How to move email to your new @students.ecu.edu account with MAC Mail

1. Open Mail, and then do one of the following:
   - If you've never set up any e-mail accounts using Mail, the Welcome to Mail page appears. Go to step 2.
   - If you've already created e-mail accounts using Mail, on the Mail menu, click Preferences. On the Accounts tab, click the plus sign (+) at the bottom of the navigation pane to open the Add Account window.

2. On the Welcome to Mail or Add Account window:
   a. In the Full Name box, enter the name you want to display to people you e-mail.
   b. In the Email Address box, enter your @students.ecu.edu e-mail address.
   c. In the Password box, enter the password for your Outlook Live account, and then click Continue.

3. In the Incoming Mail Server window, enter the following:
   a. Next to Account Type, select POP or IMAP. You might want to use IMAP because it supports more features.
   b. In the Description box, enter a name that will remind you what this e-mail account is for.
   c. In the Incoming Mail Server box, enter the IMAP4 or POP3 server name. Enter outlook.com for the POP or IMAP server name.
   d. In the User Name box, enter your new @students.ecu.edu e-mail address.
   e. In the Password box, enter the password for e-mail account if it's not already shown in that field.
   f. Click Continue. Mail will test your connection to the incoming server using default settings.
4. If the **Incoming Mail Security** box appears, select **Use Secure Sockets Layer (SSL)**, and then click **Continue**.

5. In the **Outgoing Mail Server** window, do the following:
   a. In the **Description** box, enter the name for this mail server.
   b. In the **Outgoing Mail Server** box, enter the SMTP server name. If you access your e-mail account online using the outlook.com Web site, you can find the SMTP server name by signing in to your e-mail account at the following address: [https://pod51000.outlook.com/owa](https://pod51000.outlook.com/owa). After you sign in successfully, the address you entered will resolve to an address that contains the SMTP server name you need to use. For example, if the address resolves to [https://pod51005.outlook.com/owa](https://pod51005.outlook.com/owa), enter **pod51005.outlook.com** for the SMTP server name.
   c. Make sure the **Use only this server** check box is selected.
   d. Select the **Use Authentication** check box. In the **User Name** box, enter your @students.ecu.edu e-mail address. In the **Password** box, enter your password. Click **Continue**.
   e. Click **Continue**. Mail will test your connection to the outgoing mail server using default settings.

6. If the **Outgoing Mail Security** box appears, select **Use Secure Sockets Layer (SSL)**, and then click **Continue**.

7. If you’re using IMAP4, in the **Account Summary** box, make sure the **Take Account online** check box is selected, and then click **Create**.

8. If you’re using POP3, we recommend that you set up your client to keep a copy of the messages that you retrieve to your local computer on the server. This lets you access your messages from a different mail programs. To keep a copy of these messages on the server, do the following:
   a. In the **Account Summary** box, make sure the **Take Account online** check box isn’t selected, and then click **Create**.
   b. In Mail, on the **Mail** menu, click **Preferences**.
   c. On the **Accounts** tab, in the navigation pane, select the account you want.
d. In the right pane, click **Advanced**.

e. Clear the **Remove copy from server after retrieving a message** check box, and then close the **Accounts** window.

9. If you don't want Mail to keep a copy of your messages on the server, select the **Take account online** check box, and then click **Create**.
What else do I need to know?

