Transferring Email from Studentmail Account to an External Account

1. Set up the studentmail account on an email reader (such as Outlook, Thunderbird or Mac OS-X Mail) according to the instructions at http://mcmaster.ca/uts/gmailforstudents/imapsetup.html.

2. Set up the external account according to the instructions from the account provider.

3. Once both accounts have been established on the same email reader, the two sets accounts and related folders will be shown on the left hand folder list.

4. Click on the inbox for the Studentmail account. Select one message, the select Ctrl and A. This will highlight all messages in the folder.

5. Drag the highlighted messages from the Studentmail inbox to the inbox for the external account. Depending on the volume of messages, this may take a few minutes.

6. You can also copy entire folders from one account to the other by right clicking on the folder to copy and selecting “Copy Folder”. You will be prompted to place the copy in the account of your choice. Select the external account.

7. Continue this process until all mail is transferred to the external account.