

## Transfer email folders to new email account on MAC

### Students - Self help guide

This document will explain how to transfer your email folders from your old **@email.ulster.ac.uk** email account to your new one **@ulster.ac.uk** using Microsoft Outlook 2016 to produce a local Personal Storage Table (.pst) file.

NB: Microsoft Outlook must be running locally on the Mac. Outlook is part of the office 365 package which is available free to students, see link below for details:

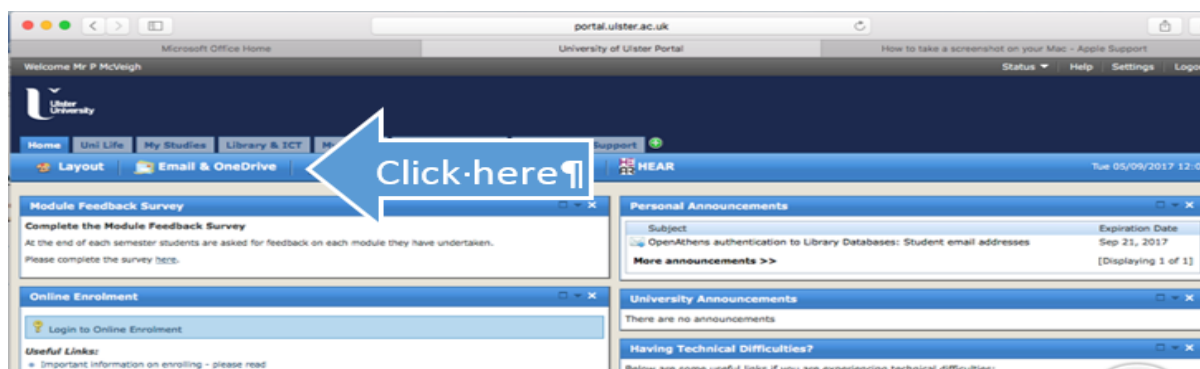
<https://www.ulster.ac.uk/isd/students/software-downloads-and-offers/free-office-365-proplus-for-students>

You need to know your @email.ulster.ac.uk address and associated Office 365 password and your new @ulster.ac.uk address and network password (as used for the Portal).

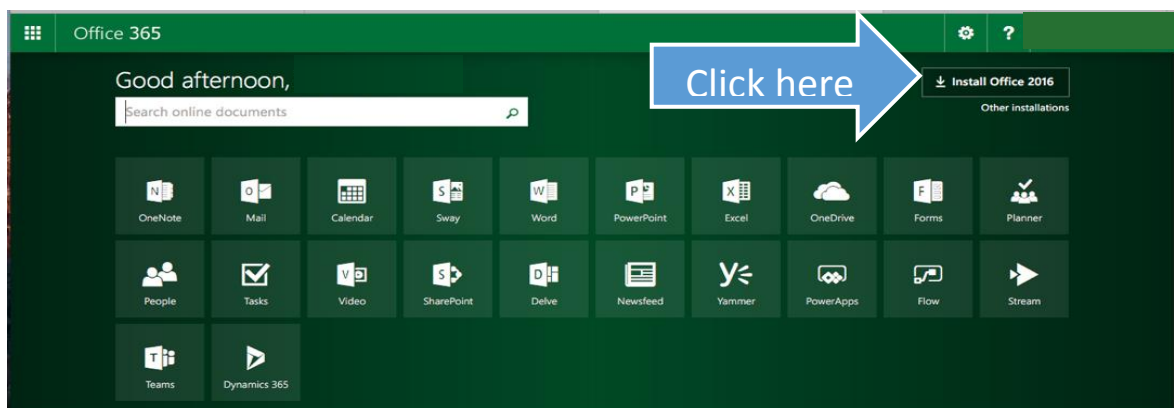
For guide purposes we have used **surname-initials**, this should always be replaced with your details

If Outlook or Office 365 have already been installed on your machine, **skip to step 7**.

