

Transfer email folders to new email account

Students - Self help guide

This document will explain in four stages 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 to produce a local Personal Storage Table (.pst) file.

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

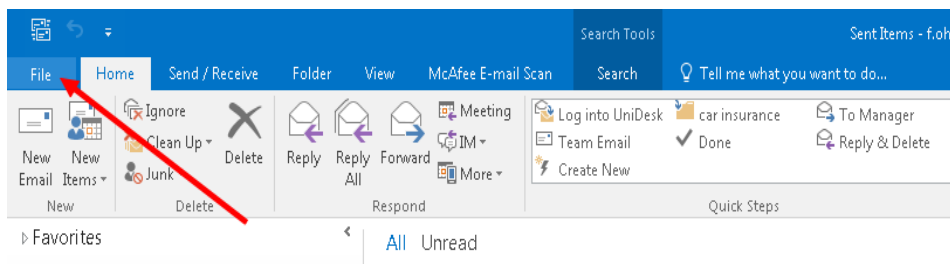
<https://www.ulster.ac.uk/isd/students/software-downloads-and-offers/free-office-365-proplus-for-students>

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).

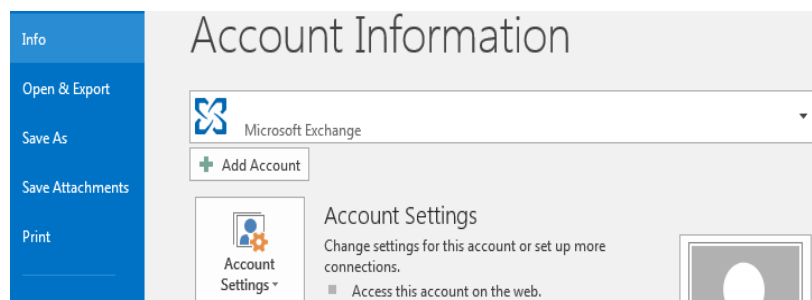
For guide purposes we have used **surname-initials**, this should always be replaced with your details

Stage1: To add your old @email.ulster.ac.uk mailbox

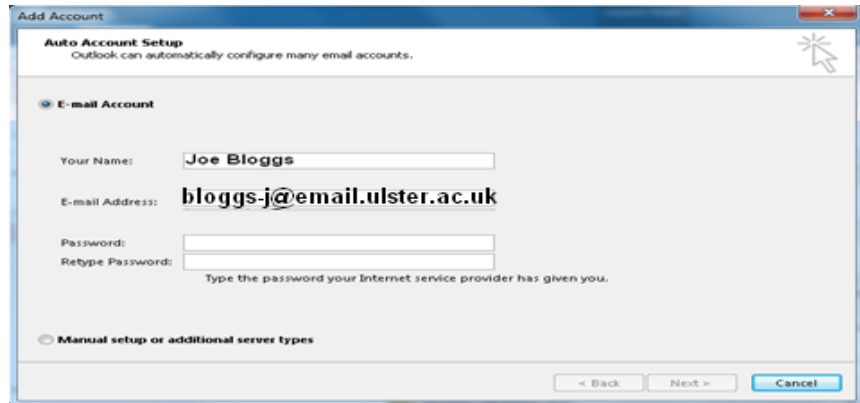
1. Open Outlook on PC
2. In top left hand corner of MS Outlook click [File]



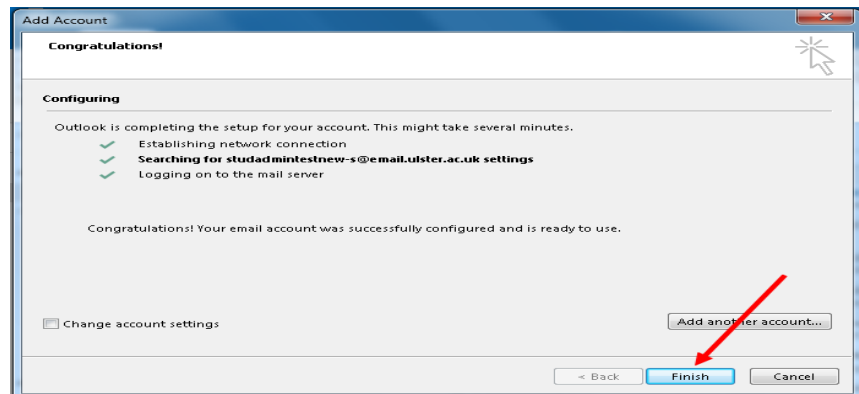
3. Click [Add Account]



4. Add your name and complete old account details (surname-initials@email.ulster.ac.uk). Then enter and confirm old email password, and click [Next]



5. Click Finish to complete setup
6. If prompted, Restart Outlook. Once reopened, the old account folders should be visible.

