

Student leavers: Transferring your University emails to an external account

The following instructions are for Undergraduate and Postgraduate Taught students using Microsoft Office 365.

Postgraduate Research students should use this information instead: <http://man.ac.uk/ir3liv>

After graduation, your email account will be closed.

Therefore, if you want to save any important emails, you will have to export them to another email account before you leave.

NOTE: These methods will not copy your contacts or files from your OneDrive account

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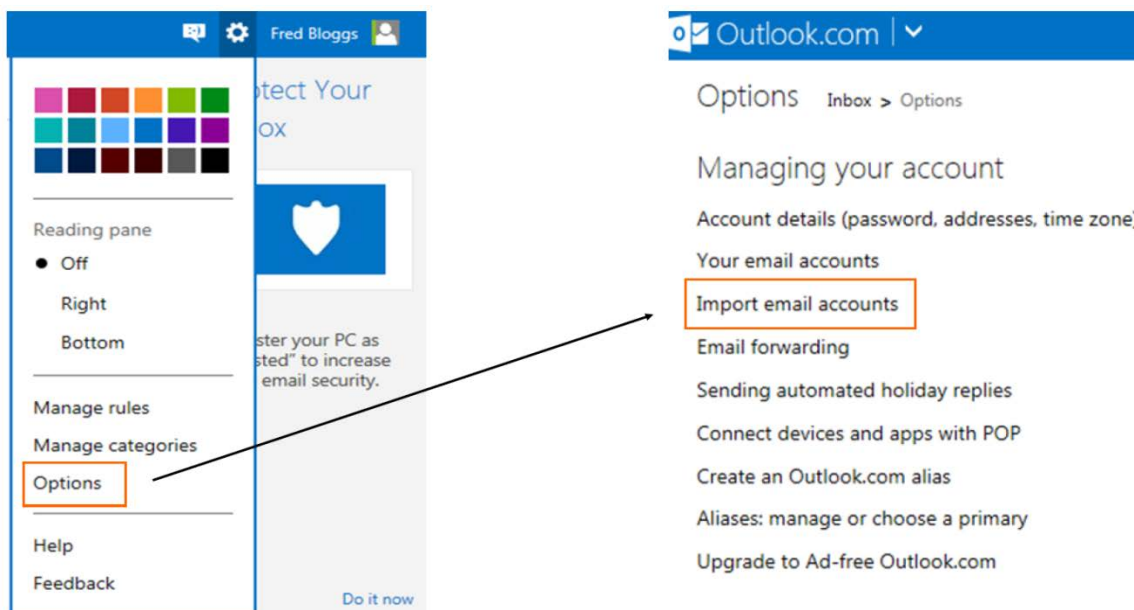
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Transfer your student email to a personal Outlook.com account

This works best using Internet Explorer; it may not function as expected in other browsers.

1. Visit www.outlook.com to go to the Microsoft Outlook sign-in page.
2. If you already have an existing personal Microsoft account, sign in. If you don't have a personal Outlook account, sign up.
3. Once you have logged onto your personal Microsoft account, you will need to go into the options menu to begin importing your emails. Click on the gear icon on the top right menu, select **Options**, and then **Import email accounts**:



4. On the **Import email accounts** screen, choose the **Other email provider** option.
5. On the next screen, you will be asked to enter details of the email account that you would like to import your emails from. Please enter your University of Manchester details.

IMAP email server box:

- Incoming server: **Outlook.office365.com** (leave the port number as 993)
- Outgoing server: **Outlook.office365.com** (leave the port number as 587)

Depending on the size of your mailbox, the import process could take up to 60 minutes. You can click on the close button to continue using Outlook while the process is running in the background. The status of the import will be visible in the top-right corner:

These settings may change at short notice by Microsoft. Check the Microsoft link below to ensure nothing has changed:

- [Microsoft: POP and IMAP account settings](#)

6. Once the details have been entered correctly, click on the **Import** button to start the importing process.
7. Once the importing process has completely finished, you will be able to view all imported emails under a folder named "**Imported** (your university email address)"

