

On April 9, 2021, a new VCC mailbox was created for you in a new tenant. Do you have important emails you want to keep? If so, use the pebystep instructions from w to export emails from your old to new mailbox.

Do this before your ordailbox is decommissioned June 30, 2021; after which, the

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To move emails, Outlook desktop versionnust be used (Outlook Web App is not possible).

Choose the option that bestets your needs:

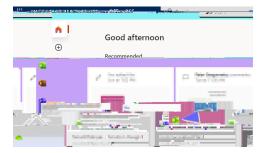
- A. Easy Option Use to move a few email
- B. Moderate Option Use to move many emails.
- C. Difficult Option Use to move all email

## A E D - Malan

1. Open a browser > Login to Outlook Web App with the

	<b>6</b> 1	<b>Fin</b>
D	[Your VCC studentD]@studentvcc.onmicrosoft.cdm	000186420@studentvcc.onmicrosoft.com
•	Your 6 digipassword from prior to April 9	122598

2. Click on Outlook to access your email



3. Selectan email > Forwardbutton> Enter your neWCC email address.





B **(4)** - **(4)** - **(4)** 

1. Open a browser > Login to Outlook Web App with the



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For this option, Outlookust beinstalled on your computer. If you already haveolkutl installed on your computer, is to Step 2.

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1. Open a browser > Login to Outlook Web App with the URL: | | Home > Install Office365 apps.

- 3. A Windows Security window opens and wizard begins connecting Outlook to Office365> Re-Enter your Username and passwd

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D	[Your VCC studentD]@studentvcc.onmicrosoft.cdm	000186420@studentvcc.onmicrosoft.com
•	Your 6 digit password from prior to April 9	122598

OK > Finishto complete the configuration process.

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- 4. From the Outlook ribbon, select Fil@pen & Export> Import/Export Export to a file Next > Outlook Data File (.pst) ⇒Next > Select the mail folder you want to back up > Next.
- 5. Choose a location and name for your backup>fflinish.
  - : To password protegour files, enter and confirm a password.

    The messages you keep in a .pst file are no different from other messages.

    You can forward, reply, or search through the stored messages the same as otheremail



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- 6. Start Outlook Next > Login. Enter in your V@mail address:

  > Con@ect > If prompted select Microstatit 365.
- 7. The wizard will begin the processcofinecting Outlook to Office 365. A Windows Security window will opeEnter your Username and password once more>OK > Finishto complete the configuration process.
- 8. File.

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