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.

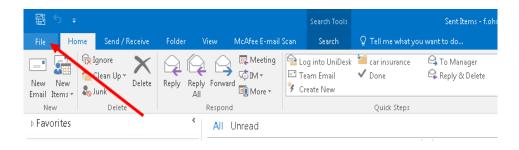
NB: Microsoft Outlook must be running locally on the PC. Outlook is part of the office 365 package which is available free to students, see link below for details: https://www.ulster.ac.uk/isd/students/software-downloads-and-offers/free-office-365-proplus-for-students

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]





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4.	Add your name	
	and complete old	Add Account
	account details	Auto Account Setup Outlook can automatically configure many email accounts.
	(surname-	E-mail Account
	<u>initials@email.</u>	
	ulster.ac.uk).	Your Name: Joe Bloggs
	Then enter and	E-mail Address: bloggs-j@email.ulster.ac.uk
	confirm old email	
		Password: Rebype Password:
	password, and	Type the password your Internet service provider has given you.
	click [Next]	
		Manual setup or additional server types
		< Dack Next > Cancel
Б	Click Finish to	Add Account
5.		Congratulations!
	complete setup	43
		Configuring
		Outlook is completing the setup for your account. This might take several minutes.
_		Establishing network connection Searching for studadmintestnew-s@email.ulster.ac.uk settings
6.	If prompted, Restart	Logging on to the mail server
	Outlook. Once	
	reopened, the old	Congratulations! Your email account was successfully configured and is ready to use.
	account folders	
	should be visible.	Change account settings Add another account
		< Back Finish Cancel

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

7. 8.	repeat steps 2 and 3 in previous process Complete information with (<u>surname-initials</u> <u>@ulster.ac.uk</u>) Enter	dd Account Auto Account Setup Cutlook can automatically configure many email accounts.	
	and confirm the password and click [Next]	Back Next > Cancel)
9.	Click Finish to complete setup.	Add Account Image: Congradulations! Congradulations! Image: Congradulations! Outlook is completing the setup foryour account. This might take several minutes. Image: Congradulations! Outlook is completing the setup foryour account. This might take several minutes. Image: Congradulations! Image: Congradulation of the mail several minutes. Image: Congradulation of the mail several minutes. Image: Congradulation of the mail several minutes. Image: Congradulation of the mail several minutes. Image: Congradulation of the mail several minutes. Image: Congradulation of the mail several minutes. Image: Congradulation of the mail several minutes. Image: Congradulation of the mail several minutes. Image: Congradulation of the mail several minutes. Image: Congradulation of the mail several minutes. Image: Congradulation of the mail several minutes. Image: Congradulation of the mail several minutes. Image: Congradulation of the mail several minutes. Image: Congradulation of the mail several minutes. Image: Congradulation of the mail several minutes. Image: Congradulation of the mail several minutes. Image: Congradulation of the mail several minutes. Image: Congradulation of the mail several minutes. Image: Congradulation of the mail several minutes. Image: Congradulation of the minutes. Image: Congrad minutes.	
10	If prompted restart Outlook Once reopened, the new account folders should be visible.	Congratulational Your email account was successfully configured and is ready to use. Change account settings Add another account. Back Finush Cancel	

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Stage3: Create local .pst file to transfer information from <u>@email.ulster.ac.uk</u> to <u>@ulster.ac.uk</u>

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

©			
into	Accou	nt Information	
Open & Export Save As	Kanagana Microsoft I		
Love All a beauty	+ Add Account		
Privil	Account Settings -	Account Settings Change settings for this account or set up more connections. Account Settings	
Office Account Feedback	-	https://isutlook.office/b5.com/ema/uhiter.ac.ok/	
		Shange	
Support Options Dat	Automatic Replies	Automatic Replies (Out of Office) Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to email messages.	
	Tools	Mailbox Settings Manage the size of your mailbox by emptying Deleted Items and archiving.	
	Manage Rules & Alerts	Rules and Alerts Use Rules and Alerts to help organize your incoming small messages, and receive updates when items are added, changed, or removed.	

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

	Outleek Options	\times
General Mail	Options for working with Outlook.	Ê
Calendar	Outlook panes	
Groups People Tasks	Customize Outlook panes. Bavigation. Beading Pane.	
Search	Outlook start and exit	
Language Ease of Access	Start Outlook in this folder: Index Browse Empty Deleted Items folders when exiting Outlook	
Advanced	Butofrebive	- 11
Customize Ribbon Quick Access Toolbar	Reduce mailbox size by determy on an old items to an archive data file.	54
Add-ins	Reminders	· ·
Trust Center	Show reminders Browse	
	Export	
	Export Outlook information to a file for use in other programs. Export	
	RSS Feeds	
	Any RSS Eeed item that is updated appears as new Synchronize RSS Feeds to the Common Feed List (CFL) in Windows	
	Send and receive	
	ок с	ancel

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



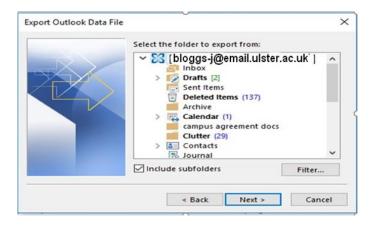
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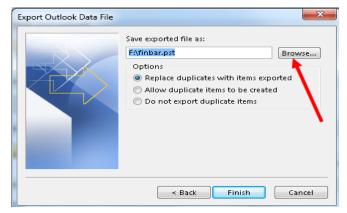
14. Select [Outlook Data File.(pst)] and click Next

Create a	file of type:		
Comma	Separated Va C Data File (.p	alues st)	

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



16. Click Browse



17. Select to Open Outlook Data Files × → ~ ↑ 🔜 > This PC > Desktop > save to the 4 Q New folder Organize 👻 desktop, and 🔜 Desktop 🛛 🖈 🐴 name the file Downloads A with your 🗎 Documents 🖈 9 Pictures BCode and Camera Roll Adobe Acrobat 9 Pro McAfee_Endp phoenix click OK. McAfee_endpoir t_Security_10_5_1 _1034_11_stand_a shared 📑 spss & amos Microsoft Outlool 0 ConeDrive File name: bcode Save as type: Outlook data files Tools -Cancel ∧ Hide Folders OK

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- 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

Create Outlook Data	a File	
-Add optional pass	sword	
Password:		
Verify Password:		
Save this password in your password list		
	Cancel	

Stage4: Import .pst file into new <u>@ulster.ac.uk</u> 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]

file (.vcs)
ed List
Outlook

Select file type to import from: Comma Separated Values Outlook Data File (.pst)
Outlook Data File (.pst)

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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]

Select the folder to import from:	
> 🗟 Outlook Data File	
Include subfolders	Filter
 Import items into the current Import items into the same fo bloggs-j@ulster.ac 	lder in:

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