How to Export E-mails to your New mailbox

On April 9, 2021, a new VCC mailbox was created for you in a new tenant. Do you have important emails you want to keep? If so, use these step-by-step instructions for how to export emails from your old to new mailbox.

Do this before your old mailbox is decommissioned June 30, 2021; after which, **there will be no access.**

To move emails, Outlook desktop version must be used (Outlook Web App is not possible).

Choose the option that best meets your needs:

    A. Easy Option – Use to move a few emails.
    B. Moderate Option – Use to move many emails.
    C. Difficult Option – Use to move all emails.
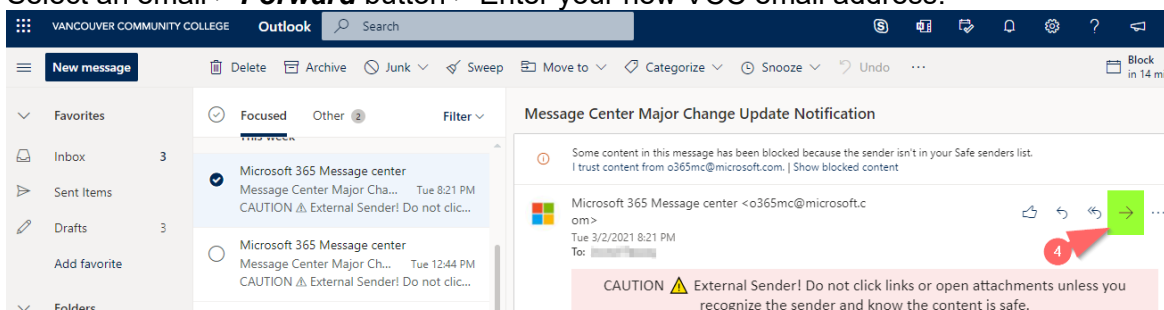
A. Easy Option – Move a few mails

1. Open a browser > Login to Outlook Web App with the URL: **https://portal.office.com/**

	Format	Example
ID	[Your VCC studentID]@studentvcc.onmicrosoft.com]	000186420@studentvcc.onmicrosoft.com
Password	Your 6 digit password from prior to April 9	122598

2. Click on Outlook to access your email
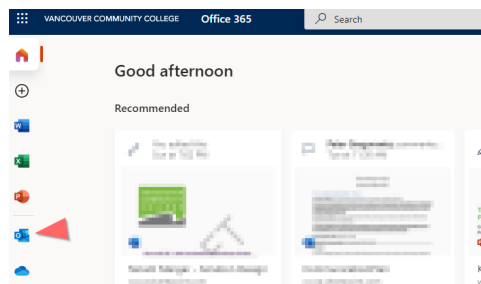
3. Select an email > *Forward* button > Enter your new VCC email address.

B. Moderate Option – Move many emails

1. Open a browser > Login to Outlook Web App with the URL: **https://portal.office.com/**

|	Format	Example
ID	[Your VCC studentID]@studentvcc.onmicrosoft.com]	000186420@studentvcc.onmicrosoft.com
Password	Your 6 digit password from prior to April 9	122598

