

## How to transfer contents of old mailbox to new account

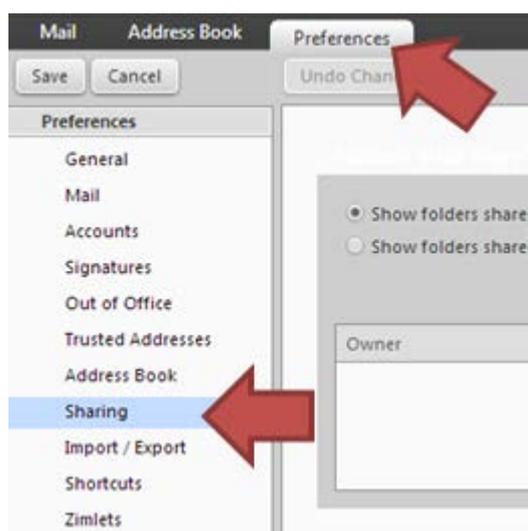
We explain the procedure for moving mail from an old account to the new account issued due to university admission etc. There are several methods explained, any of which will work. In this manual, we will explain the migration procedure from s1109999 to s1409999

### . <Method 1> Using the shared function of IMAP

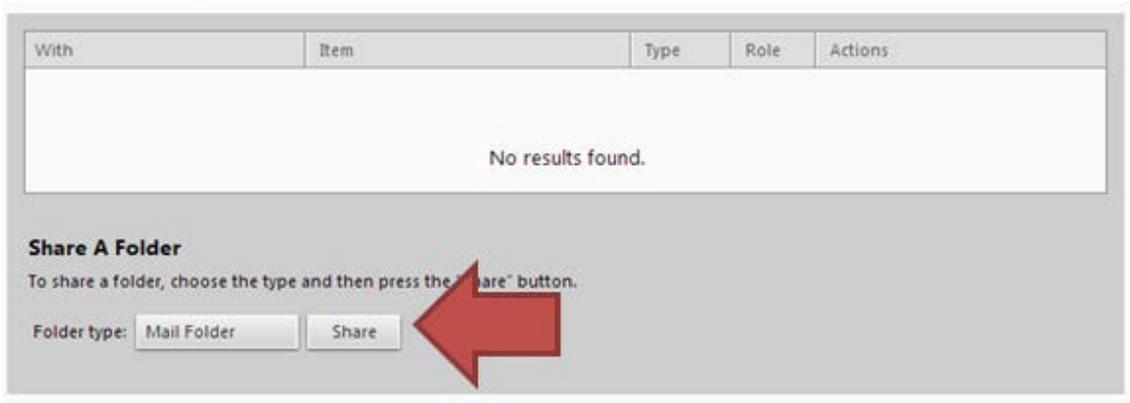
With this method, it is not necessary to download the archive to the client machine. This section explains the procedure using WebMail.

#### ● What to do in the old account:

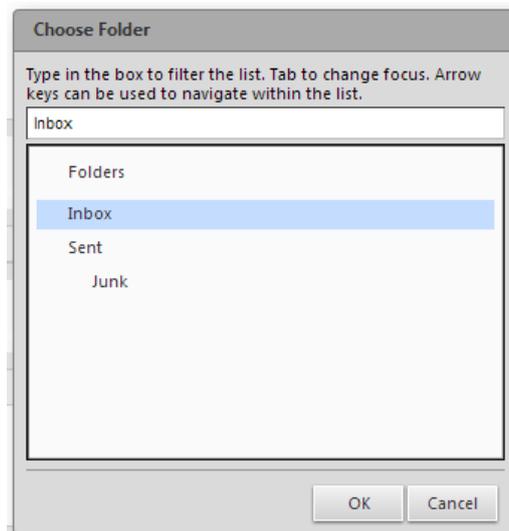
Open the sharing function from the Preferences tab and create a new shared folder. Select the mail folder as the share type and specify the folder to share.



Preferences tab and sharing option



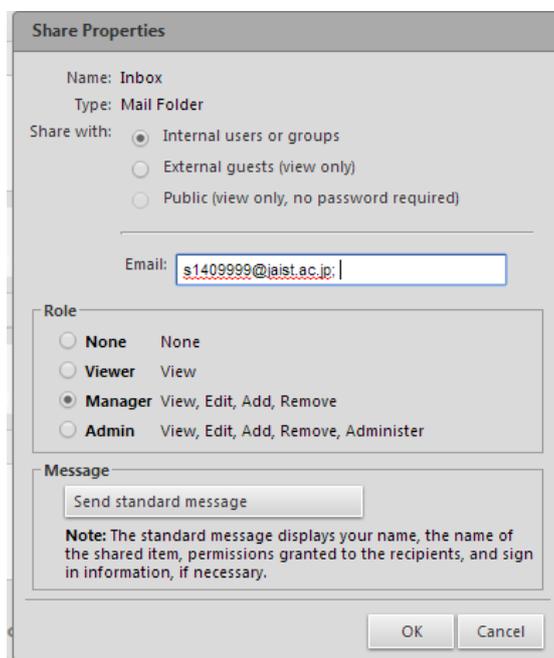
Create a new share



Specify the folder to share

**(Continued on the next page)**

For sharing properties, specify the address of the new account as the person to share. Also, please select "Administrator" for the role of sharing.