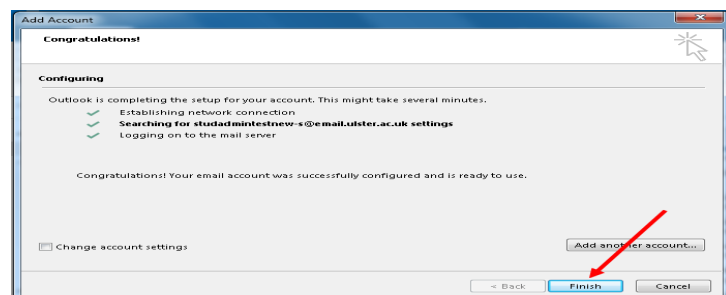


Stage2: To add your new @ulster.ac.uk mailbox

7. Repeat steps 2 and 3 in previous process
8. Complete information with (surname-initials @ulster.ac.uk) Enter and confirm the password and click [Next]

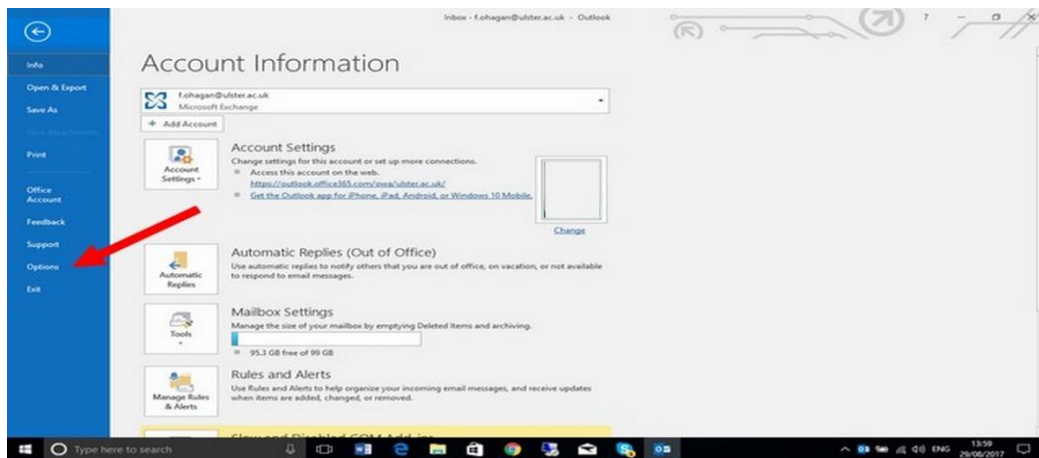


9. Click Finish to complete setup.
10. If prompted restart Outlook. Once reopened, the new account folders should be visible.

