

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

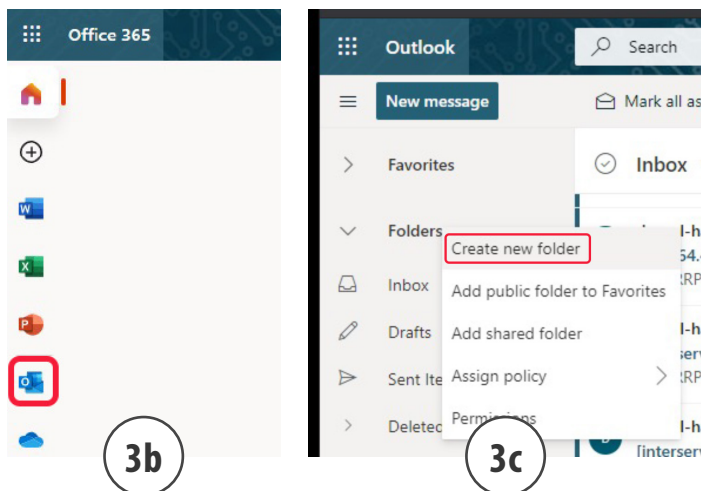
We recommend cleaning up and organizing your e-mail in Webmail to minimize the number of messages that you will move to your Microsoft 365 Alumni e-mail account.

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. user@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



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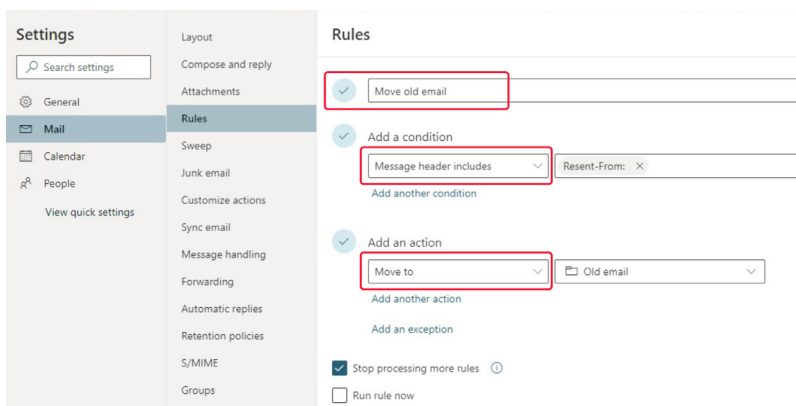
d. Click the gear icon in the top right-hand corner and choose "View all Outlook settings", at the bottom

e. Select "Mail", then "Rules", 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.

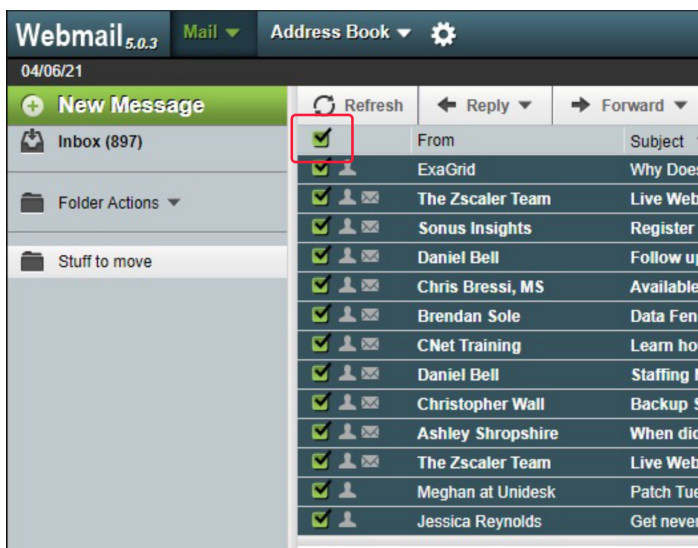
For "Add an action", select "Move to", and choose the folder you created ("Old email")



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

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

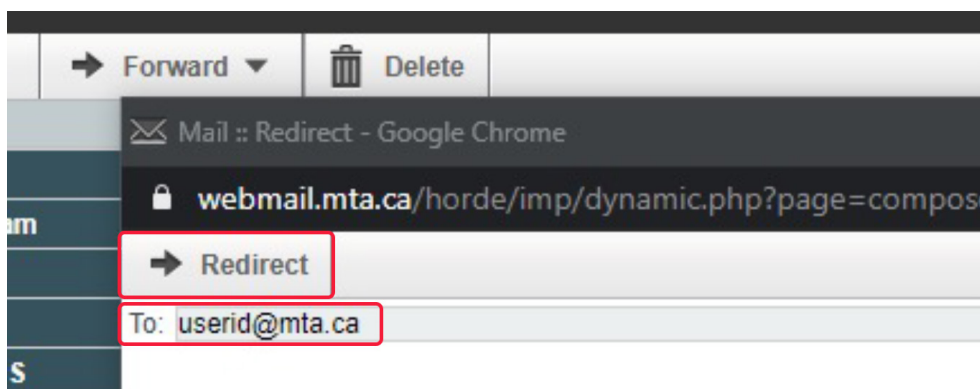
a. Select all the messages in the folder containing the messages you want to move to Microsoft 365. You can select all the messages in a folder at once by clicking on the checkbox at the top of the folder.





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- 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.