**Share Properties**

Name: **Inbox**  
Type: **Mail Folder**

Share with:

- Internal users or groups
- External guests (view only)
- Public (view only, no password required)

Email:

Role

- None None
- Viewer View
- Manager View, Edit, Add, Remove
- Admin View, Edit, Add, Remove, Administrator

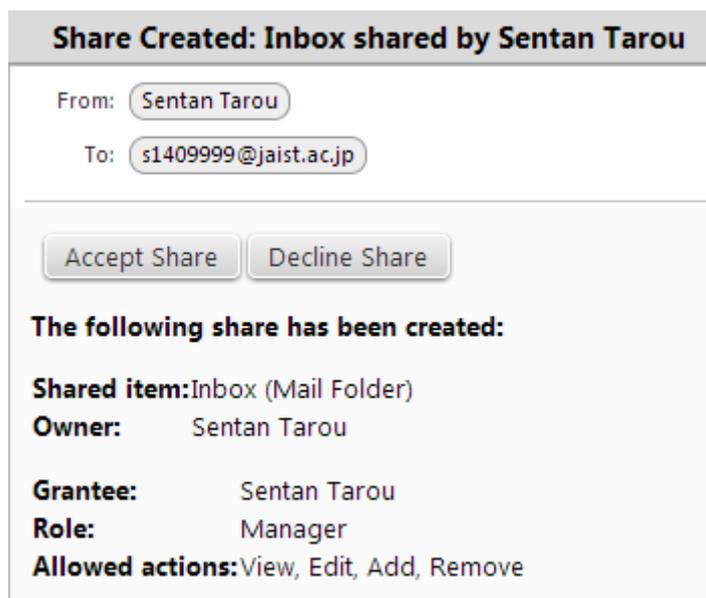
Message

**Note:** The standard message displays your name, the name of the shared item, permissions granted to the recipients, and sign in information, if necessary.

Sharing properties

- **What to do in the new account (s1409999)**

When you log in to your new account, you will receive an email to approve the sharing. In order to start sharing, please select "Accept sharing". When you accept the sharing, the sharing details and folder name settings screen will be shown.



**Share Created: Inbox shared by Sentan Tarou**

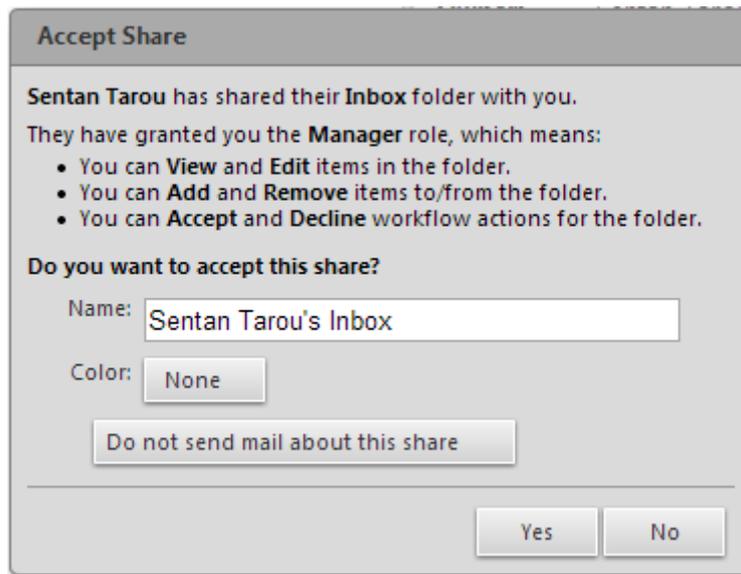
From:

To:

**The following share has been created:**

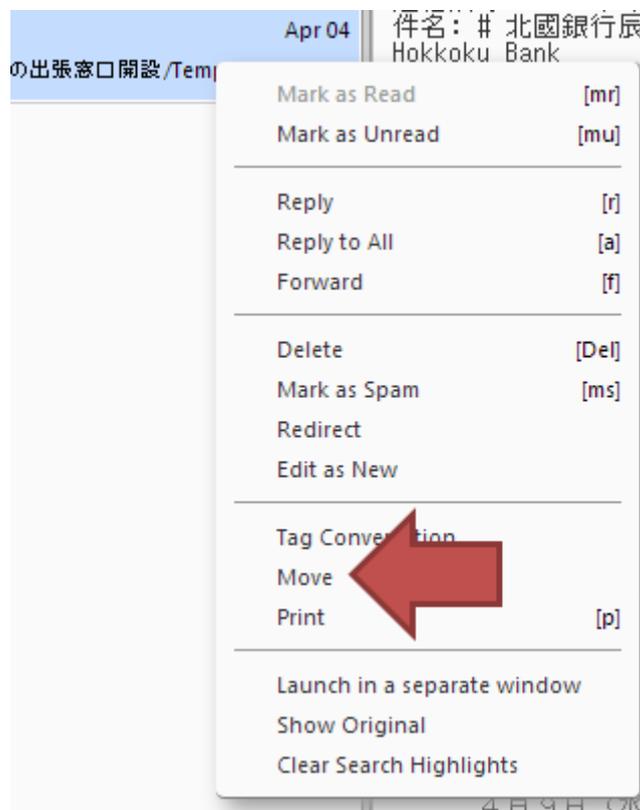
**Shared item:** Inbox (Mail Folder)  
**Owner:** Sentan Tarou  
**Grantee:** Sentan Tarou  
**Role:** Manager  
**Allowed actions:** View, Edit, Add, Remove

Accept share



Share details and folder name is displayed

When the sharing is completed, the shared folder is displayed in the folder list of the mailbox. After that, please move mail from the shared folder to the inbox by the usual procedure (right click and select “Move”). Mail in the shared folder will be deleted after receiving a notification from the IS center after a certain period of time.



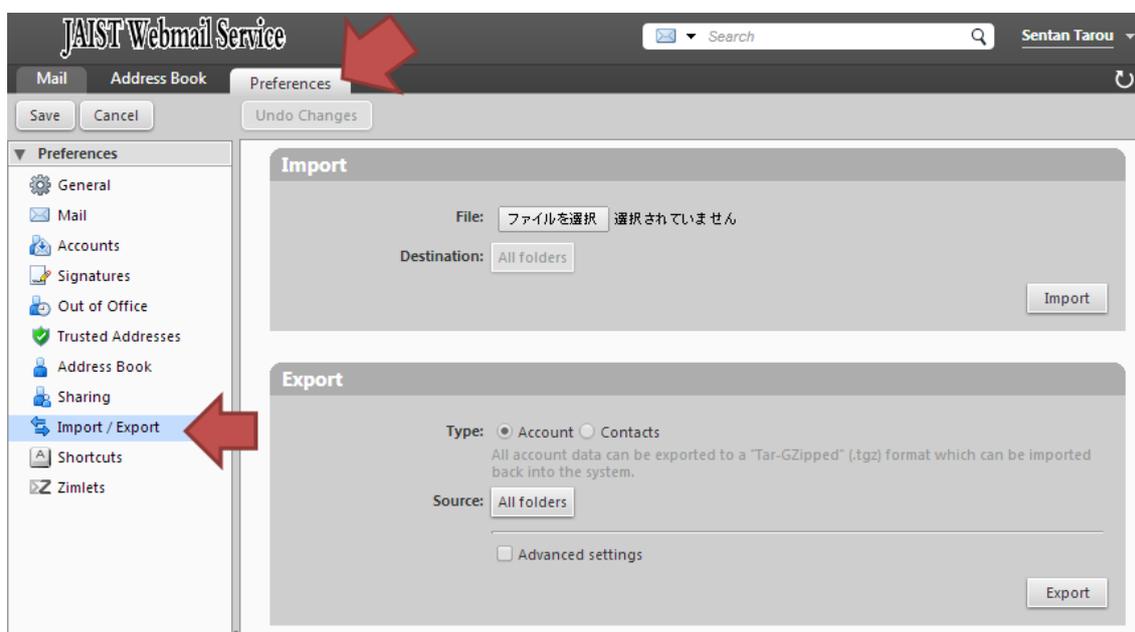
Operation menu

## <Method 2> Using the import / export function of WebMail

If you use IMAP to access campus e-mail, you can easily migrate data using the export/import functions in WebMail. In this method, however, it is necessary to temporarily download the data in the mailbox to the client PC in an archive format. Please keep in mind that the file size of the archive may be large depending on the usage status of the mailbox.

### ● What to do in the old account

After logging in to WebMail, select the import / export function from the Preferences tab.



Import / export function

In the "Export" options, specify the data to be extracted from the account. When migrating all the information on the account's mail service, please select "account" as the type and "all folders" as the source.

After specifying the options, click the export button to download the data.

**Export**

Type:  Account  Contacts

All account data can be exported to a "Tar-GZipped" (.tgz) format which can be imported back into the system.

Source: All folders

Advanced settings

Export

Export options

- **What to do in the new account**

After logging in to WebMail, select the import / export function from the Preferences tab. Select the archive you downloaded in the first step and import it. This completes the migration.

**Import**

File: Choose File No file chosen

Destination: All folders

Import