1. Log in to student portal at <https://portal.ulster.ac.uk>
2. Click on 'Proceed to Office 365 login page'.

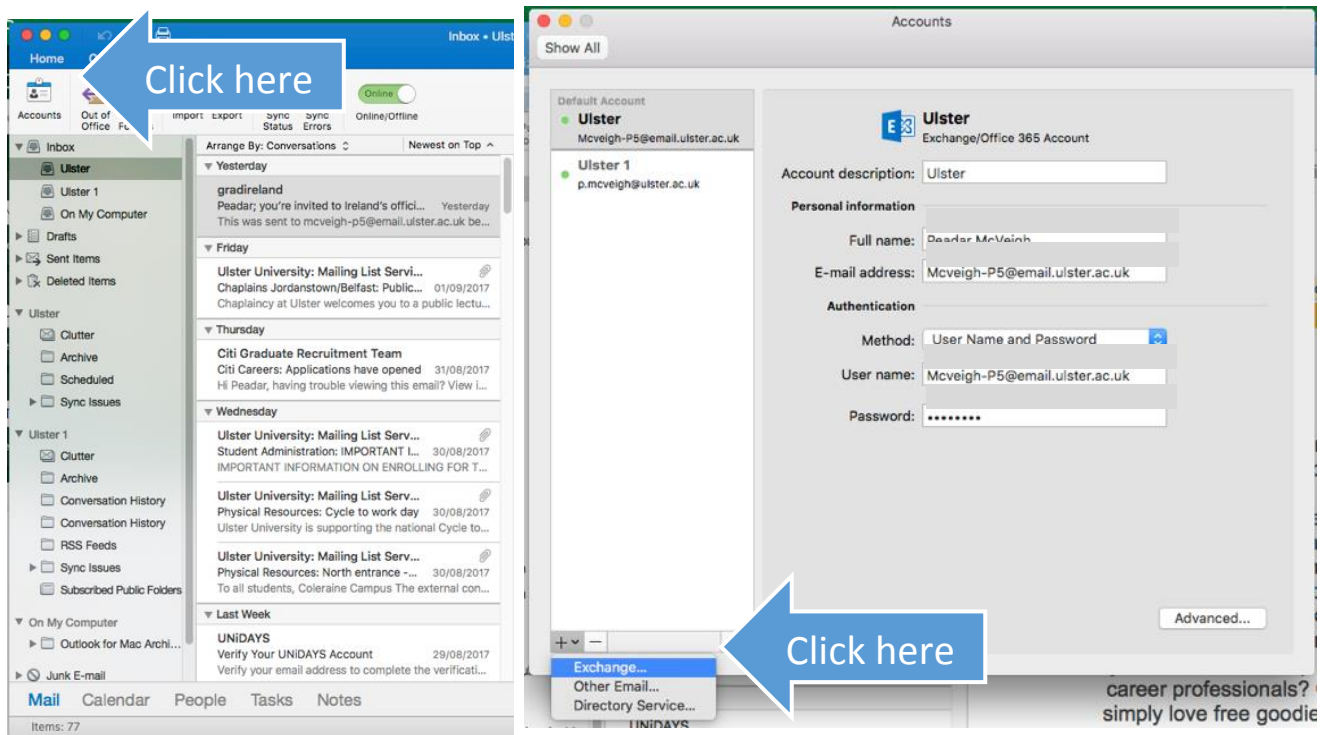


3. Login using your student email. – **surname-initials@ulster.ac.uk** and network password
4. Select Install Office 2016

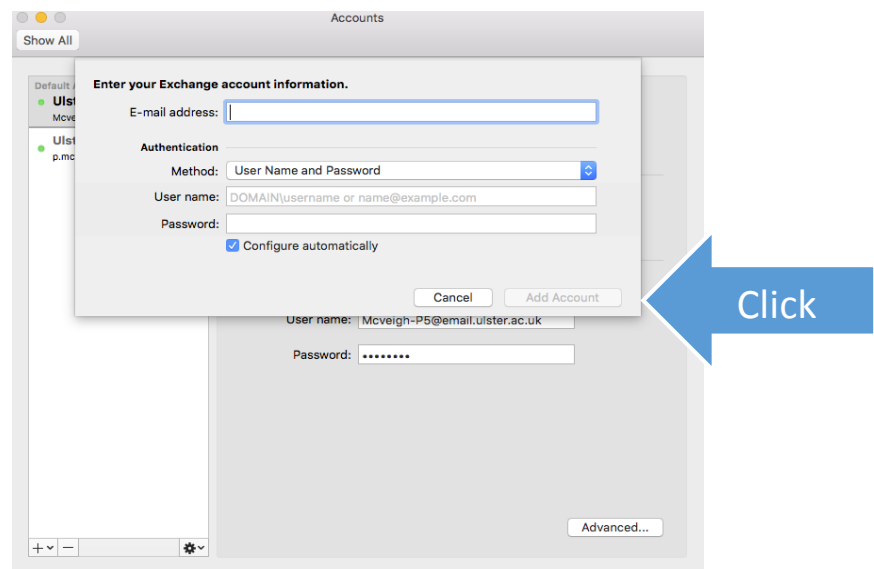


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5. Follow the instructions provided to install Office 2016.
6. Open Outlook and login using your **surname-initials@email.ulster.ac.uk** email account and Office 365 password. Outlook will now display your old account folders.
7. To Add your new account click on Tools – Accounts – Click on the + icon in the bottom left corner – Click on Exchange..

