# Move Student EMAIL to Outlook.com
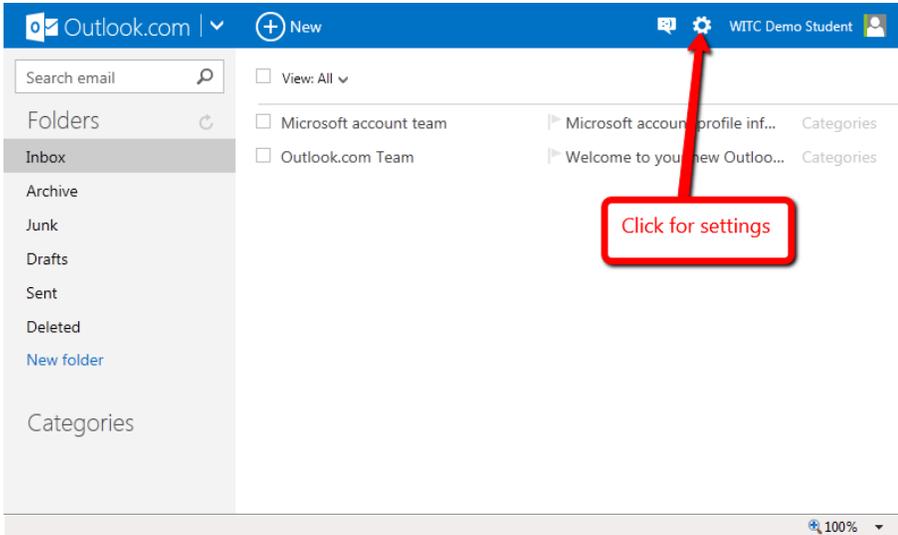
***Before beginning the migration DELETE any unnecessary emails and EMPTY your deleted folder in your student email, this will speed up the migration process. ***
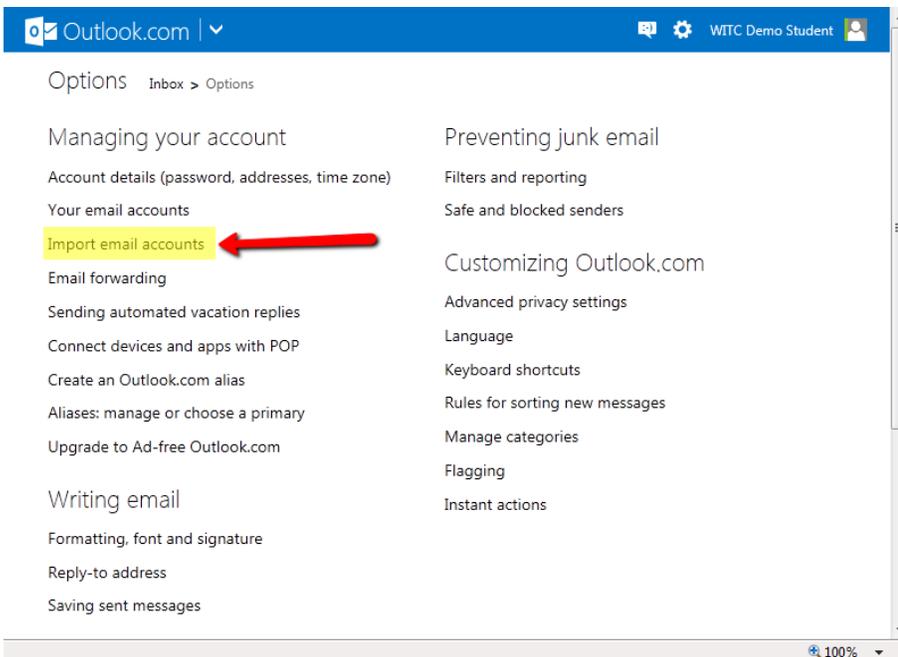
Create an email account at Outlook.com

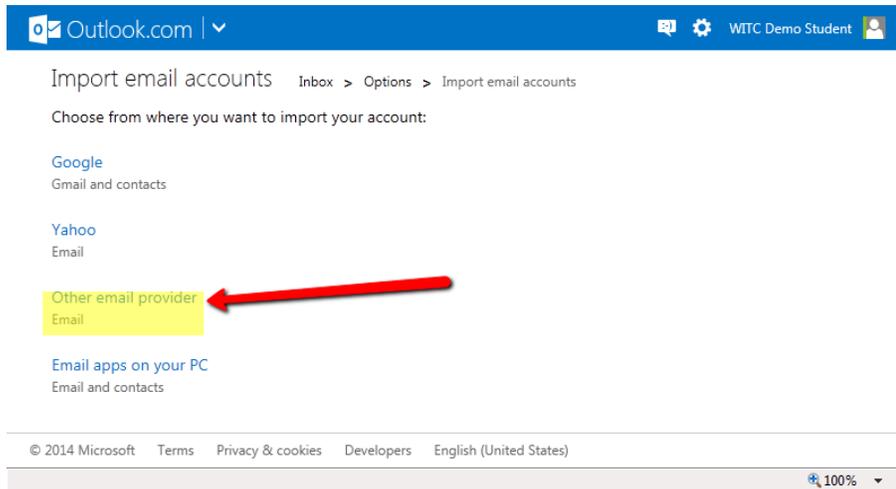Once in your account click on the settings cog in the upper right hand corner:



Choose options in the drop down

On the Options page choose Import email accounts:

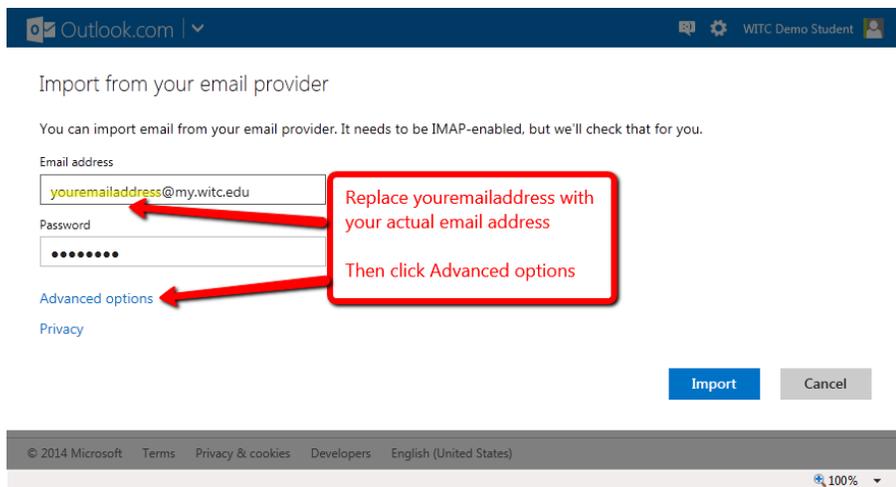On the Import email accounts page Choose Other Email Provider

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

Replace youremailaddress with your actual email address

Then click Advanced options

On the advanced options page:
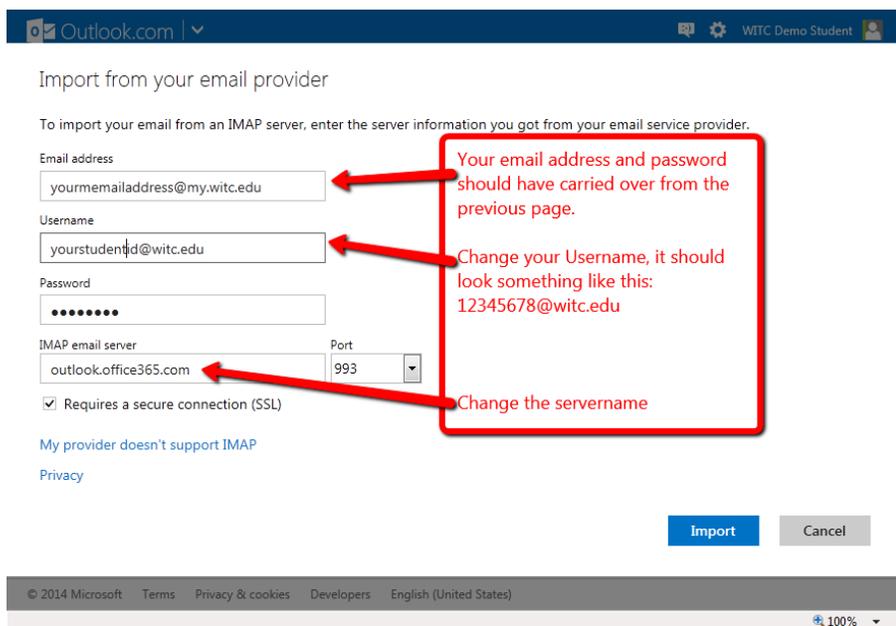
Your email address and password should have carried over from the previous page.

