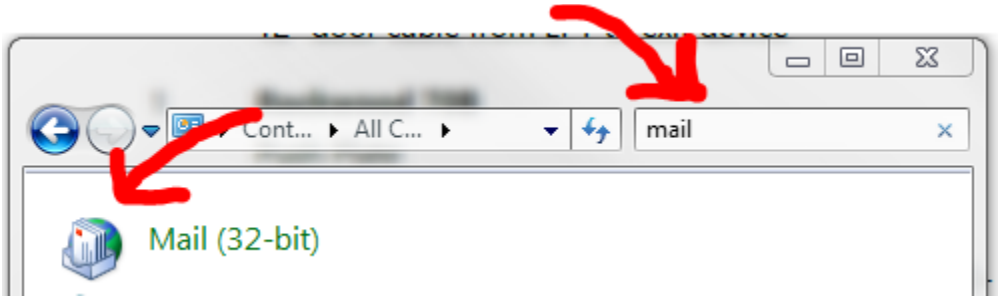
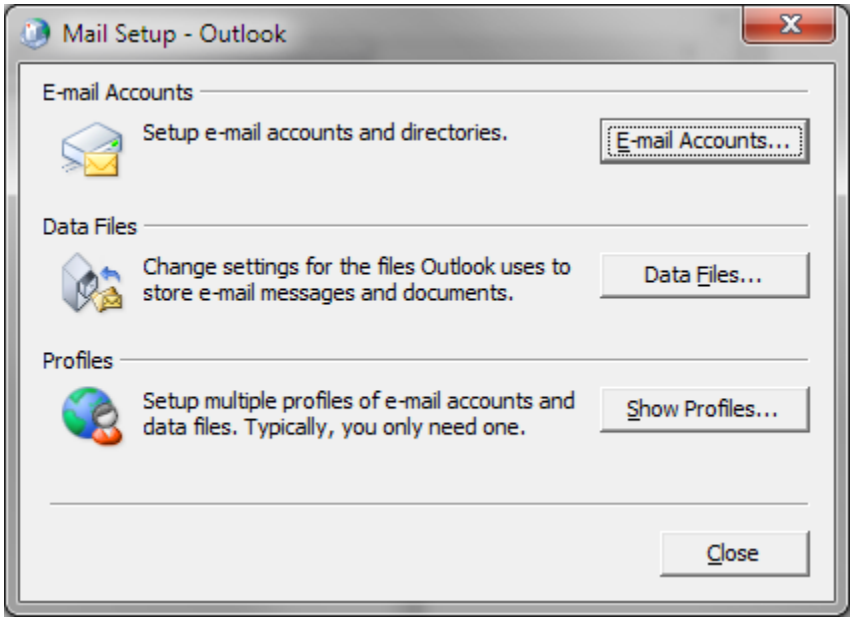
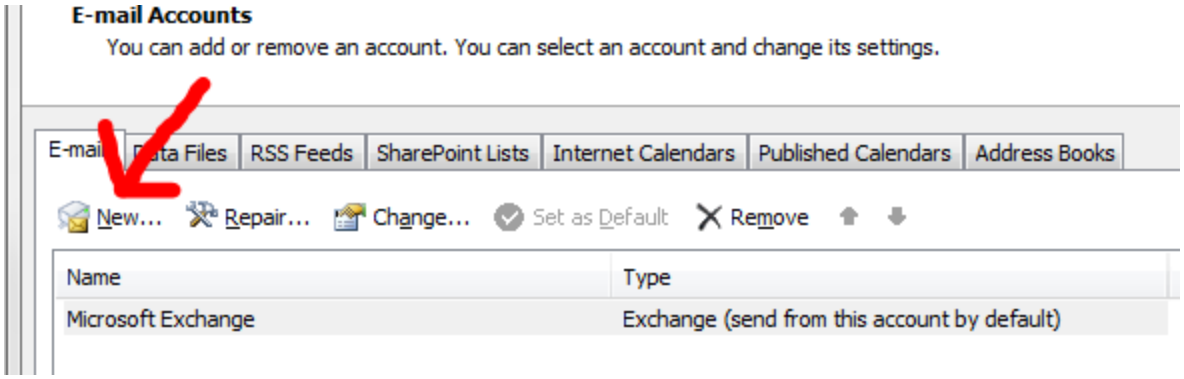
To set up your new email account on your PC:

Once your mailbox is ready, close your computer's Outlook completely. Click the Windows start button and go to Control Panel (for Windows 10, you can search or run "control"). Search the control panel for "Mail" and open the Mail (32-bit) icon.