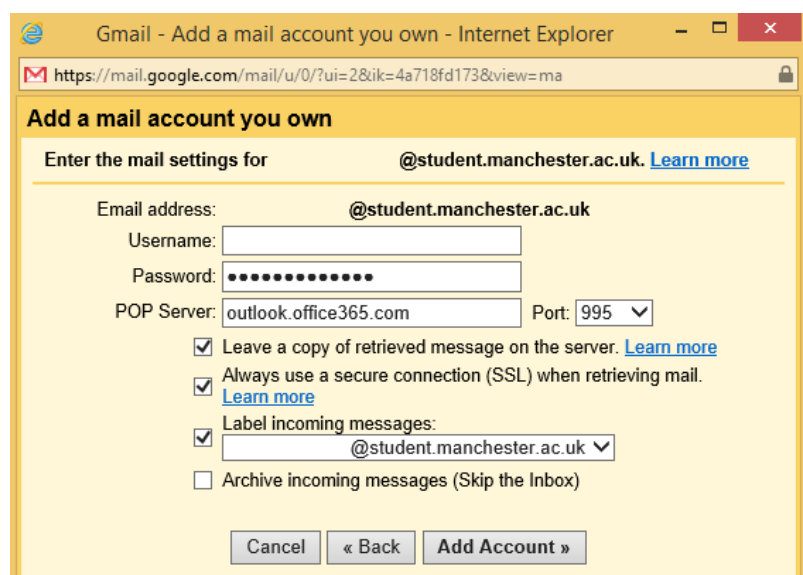
Transfer your student email to a personal Gmail account

1. Log into Gmail and from the main screen, click the cog (settings) icon in the top right hand corner of the screen
2. From the Settings window, select **Accounts**
3. From the Accounts menu Select **Add A Pop3 Mail account you own**
4. Enter your student email address and click **Next Step**
5. On the next screen, fill in the form as indicated below
 - **Username:** Your student email address
 - **Password:** Your University IT account password
 - **POP Server :** enter the server name **outlook.office365.com**
 - **Port:** **995**

Ensure the following boxes are selected:

- Leave a copy of retrieved messages on the server
- Always use a secure connection (SSL)
- Label Incoming messages

6. Click **Add Account**



Gmail - Add a mail account you own - Internet Explorer

https://mail.google.com/mail/u/0/?ui=2&ik=4a718fd173&view=ma

Add a mail account you own

Enter the mail settings for @student.manchester.ac.uk. [Learn more](#)

Email address: @student.manchester.ac.uk

Username:

Password:

POP Server: outlook.office365.com Port: 995

Leave a copy of retrieved message on the server. [Learn more](#)

Always use a secure connection (SSL) when retrieving mail. [Learn more](#)

Label incoming messages: @student.manchester.ac.uk

Archive incoming messages (Skip the Inbox)

7) Answer **No** to the question about being able to send mail as your student account

8) Click **Next step**

NOTE: You may be prompted to label the incoming mail from your student account. This will be helpful in differentiating your personal emails from those imported from your University email account.

9) The mail from your inbox will then be imported into your Gmail account, and can be found under the label you setup.

10) To move other folders across from a student account, move the contents of the folder into its inbox. They will then come across to Gmail, and the folder structure can be replicated using labels.

General guide to transfer your student email to another email account

This is general information explaining how to move your email to another email system or download it to an email program that uses the 'POP' protocol.

NOTE: If you currently have access to your student email by any method, your mail will be removed from that device.

Step 1 - Find your POP Settings

Log into your student email account and select the **Outlook** section

Click the **Options** link at the top right of the screen under your name

From the Options menu, click **See All Options**

Ensure that **Account** is selected on the left side menu, and the **My Account** icon is selected. It usually is by default.

Click the Settings for **POP, IMAP and SMTP access**.

The resulting page will show you the server settings you need. It will probably look something like **pod51002.outlook.com**.

Step 2 - Set up POP access

In the program or email service that you would like to move your student emails to you will need to set up a POP Account. Most Providers (such as gmail or yahoo) and email programs will support the POP protocol. Please refer to the documentation for your chosen Program / Provider for how to set up an account.

When setting up the account you will be asked for the following settings:

- **User Name** : Your student email address
- **Password** : Your University IT account password
- **Port**: 995
- If asked about **SSL** or a "**Secure connection to the server**" then enable this.
- **Server**: This will be the server you found in step 1
- If asked, then select **Do not leave messages on the server**

Step 3 - Finishing

If correctly set up, the email from the inbox of your student account will move across to your provider or program and the inbox of the student account will be empty.

To move folders (including sent items), copy the folder contents to the inbox of your student account then, do a send / receive in your provider account or program and the messages will transfer. Repeat this for all folders.