How to transfer your @ecu.edu mail to your @students.ecu.edu mailbox

This document will show you how to move your mail items from your old @ecu.edu account to your new @students.ecu.edu account. This method will only allow you to move your mail items and not anything else like contacts or calendar items. For that information please visit http://www.ecu.edu/cs-itcs/email/olinstructions.cfm.

1. Download the Live Mail Client installer from Microsoft at http://download.live.com/wlmail to install the software. This software is compatible with Windows XP SP2, Windows Vista, Windows 2008 and Windows 7.

2. After the software installs, open the Windows Live Mail software.

3. You will be prompted to configure your email account.

4. To configure your settings:
   a. Type in your new email address (spencerel@students.ecu.edu) in the Email address field
   b. Type in your password in the Password box if you wish to have the Remember password check box selected. If you prefer the software to not remember the password, it will prompt you for it at the appropriate time.
   c. In the Display Name field, type in your full name.
   d. Make sure you have the Manually configure server setting for email account check box selected.

5. Click the Next button to continue configuring the software.

6. In the next window, configure it as such:
   a. In the My incoming mail server is a drop down menu as IMAP.
   b. Put in outlook.com in the Incoming server field
   c. Click on the This server requires a secure connection (SSL) check box and note that the Port field will change to 993.
   d. Leave the Log on using drop down menu as Clear text authentication.
   e. The Login ID is going to be the full email address of your new account (e.g.: spencerel@students.ecu.edu).
f. To fill out the Outgoing server field you will need to sign in to your e-mail account at the following address: 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, enter pod51005.outlook.com for the Outgoing server name.
g. In the Port field next to the Outgoing server, put 587 as the port number.
h. Check the This server requires a secure connection (SSL) check box.
i. Check the My outgoing server requires authentication check box.
j. Click Next and then Finish to complete the configuration of the new student email account.

7. Next you will need to configure the old @ecu.edu account. In the left corner of the Live Mail client click on the Add e-mail account to start the process.

8. The configuration window will appear that looked identical to the earlier account configuration. The settings will be:
   a. In the E-mail address field, enter your old @ecu.edu account (e.g.: ta9999@ecu.edu)
   b. Type in your password in the Password box if you wish to have the Remember password check box selected. If you prefer the software to not remember the password, it will prompt you for it at the appropriate time.
   c. In the Display Name field, type in your full name.
   d. Make sure you have the Manually configure server setting for email account check box selected.
   e. Click the Next button to continue.
9. In the next window, configure it as such:
   a. In the My incoming mail server is a drop down menu as IMAP.
   b. Put in piratemail.ecu.edu in the Incoming server field.
   c. Click on the This server requires a secure connection (SSL) check box and note that the Port field will change to 993.
   d. Leave the Log on using drop down menu as Clear text authentication.
   e. The Login ID is going to be your old account name (the part before the @ecu.edu).
   f. In the Outgoing server field, type in piratemail.ecu.edu as the server.
   g. In the Port field next to the Outgoing server, keep the default value of 25 as the port number.
   h. Check the This server requires a secure connection (SSL) check box.
   i. Check the My outgoing server requires authentication check box.

10. Click Next and then Finish to complete the configuration of the old @ecu.edu email account.
11. You will then notice that both accounts are listed on the left side of the Windows Live Client window.

12. 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.