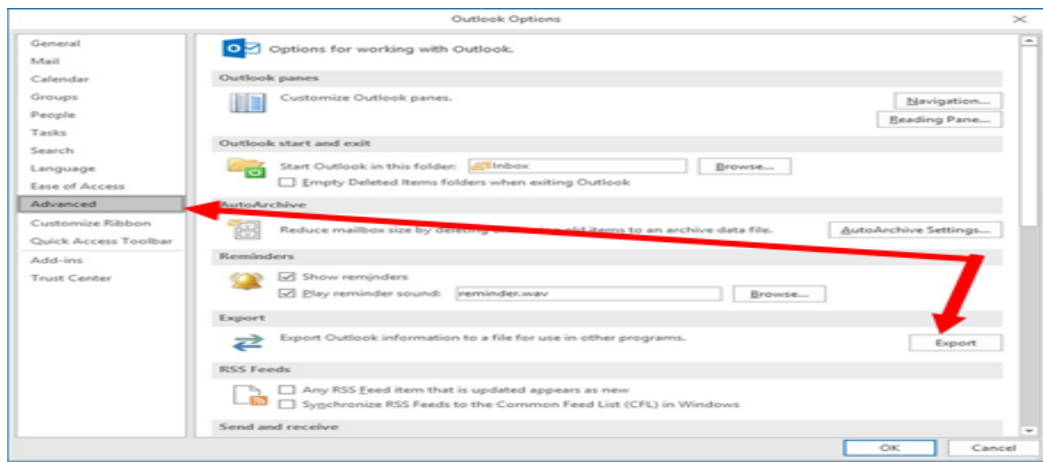


**Stage3: Create local .pst file to transfer information from
@email.ulster.ac.uk to @ulster.ac.uk**

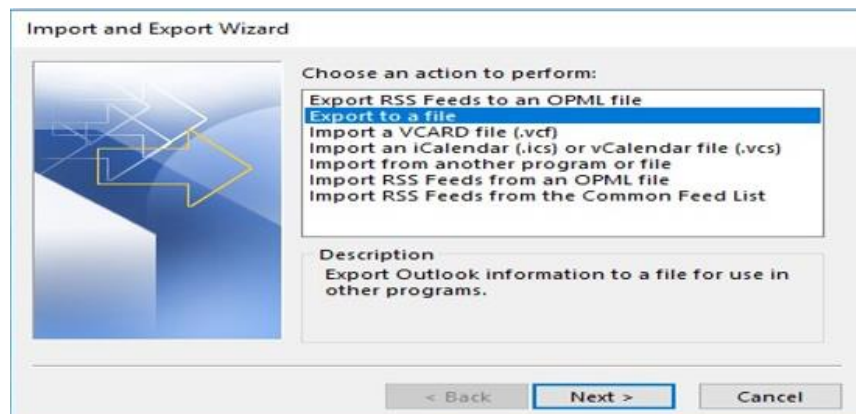
11. In top left hand corner of MS Outlook select [File] and click on Options



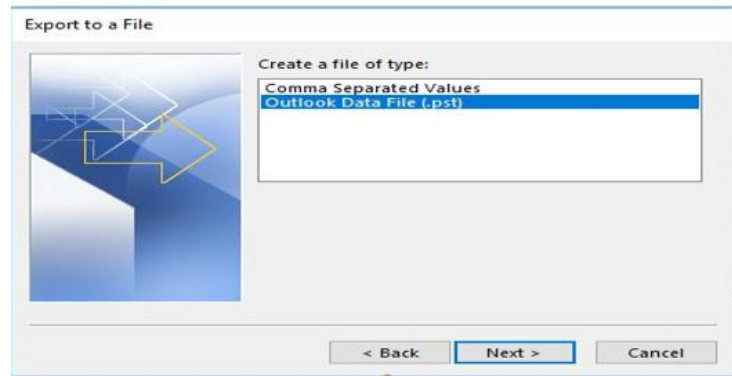
12. Choose [Advanced] and [Export] and click [OK]



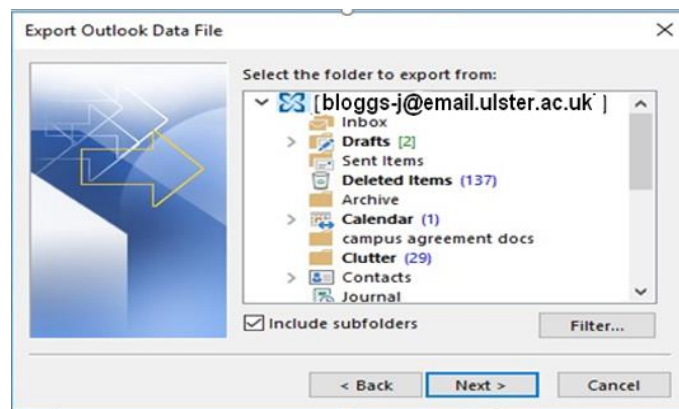
13. Select [Export to a file] and click [Next]