- If you don't know whether to use POP3 or IMAP4, consider using IMAP4 because it supports more features.
- If you access your e-mail account online using the outlook.com Web site, you'll need the Windows Live ID that your administrator gave you and your password. The Windows Live ID account is also your primary e-mail address and includes the name of the domain, for example, spencerel@students.ecu.edu.
- If Mail doesn't connect, you might need to verify that Mail is set up to send and receive mail using the security setting known as Secure Sockets Layer (SSL). You can verify that Mail is set up to use SSL as follows:

Only do the following if you are having problems connecting to the new email account:

1. In Mail, click Mail > Preferences > Accounts.
2. On the Accounts tab, select the account you want, and then click Advanced.
3. On the Advanced tab:
   a. Make sure Use SSL is selected.
   b. Make sure the Port is 993 if you’re using IMAP4. The Port should be 995 if you’re using POP3.
   c. Make sure the Authentication is Password.
   d. Make sure the Domain Name text box is empty.
4. On the Account Information tab:
   a. Under Outgoing Mail Server (SMTP), make sure Use only this server is selected.
   b. Under Outgoing Mail Server (SMTP), click the drop-down menu, and then click Edit Server List > Advanced.
   c. Under Server port, make sure Use Secure Sockets Layer (SSL) is selected.
   d. Make sure the Server port is 25. Most Internet e-mail programs and e-mail servers are set up to send e-mail through port 25. This usually works just fine. But, in some cases, sending mail through port 25 may result in an error, or sending mail may just not work reliably. In those cases, you can try to change the outgoing port setting (also known as the sending port or SMTP port) in your Internet e-mail program from 25 to 587. If you still can't send mail after trying both ports, contact the person who manages your e-mail account.
   e. Under Authentication, verify that Password is selected.
   f. In User Name, enter your e-mail address. In the Password box, enter your password, and then click OK.

Now it is time to configure you old @ecu.edu account. Follow these steps.

10. In the Mail application, click on File | Add Account. This will bring up the familiar Welcome to Mail screen. Configure it as such
   a. In the Full Name box, enter the name you want to display to people you send e-mail to.
   b. In the Email Address box, enter your @students.ecu.edu e-mail address.
c. In the **Password** box, enter the password for your Outlook Live account, and then click **Continue**.

11. In the **Incoming Mail Server** window, enter the following:
   
   a. Next to **Account Type**, select **IMAP**. **POP** is not supported by Piratemail.
   b. In the **Description** box, enter a name that will remind you what this e-mail account is for.
   c. In the **Incoming Mail Server** box, enter the IMAP4 server name of **piratemail.ecu.edu**.
   d. In the **User Name** box, enter your old @ecu.edu login name (the part before the @ecu.edu).
   e. In the **Password** box, enter the password for e-mail account if it’s not already shown in that field.
   f. Click **Continue**. Mail will test your connection to the incoming server using default settings.

12. If the **Incoming Mail Security** box appears, select **Use Secure Sockets Layer (SSL)**, and then click **Continue**.
13. In the **Outgoing Mail Server** window, do the following:
   a. In the **Description** box, enter the name for this mail server.
   b. In the **Outgoing Mail Server** box, enter `piratemail.ecu.edu`. Make sure the **Use only this server** check box is selected.
   c. Select the **Use Authentication** check box. In the **User Name** box, enter your @ecu.edu user id (the part before the @ecu.edu). In the **Password** box, enter your password. Click **Continue**.
   d. Click **Continue**. Mail will test your connection to the outgoing mail server using default settings.

14. If the **Outgoing Mail Security** box appears, select **Use Secure Sockets Layer (SSL)**, and then click **Continue**.

15. In the **Account Summary** box, make sure the **Take Account online** check box is selected, and then click **Create**.
16. At this point you can move mail from your old @ecu.edu account to the new @students.ecu.edu account just by clicking on the email you want and hold down the mouse button until you get to the new email account inbox. After you release the mouse button, the mail item will move over to the new account’s inbox. You can also grab mail in bulk if you wish by highlighting the email at the top of list and then hold down the shift key and click on the email at the bottom of the list. When you do this, you will notice that all of the emails have been highlighted. Then click and hold the mouse button down until you move it to the new account’s inbox and release the mouse button. If you have a lot of items to move over, it may take some time and you will see a status window appear showing the progress of the move.

Remember that this software will not allow you to move over items other than mail items. You can move over mail items located in your other folders like sent items or drafts if you like as well.