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”
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.

![Microsoft Exchange Settings window](image)

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”.

![Connecting to msg00cv00.utad.utoledo.edu window](image)
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.

14) When the following box pops up, check the box and hit “Allow”
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:

![Mail window](image1)

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

![Choose Profile](image2)
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”

![Import and Export Wizard dialog box with options](image1)

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

![Export to a File dialog box](image2)
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”

![Create Microsoft Personal Folders](image1)

- **File:** C:\Users\Administrator\AppData\Local\Microsoft
- **Name:** Email.Utledo
- **Format:** Personal Folders File
- **Password:**
- **Verify Password:**
- **Save this password in your password list**

![OK and Cancel buttons](image2)

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

![Choose Profile](image3)

- **Profile Name:** Rockets.Utledo

![OK, Cancel, Options buttons](image4)

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

![Connect to BL2PRD0102.mailbox.outlook.com](image5)

- **Username:** `username@rockets.utoledo`
- **Password:**

![OK and Cancel buttons](image6)

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.