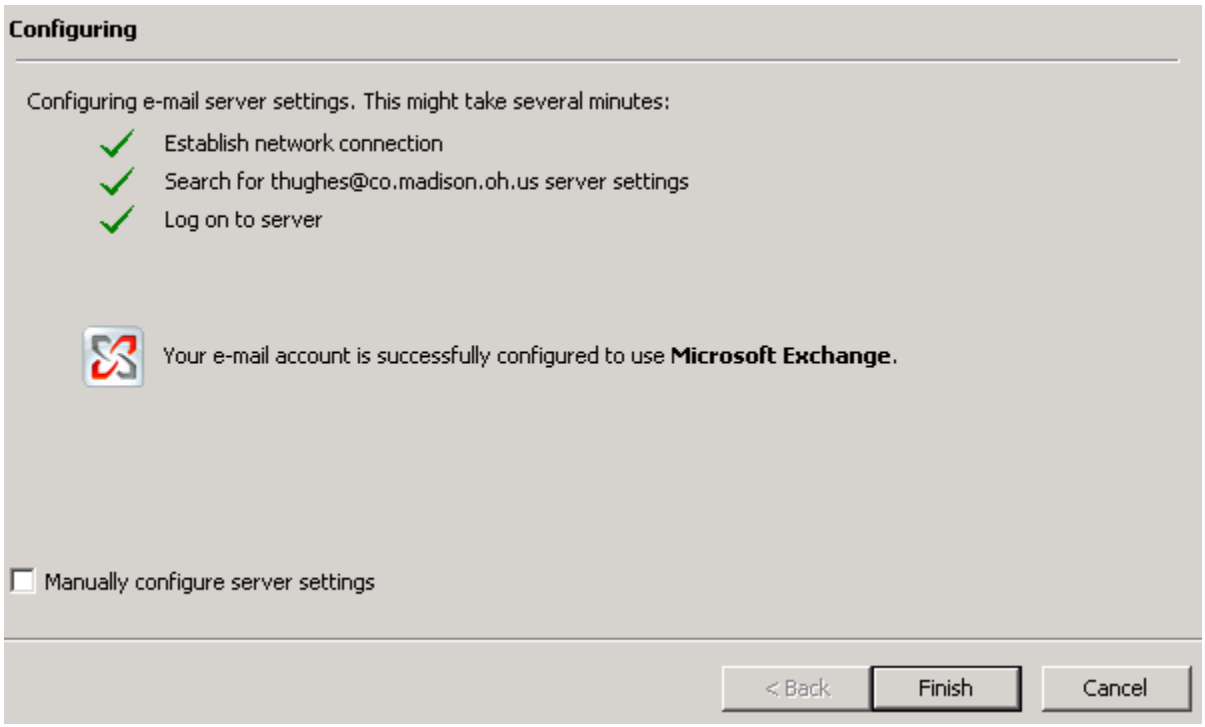
Click "Email accounts" and then "new email account."





Click “next” and then when it asks for your name and address, it may fill it out automatically after a couple seconds, if not fill in the information. Your password is the same password that you use to login to the computer. Click next and it should search for your mail account and eventually a pop up will ask for your password again. Double check your email address and make sure to click the check box to remember your password.

If successful, you should get a screen like below. If not, double-check that the password is the same one you use to log in to your PC and make sure you have already informed Tim Hughes that you want your new account activated.



Click finish and you’ll be back to the list of Accounts. Leave the old account there for now but select the new account and click “Set as default” and close the window.