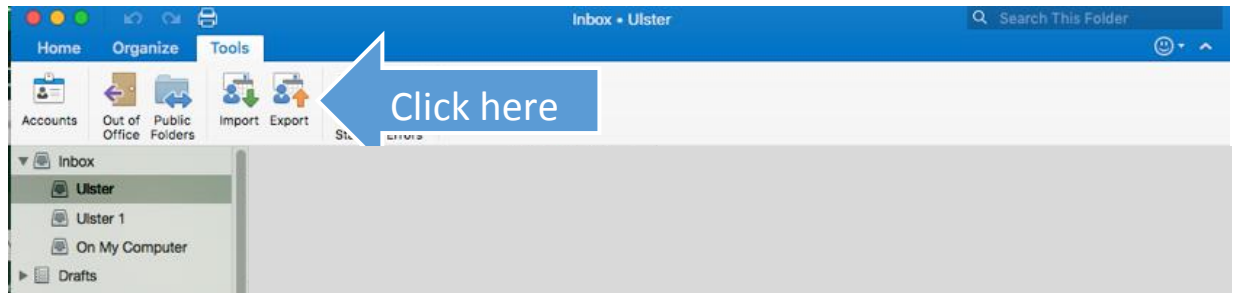


8. Enter your new account address **surname-initials@ulster.ac.uk**, then type in your user name and password, and finally select Add Account.

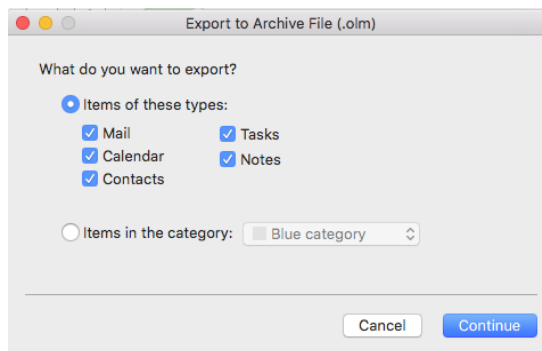


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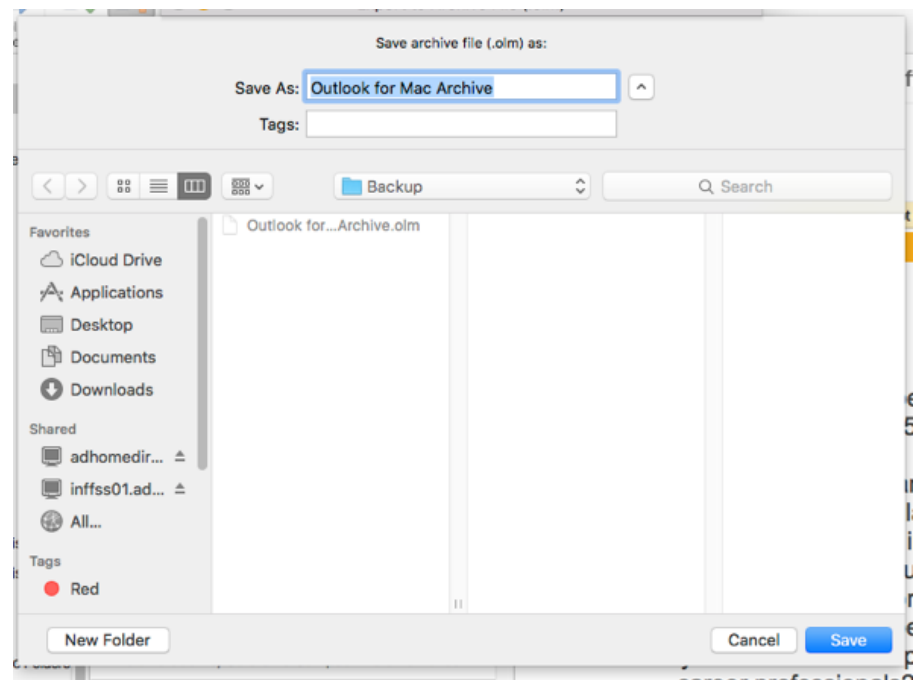
- When account is added select Tools and then select 'Export'.



- 'Items of these types' should already be selected but if not click to select then click continue.

