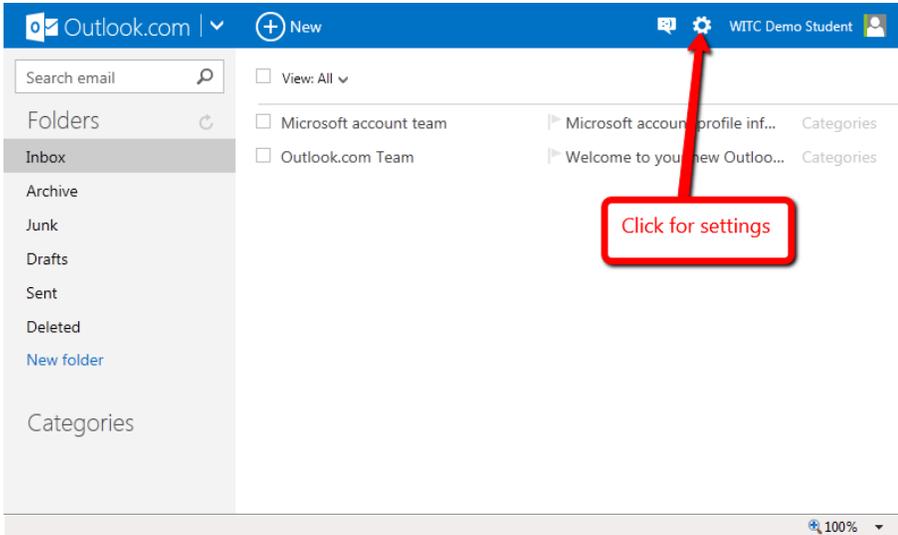


Move Student **EMAIL** to Outlook.com

*****Before beginning the migration DELETE any unnecessary emails and EMPTY your deleted folder in your student email, this will speed up the migration process. *****

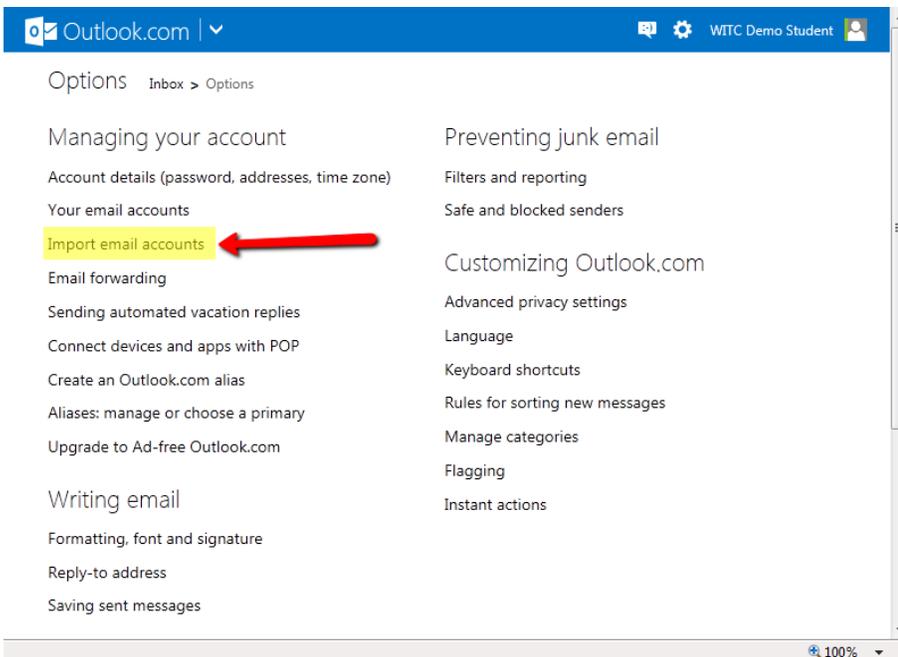
Create an email account at Outlook.com

Once in your account click on the settings cog in the upper right hand corner:

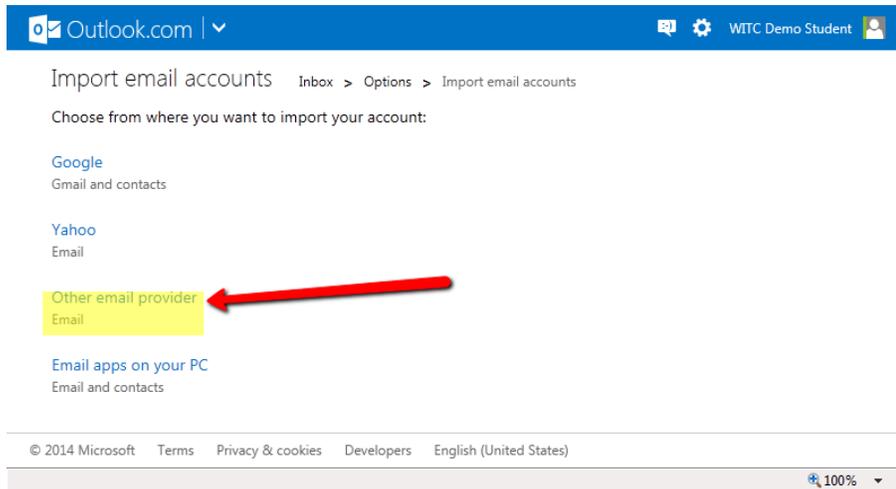


Choose options in the drop down

On the Options page choose Import email accounts:



On the Import email accounts page Choose Other Email Provider



Outlook.com | WITC Demo Student

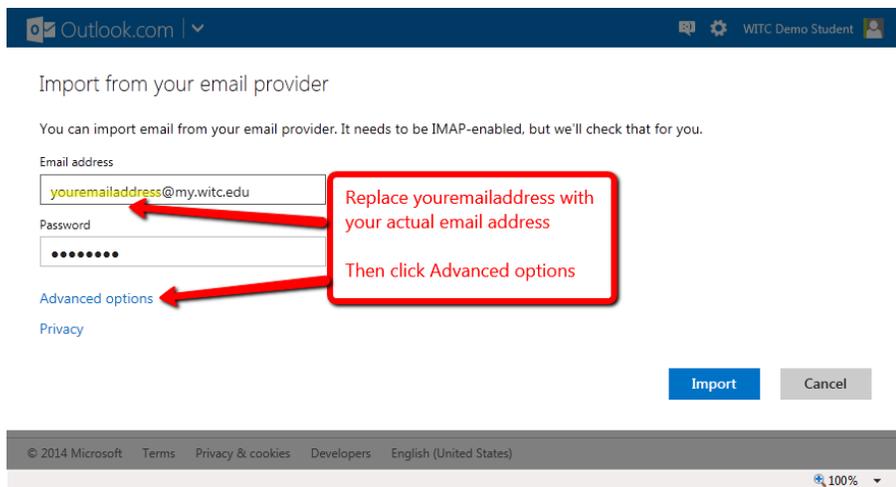
Import email accounts [Inbox](#) > [Options](#) > [Import email accounts](#)

Choose from where you want to import your account:

- Google
Gmail and contacts
- Yahoo
Email
- Other email provider**
Email
- Email apps on your PC
Email and contacts

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Enter your email address and your password, then click advanced options



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Import from your email provider

You can import email from your email provider. It needs to be IMAP-enabled, but we'll check that for you.

Email address
youremailaddress@my.witc.edu

Password
.....

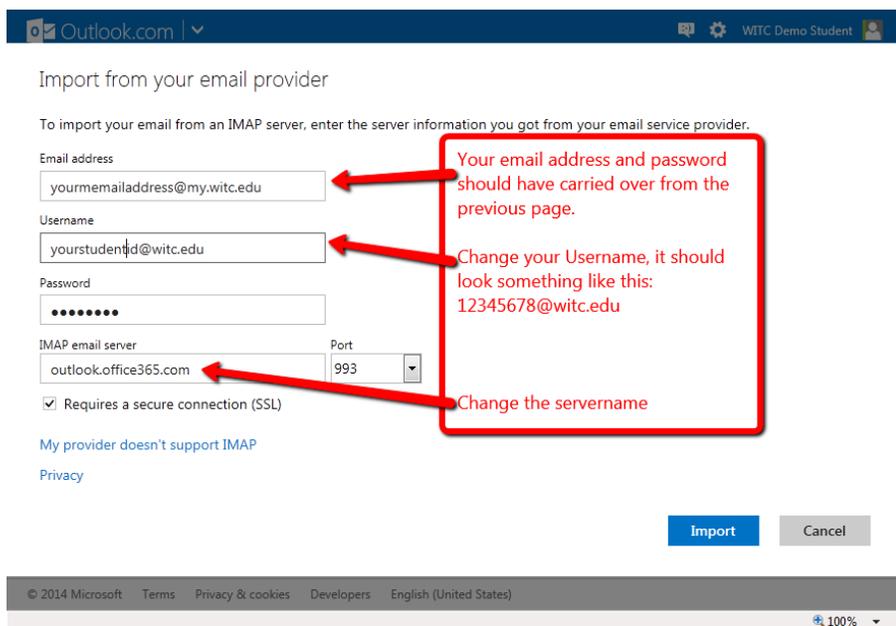
[Advanced options](#)

[Privacy](#)

Import Cancel

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On the advanced options page:



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Import from your email provider

To import your email from an IMAP server, enter the server information you got from your email service provider.

Email address
youremailaddress@my.witc.edu

Username
yourstudentid@witc.edu

Password
.....