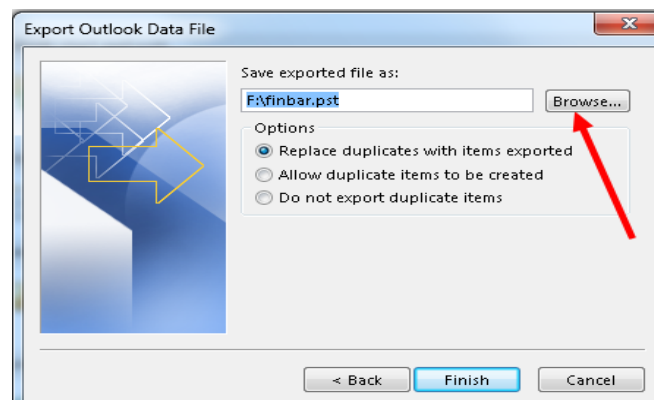
14. Select [Outlook Data File.(pst)] and click Next



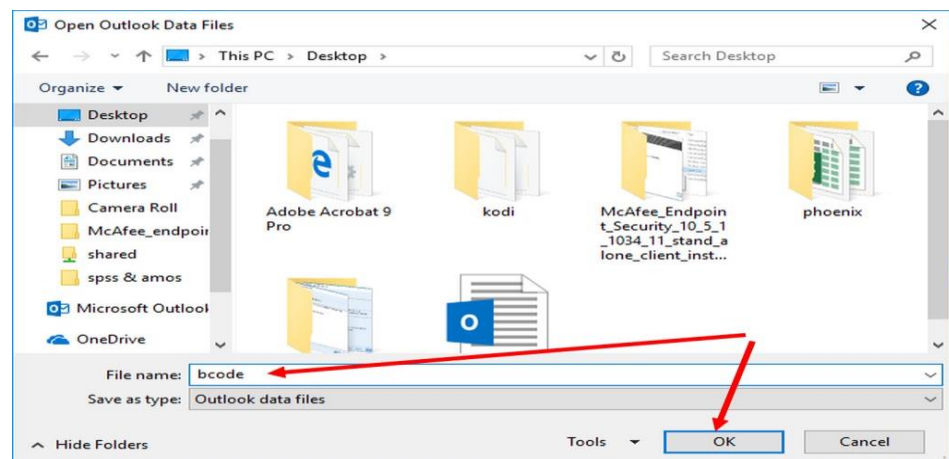
15. Select the old mail box (surname-initials@
email.ulster.ac.uk) or
particular folder(s) and
Click [Next]



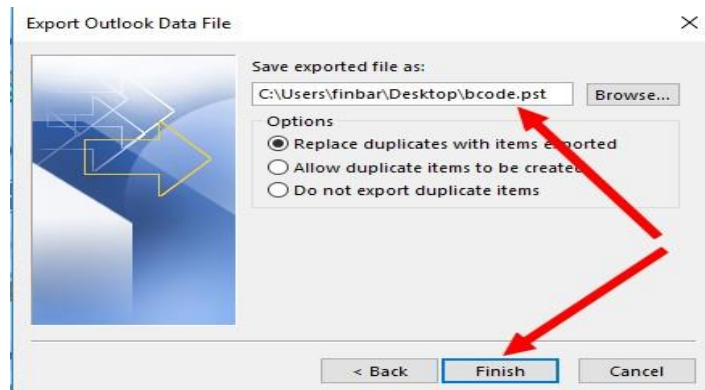
16. Click Browse



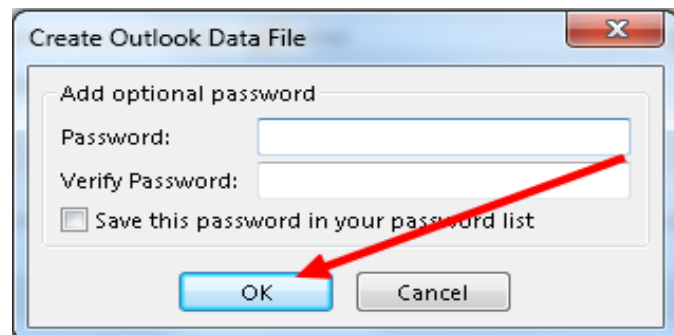
17. Select to
save to the
desktop, and
name the file
with your
BCode and
click OK.



