

## **Microsoft 365 Alumni Email Migration**

Please complete the following three steps to ensure that your e-mails and contacts are migrated over to Office 365. Please note that after October 30, 2021 you will no longer have access to your old MtA webmail account, and anything not migrated over will be lost.

### MOVING YOUR OLD E-MAIL TO MICROSOFT 365

#### Step 1 - Organize your old Webmail messages

We recommend cleaning up and organizing your e-mail in Webmail to minimize the number of messages that you will move to your Microsoft 365 Alumni e-mail account.

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

Step 2 – Request an Office 365 account to be setup by contacting alumni@mta.ca. Subject line of the e-mail should be "Request Office365" and include your name and grad year in the e-mail. You will be contacted once the account is ready for you to proceed to step 3.

#### Step 3 – Set up your Microsoft 365 mailbox to receive the messages you will move from Webmail

- a. Log in to Microsoft 365 at portal.office.com using your MtA e-mail address (e.g. userid@mta.ca) and password.
- b. Click the blue Outlook icon on the left side.
- c. Right-click on Folders and select Create new folder.



Name the folder "Old email" and press Enter

# **Microsoft 365 Alumni Email Migration**

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", the "+ Add new rule"

Name the 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 folder you created ("Old email")

Settings	Layout	Rules
	Compose and reply	
🖏 General	Attachments	Move old email
🖾 Mail	Rules	
Mail       Calendar       β <sup>2</sup> People       View quick settings	Sweep Junk email Customize actions Sync email Message handling Forwarding Automatic replies Retention policies S/MIME	Add a condition  Message header includes Add another condition  Add an action  Move to Add an exception  Add an exception  Stop processing more rules
	Groups	Run rule now

f. Click "Save", and then click the "X" on the top tight to close the "Settings" window.

### Step 4 - Move your e-mail from Webmail to Microsoft 365

**a.** Select all the messages in the folder containing the messages you want to move to Microsoft 365. You can select all the messages in a folder at once by clicking on the checkbox at the top of the folder.

Webmail 5.0.3	Mail 🔻	Address Book 🔻	<b>.</b>	
04/06/21				
New Messa	ige	C Refresh	← Reply ▼	➡ Forward ▼
(1) Inbox (897)		<b>S</b>	From	Subject
			ExaGrid	Why Does
Folder Actions 🔻		🗹 土 📼	The Zscaler Team	Live Web
		<b>× ×</b>	Sonus Insights	Register l
Stuff to move		M 🗶 📼	Daniel Bell	Follow up
		🗹 上 📼	Chris Bressi, MS	Available
		🗹 土 📼	Brendan Sole	Data Fend
		<b>× ±</b> ∞	CNet Training	Learn how
		🗹 上 📼	Daniel Bell	Staffing N
		🗹 上 📼	Christopher Wall	Backup S
		🗹 土 📼	Ashley Shropshire	e When did
		🗹 上 📼	The Zscaler Team	Live Web
		<b>⊠</b> ⊥	Meghan at Unides	C Patch Tue
		<b>⊠</b> ⊥	Jessica Reynolds	Get never



## **Microsoft 365 Alumni Email Migration**

**b.** Click on "Forward" and choose "Redirect" from the menu.

c. Enter your Microsoft 365 Alumni e-mail address (e.g. userid@mta.ca) and click "Redirect".



In a few minutes you will find your messages in the "Old email" folder you created in Microsoft 365 e-mail account.

