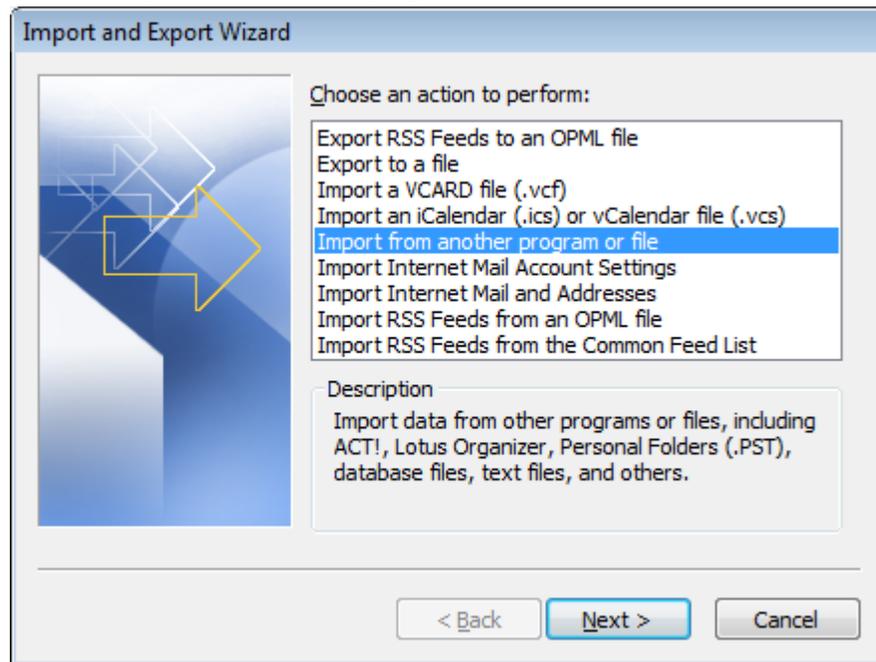
27) To authenticate enter your username in the format username@rockets.utoledo.edu, followed by your password. Click "OK"



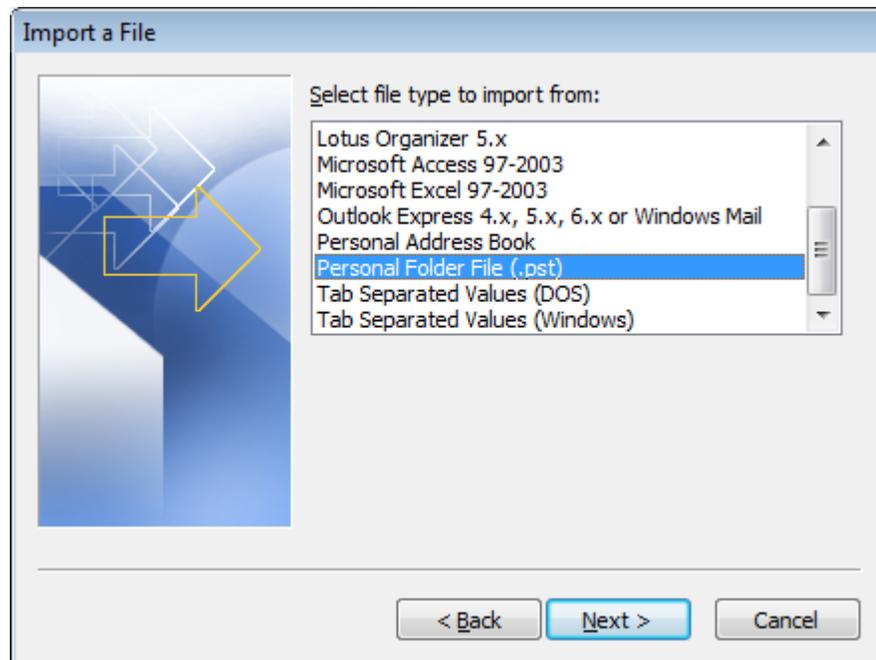
28)

29) Once logged in to your rockets.utoledo.edu exchange account, go to File > Import and Export...