18. Click Finish



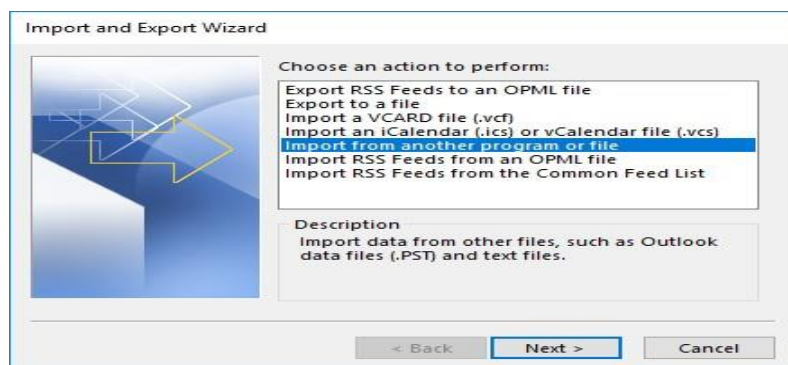
19. If requested to add a password, click OK to bypass. (If completing on an Office 365 clinic PC in library, your file will be deleted later during a nightly procedure).



20. A file will be created on the desktop named <bcode>.pst

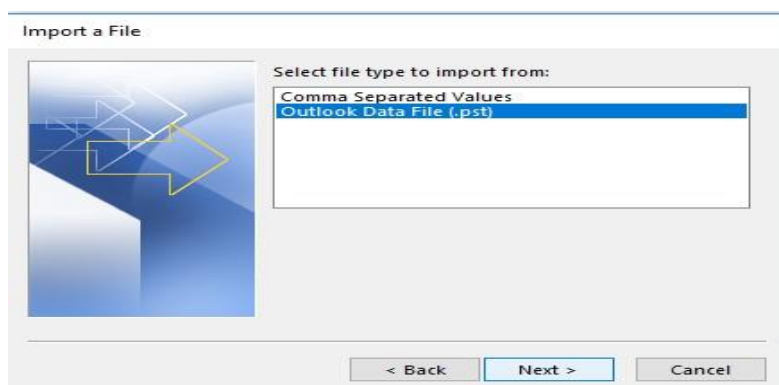
Stage4: Import .pst file into new @ulster.ac.uk mail account

21. Click on [File] – [Options – [Advanced] – [Export] (steps 11 and 12 above)

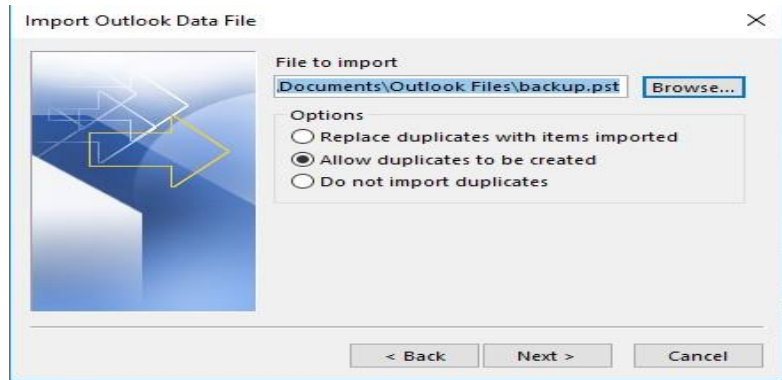


22. This time select [import from another program or file] and click [Next]

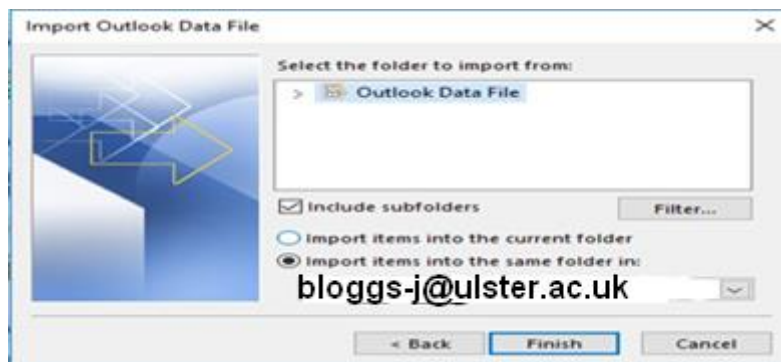
23. Select [Outlook Data File (.pst)] and click [Next]



24. Browse to find the .pst file you created and saved earlier on the desktop and click [Next]



25. Enter your new email address (**surname-initials@ulster.ac.uk**) and click [Finish]



26. The contents of your old e-mail folders should now appear in your new e-mail account.