



Office 365 Alumni Email Migration

Please complete the following three steps to ensure that your emails and contacts are migrated over to Office 365. For Alumni 2011-2013, please note that after **February 28, 2022**, you will no longer have access to your old MtA Webmail account, and anything not migrated over will be lost.

STEP 1 – Organize your old Webmail messages.

We recommend cleaning up and organizing your email in Webmail to minimize the number of messages that you will move to your Office 365 Alumni email account.

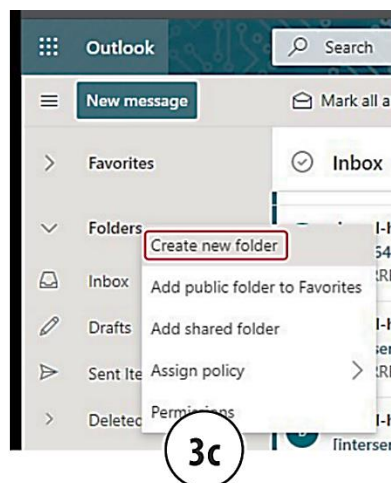
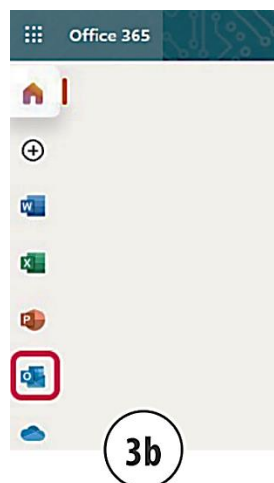
A good strategy is to **put all the messages you plan to move to Office 365 in a single folder.**

STEP 2 – Request an Office 365 account to be setup.

Contact alumni@mta.ca with the email subject line, “Request Office 365”. Include your name and grad year in the email. You will be contacted once the account is ready for you to proceed to STEP 3.

STEP 3 – Set up Office 365 to receive the messages you will move from Webmail.

- Log in to Office 365 at **portal.office.com** using your MtA email (e.g. [userid@mta.ca](mailto:user@mta.ca)) and password.
- Click the blue Outlook icon on the left side.
- Right-click on **Folders** and select “**Create new folder**”. Name the folder “Old email” and press enter.



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- d. Click the gear icon in the top right-hand corner and choose “View all Outlook settings” at the bottom.
- e. Select “Mail”, then “Rules”, then “+Add new rule”.
 - Name the new rule “Move old email”
 - For “Add a condition”, select “**Message header includes**” (found under “Keywords”), and type “**Resent-From:**” in the box.
 - For “Add an action”, select “**Move to**”, and choose the new folder you created (“Old email”).
 - Click “**Save**”, and then exit out of the settings window.

The screenshot displays the Outlook settings interface. On the left, the 'Settings' pane is open to 'Mail' > 'Rules'. The main area shows a new rule being configured:

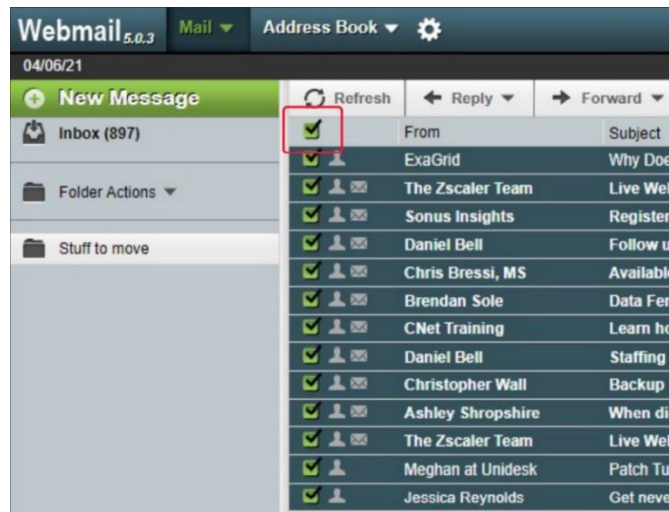
- Rule Name:** Move old email
- Condition:** Message header includes Resent-From:
- Action:** Move to Old email

At the bottom, the 'Stop processing more rules' checkbox is checked, and the 'Run rule now' checkbox is unchecked.

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STEP 4 – Move your email from Webmail to Office 365

- a. In Webmail, go to the folder you put all the messages you want to move to Office 365. If you have a large number of messages, you must **select a maximum of 30 messages at a time**. Unfortunately, Microsoft Office has hard limits of 30 messages per minute and 1300 messages per hour. By sending in batches of 30, you can avoid messages being rejected for delivery.



- b. Click on “**Forward**” and choose “**Redirect**” from the menu.
- c. Enter your Office 365 Alumni email address (e.g. [userid@mta.ca](mailto:user@mta.ca)) and click “Redirect”.
- d. In a few minutes you will find your messages in the “Old email” folder you created in Office 365 email account.