Change your Username, it should look something like this: 12345678@witc.edu

Change the servername

Once the changes have been completed, click import

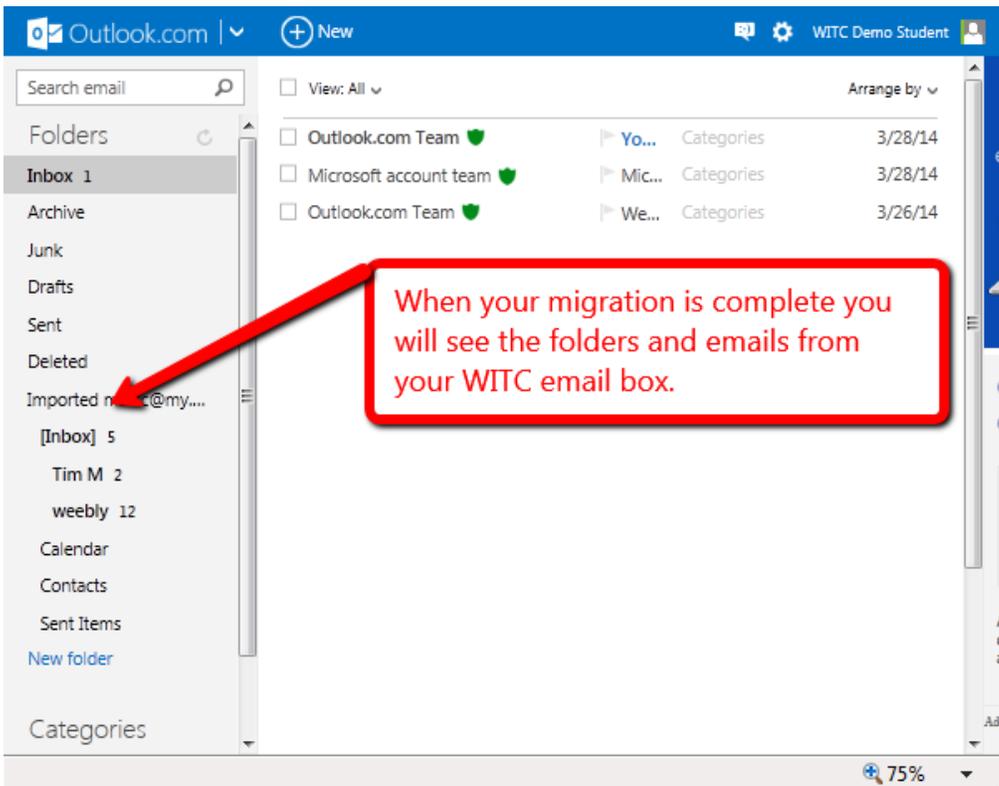You will see a message that says it is checking your email account.

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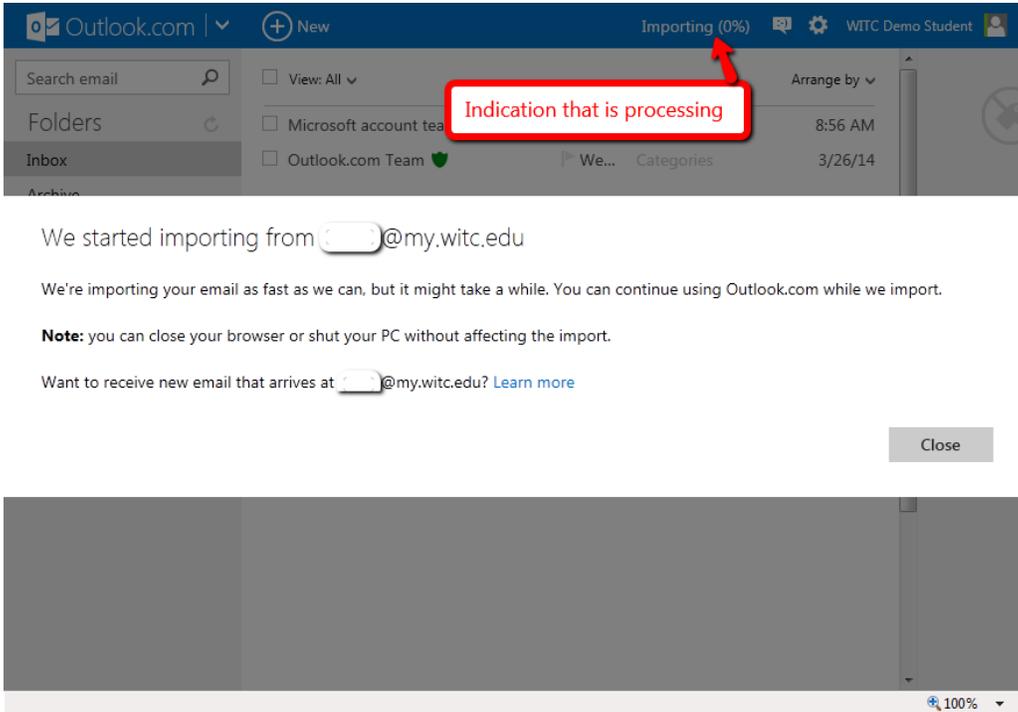


The import can take a few hours depending on the size of your mailbox.



**This process only migrates your email.**