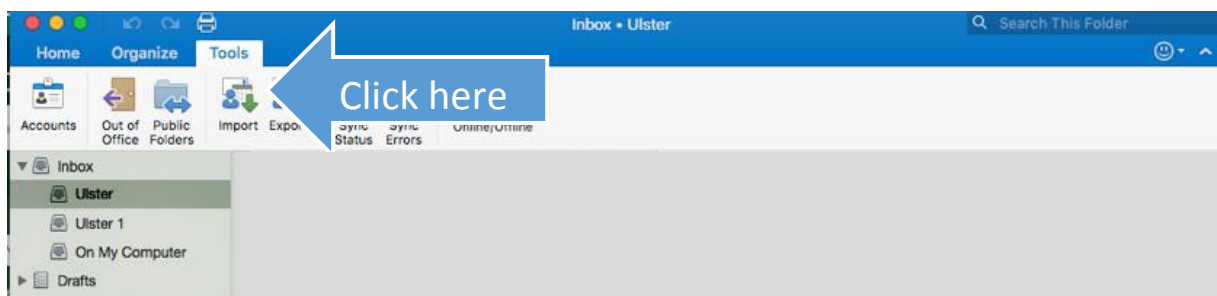


- Save the file as an 'Outlook for Mac Archive (.olm)' in a secure location within your files.

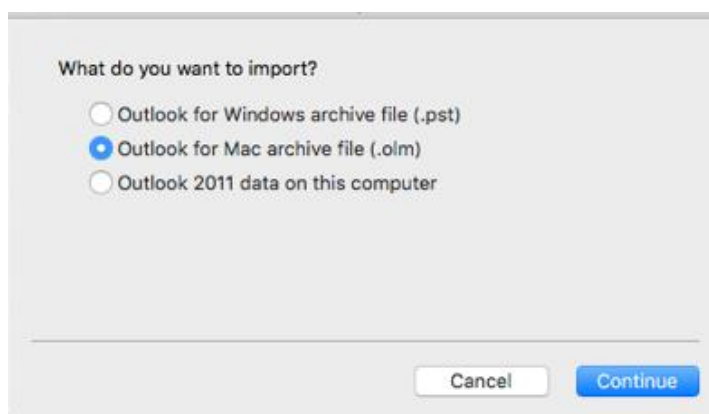


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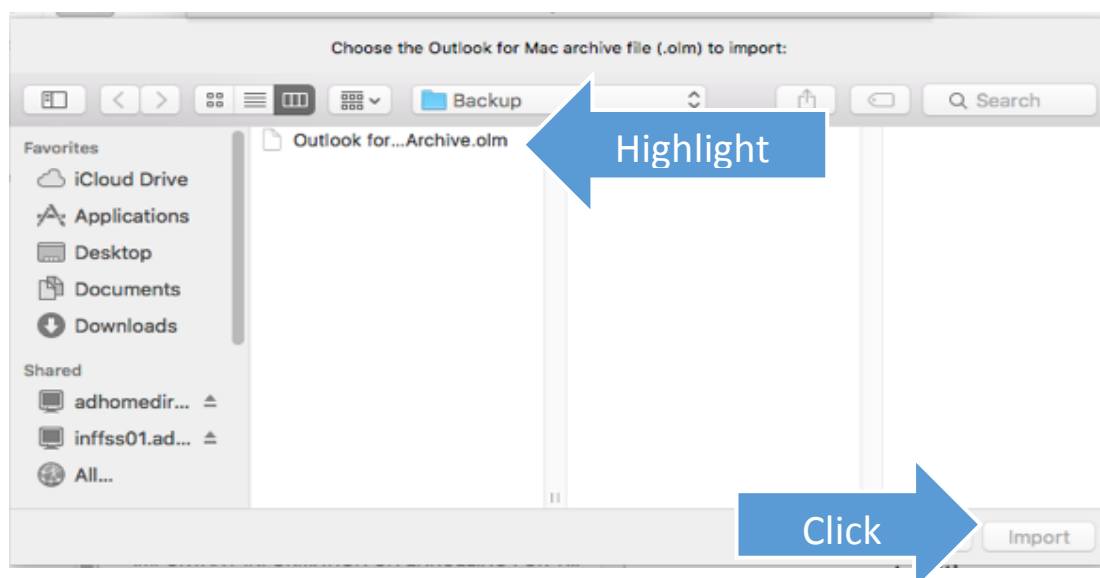
- Once complete select Continue.
- From your **surname-initials@ulster.ac.uk** account, go into Tools and Import.



- Select 'Outlook for Mac archive file (.olm)' and then click continue.



- When complete, select the olm file created in step 11 and click Import.



- Wait for import to finish then click Continue and finally click Finish.
- The folders should now appear under the **surname initials@ulster.ac.uk** account.