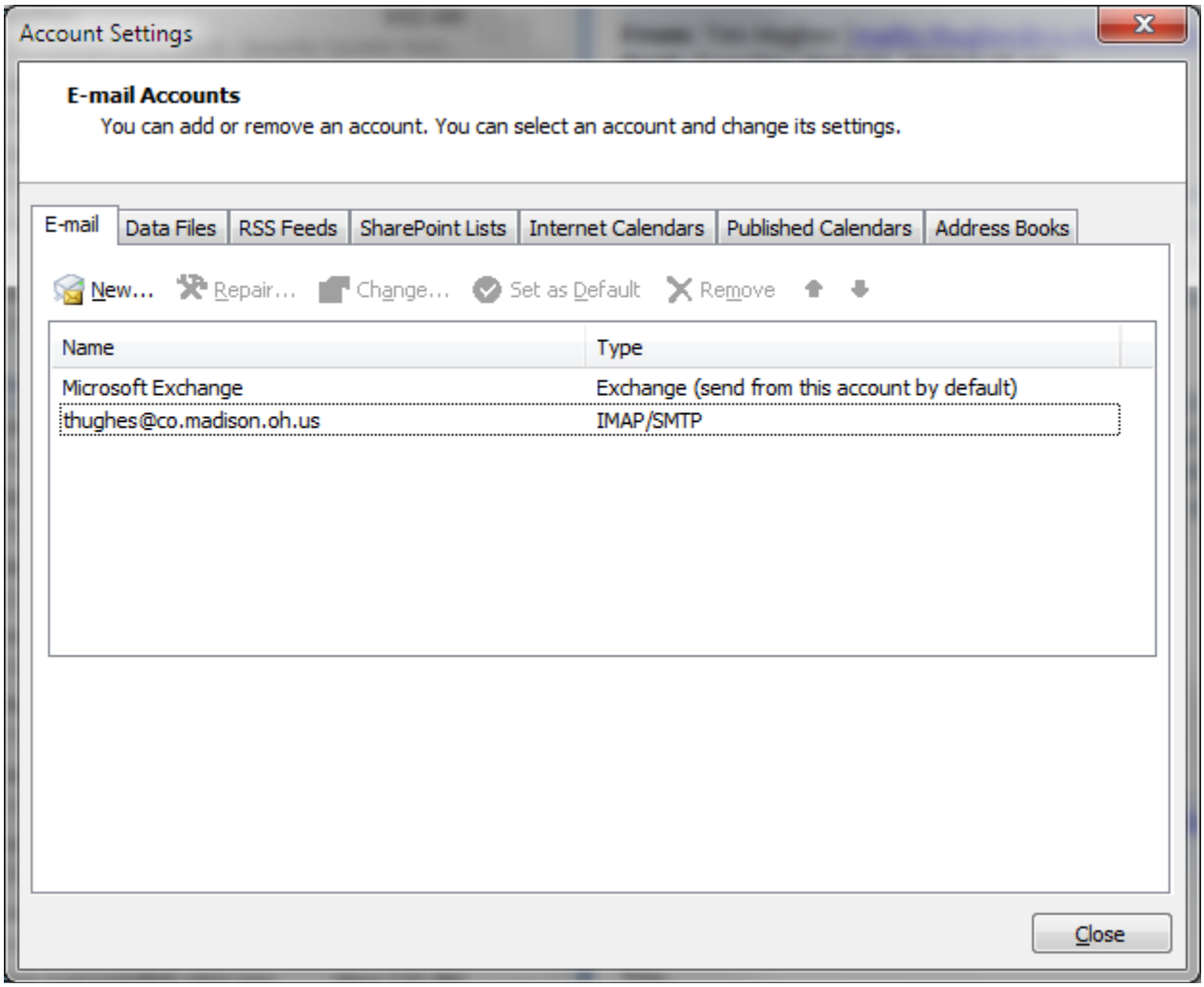
Open your Outlook and you’ll see both the new account and your old one with all of your old emails. The next step will be to copy your old mail, contacts and calendar information.

Copying your old email, contacts and calendar to the new account:

The first step will be to determine whether your old account is setup with the POP or IMAP standards.

In Outlook 2010 and newer, click “File” and you’ll see a button for Account Settings. In older versions you need to click “Tools” then “account settings”

The account list should look like this. You should now have one Exchange account and one other account that says either POP/SMTP or IMAP/SMTP next to it.



If it says POP, and you did a send/receive before starting, go ahead and click on the old account that says POP and click “Remove.” Do NOT do this if it says IMAP. If you use contacts and calendar in Outlook, you will probably at least want to move those to the Exchange mailbox (see below). Old emails will be available on your work PC but if you want them available on via the web or other devices, you will want to copy them using the instructions below.

