

Please complete the following three steps to ensure that your emails and contacts are migrated over to Office 365. For Alumni 2011-2013, please note that after **February 28, 2022**, you will no longer have access to your old MtA Webmail account, and anything not migrated over will be lost.



number of

the **folder**.

your name
proceed

Office 365 Alumni Email Migration

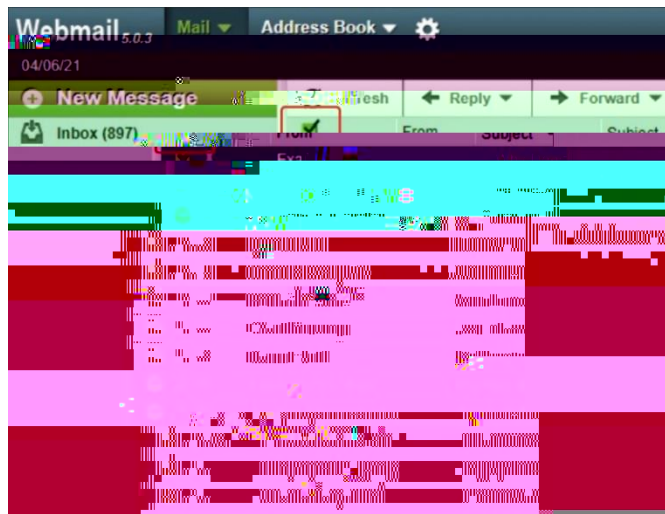
- d. Click the gear icon in the top right-hand corner and choose “View all Outlook settings” at the bottom.
- e. Select “Mail”, then “Rules”, then “+Add new rule”.
 - Name the new rule “Move old email”
 - For “Add a condition”, select “**Message header includes**” (found under “Keywords”), and type “**Resent-From:**” in the box.
 - For “Add an action”, select “**Move to**”, and choose the new folder you created (“Old email”).
 - Click “**Save**”, and then exit out of the settings window.



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STEP 4 Move your email from Webmail to Office 365

- a. In Webmail, go to the folder you put all the messages you want to move to Office 365. If you have a large number of messages, you must **select a maximum of 30 messages at a time**. Unfortunately, Microsoft Office has hard limits of 30 messages per minute and 1300 messages per hour. By sending in batches of 30, you can avoid messages being rejected for delivery.



- b. Click on **“Forward”** and choose **“Redirect”** from the menu.
- c. Enter your Office 365 Alumni email address (e.g. userid@mta.ca) and click **“Redirect”**.
- d. In a few minutes you will find your messages in the **“Old email”** folder you created in Office 365 email account.