IMAP email server
outlook.office365.com

Port
993

Requires a secure connection (SSL)

[My provider doesn't support IMAP](#)

[Privacy](#)

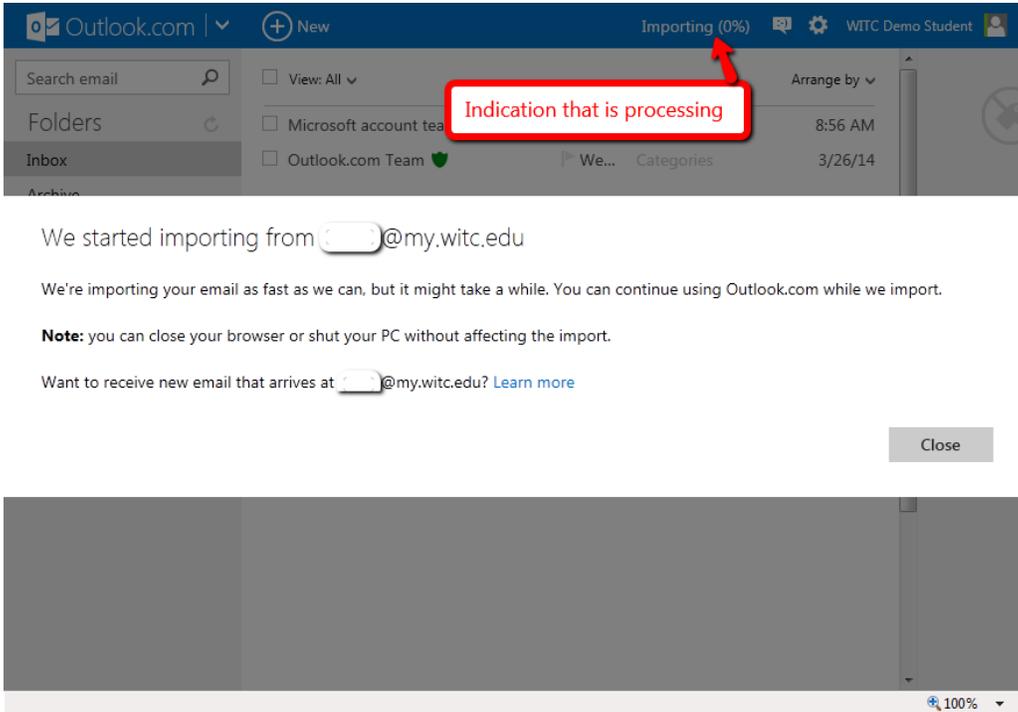
Import Cancel

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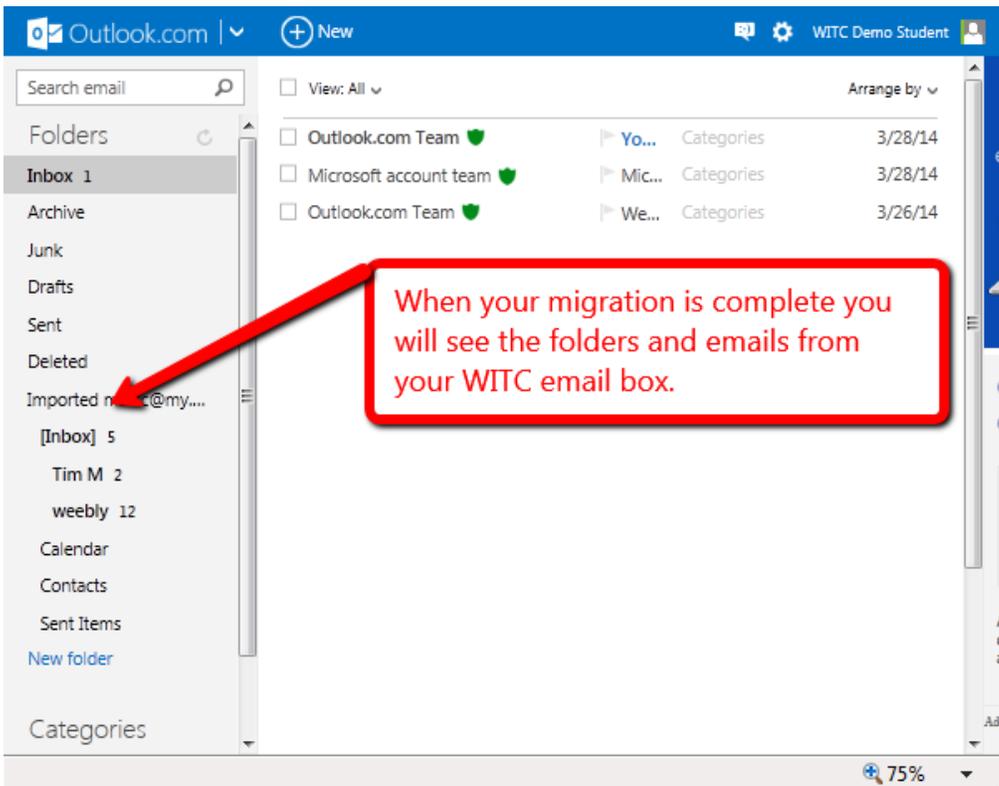
Once the changes have been completed, click import

You will see a message that says it is checking your email account.

As soon as the migration process begins to process your emails you will see a message similar to this:



The import can take a few hours depending on the size of your mailbox.



This process only migrates your email.