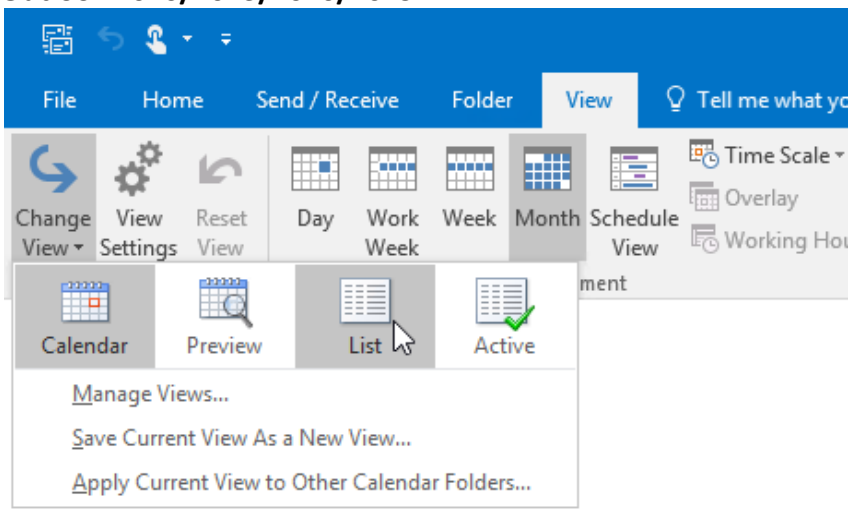
If it says IMAP, close the window for now without removing the account. If you don’t want to lose your contacts and calendar, they have to be copied over using the instructions below.

In Outlook, you should now have your new Exchange or Office365 folders the top of the folder list, and your old emails at the bottom. In Calendar and Contacts you might also see different folders listed with the old ones say “This computer only” next to them.

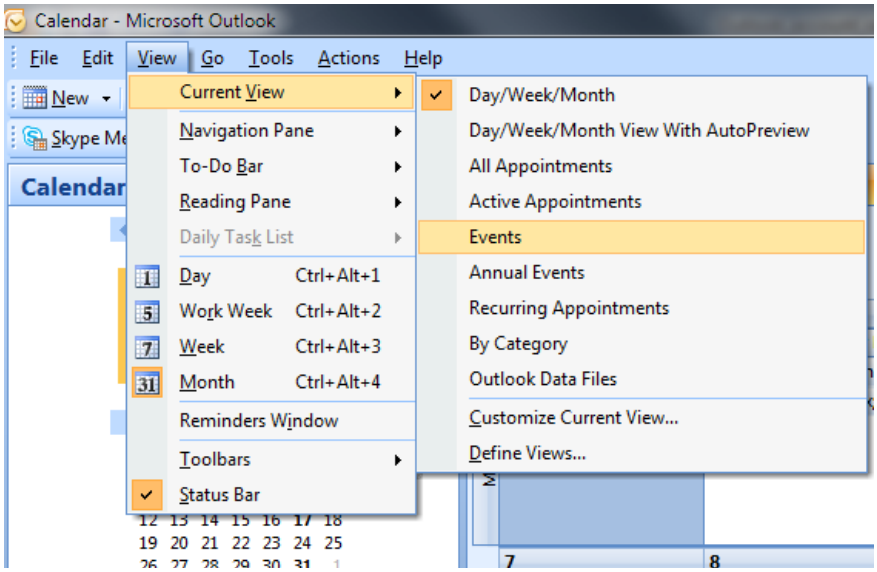
To copy contacts, go to your contacts and find your list that says Contacts (this computer only). Then hold CTRL and press A to select all of your contacts. Then you can either click and drag the entire thing to the other contacts folder that does not have ”this computer only” next to it or you can right click and choose “move to folder” and select the top most Contacts folder.

The same thing can be done with the Calendar except you have to switch the calendar view to list. Open your calendar and select the old calendar. Then click “View” and “Change view” like below. Or in Outlook 2007, click “View” “Current view” then “Events” for Outlook 2007.

Outlook 2010/2013/2016/2019:



For Outlook 2007:



This will give you a list of your calendar events that you can copy just like the contacts. Hold CTRL, press A and when they're all highlight, click and drag to the other calendar (that does not say "This computer only").

Finally, **for your email folders**: For IMAP users let Tim know that you have IMAP and your old emails can be copied from server to server.

For POP users (I suggest doing this before you leave for the day), you can right click on your email folders and "copy to" the new mailbox. The exchange mailbox is the one with your name at the top and subfolders within it and not the "Personal Folders". For items in your regular **Inbox** and **sent items**, you may have to scroll down to the old folder and open it. Then once again hold CTRL and press A to select all messages then right click and copy them.

It takes time for these changes to be synced to the server and this may also keep new messages from appearing, but you can check Outlook web by logging into https://outlook.office365.com

There, you can browse to the folders, calendar, and contacts in the new account and see if things are copied or currently copying where they need to be. Again, it takes time.

You might just leave Outlook running to give it a chance to synchronize everything but once you are satisfied you aren't missing anything, you can go back into the Account list and remove the "IMAP" account and then send Tim an email (thughes@co.madison.oh.us) to say that the old account can be closed.