

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”).

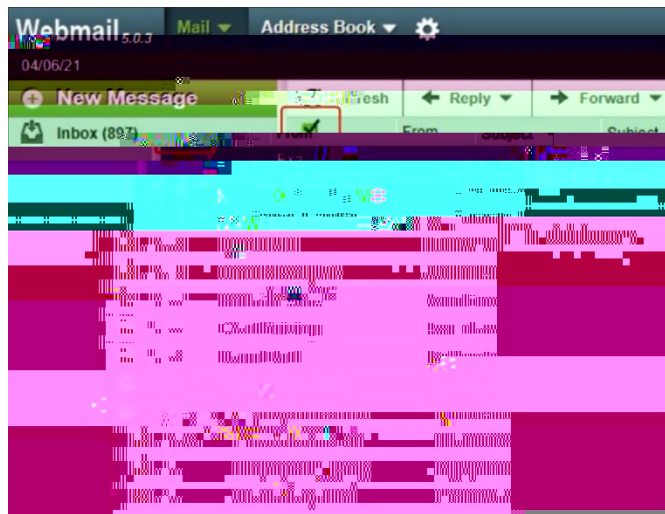
Click “**Save**”, and then exit out of the settings window.



Office 365 Alumni Email Migration

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](mailto:user@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.