2. Click on Outlook to access your email
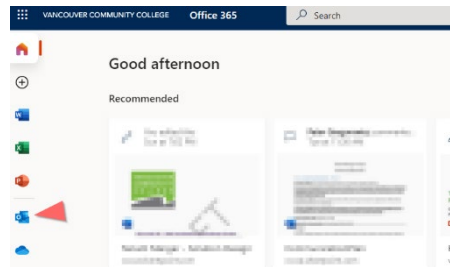
3. Create a new message > Open the message in a new window
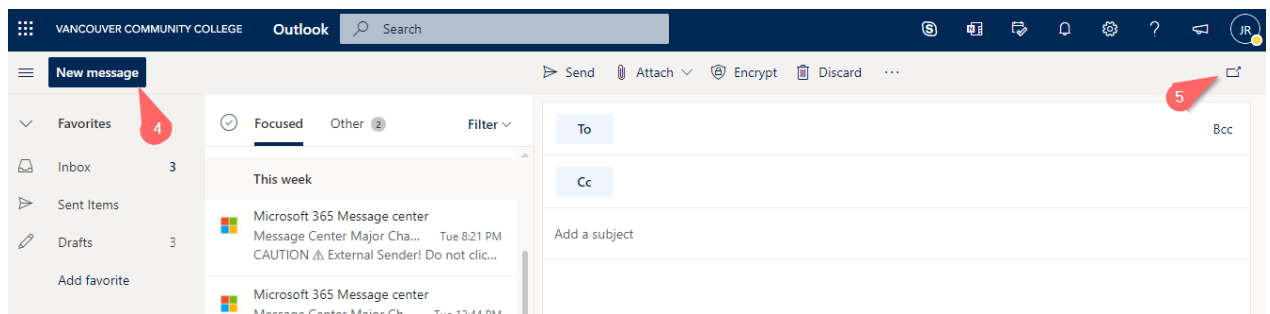
4. Select the messages you want to forward > Drag the messages and drop into the body of the new e-mail window (from previous step). ***Note:*** There is a size limit of 35MB for a new message to send. The number of emails you can forward will depend on the email size and their attachments. Repeat steps 1-3, attaching all the emails you want forwarded to your new mailbox.
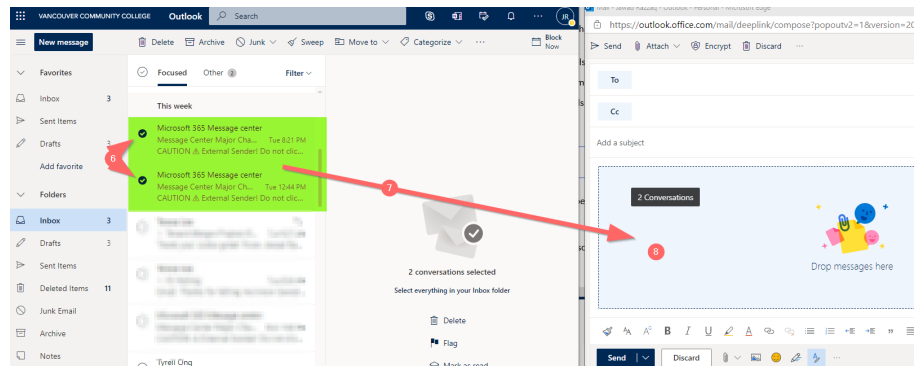

5. Send the message to your **studentnumber@student.vcc.ca** email address or to another email destination of your choice.

C. Difficult Option –Move all emails

For this option, Outlook must be installed on your computer. If you already have Outlook installed on your computer, skip to Step 2.

Install Outlook and create User profile to Connect to your old email

1. Open a browser > Login to Outlook Web App with the URL: **https://portal.office.com/** > Home > Install Office365 apps.
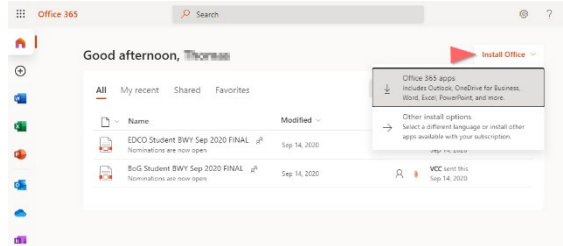
2. Start Outlook. A "Welcome" screen may appear. Next > Enter your **old** email address: **studentid@studentvcc.onmicrosoft.com** > Connect > If prompted, select Microsoft 365.

3. A Windows Security window opens and wizard begins connecting Outlook to Office 365 > Re-Enter your Username and password:
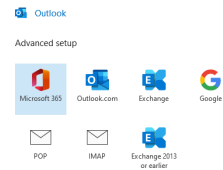
	Format	Example
ID	[Your VCC studentID]@studentvcc.onmicrosoft.com]	000186420@studentvcc.onmicrosoft.com
Password	Your 6 digit password from prior to April 9	122598

OK > Finish to complete the configuration process.