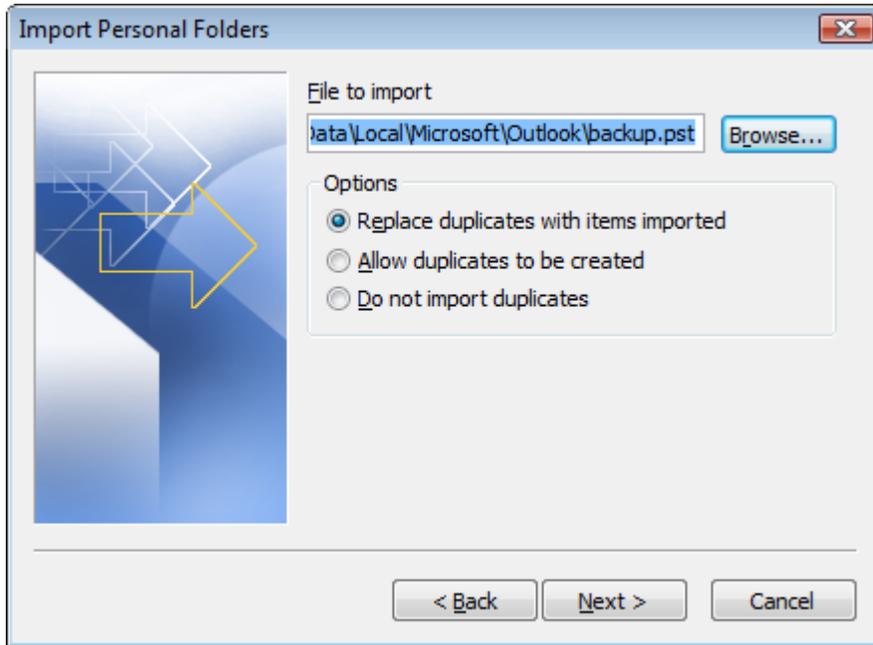
30) Choose "Import from another program or file." Click "Next."



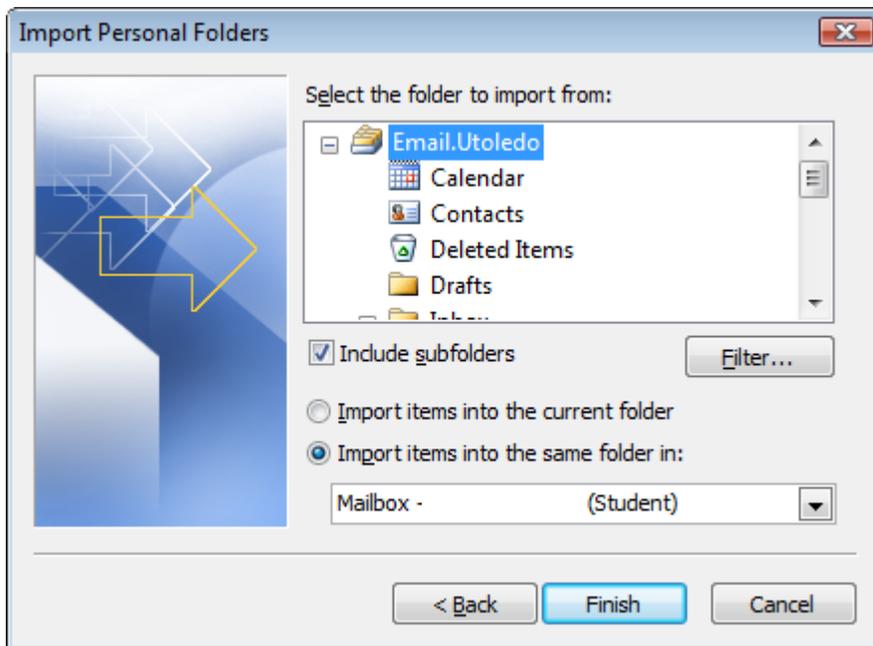
31) Choose "Personal Folder File (.pst)" and click "Next"



32) Keep the default file selected, or use “Browse...” to retrieve your saved pst file. Click “Next.”



33) Select the email.utoledo.edu highest level entry and make sure the radio button to “Import items into the same folder in “Mailbox – Your Name” and click “Finish”



34) Everything should transfer over. You can then go back into the Mail section and delete your email.utoledo.edu profile and begin to use your new email box with all your previous information intact.