Export Email from your old VCC mailbox

4. From the Outlook ribbon, select File > Open & Export > Import/Export > Export to a file > Next > Outlook Data File (.pst) > Next > Select the mail folder you want to back up > Next.
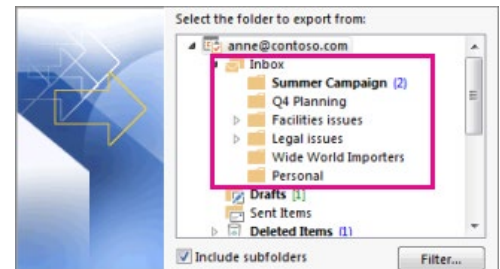
5. Choose a location and name for your backup file > Finish.

NOTE: To password protect your files, enter and confirm a password > OK. The messages you keep in a .pst file are no different from other messages. You can forward, reply, or search through the stored messages the same as other email messages.
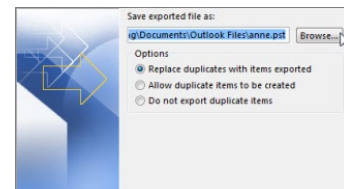
Import email to your new VCC mailbox

6. Start Outlook > Next > Login. Enter in your VCC email address: **studentid@student.vcc.ca** > Connect > If prompted select Microsoft 365.

Email address

studentid@studentvcc.onmicrosoft.com

Advanced options ⌄

Connect

7. The wizard will begin the process of connecting Outlook to Office 365. A Windows Security window will open > Enter your Username and password once more> OK > Finish to complete the configuration process.
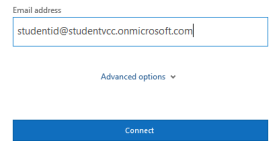
8. File.
    TIP: If your ribbon doesn't have a File option in the top left corner, you aren't using an Outlook app installed on your computer. See *What version of Outlook do I have?* to find your version of Outlook and for import steps.
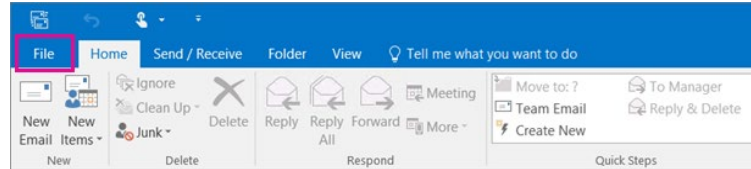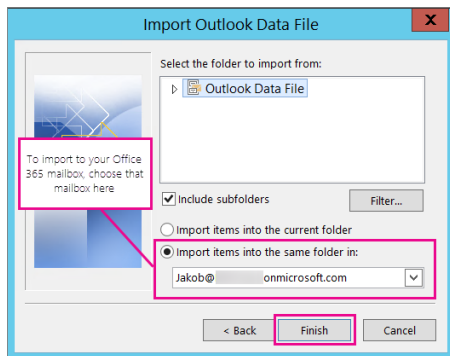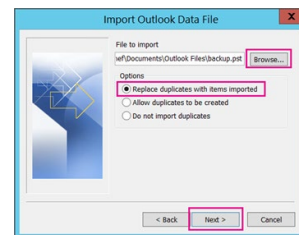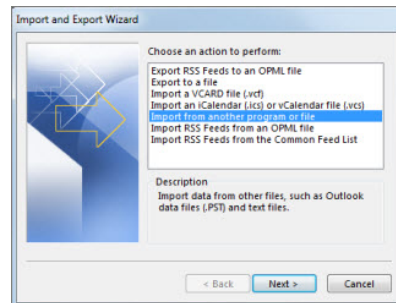
9. Open & Export > Import/Export > Import/Export wizard starts.
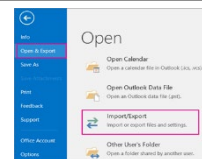
10. Import from another program or file > Next > Outlook Data File (.pst) > Next.

11. Browse to the .pst file to import. > Options. Select an option > Next > Enter the password if the Outlook Data File (.pst) is password protect > OK.

12. Import Outlook Data file > Import items into the same folder > From the drop down box, select your VCC email address (example: **studentid@student.vcc.ca)** > Finish.
NOTE: Outlook begins to import contents of the .pst file > Progress box disappears when the import is finished.