

Final Downloading of Your Old Email Account Messages Using MS Outlook

This procedure is necessary to access and download any messages remaining on the old mail server once your account on the SSBG mail server is functional.

- 1) Open MS Outlook and from the Menu Bar at the top, select **Tools > E-mail Accounts**
- 2) Select **View or change existing e-mail accounts**. Select the **Next** button.
- 3) You will see your existing account listed. If it is not already highlighted, click on it to select it. Next, select the **Change** button on the right.
- 4) Under the **Server Information** heading, in the POP3 box type:
Old Email Server IP Address
- 5) Select the **Test Account Settings...** button to confirm that you have input the information correctly
- 6) Select the **Next** button at the bottom of the page
- 7) In the next window, select the **Finish** button
- 8) Download to MS Outlook all messages remaining in your old mail server Inbox
- 9) Forward all filed messages to your email address

Once your Inbox and all folders are empty, you may delete your old user profile in MS Outlook

- 10) Open MS Outlook and from the Menu Bar at the top, select **Tools > E-mail Accounts**
- 11) Select **View or change existing e-mail accounts**
- 12) You will see your old user profile listed together with the new user profile . If it is not already highlighted, click on it to select it. Next, select the **Remove** button on the right.
- 13) Select **Yes** when you are asked to confirm deletion of the old user profile
- 14) Select the **Next** button at the bottom of the page
- 15) In the next window, select the **Finish** button

Final Downloading of Your Old Email Account Messages Using MS Outlook Express

- 1) Open MS Outlook Express and from the Menu Bar at the top, select **Tools > Accounts**
- 2) Select the **Mail** tab
- 3) You will see your old user profile listed. If it is not already highlighted, click on it to select it. Next, select the **Properties** button on the right.
- 4) Select the **Servers** tab. In the **Incoming mail (POP3)** box type:
Old Email Server IP Address
- 5) Select the **OK** button at the bottom of the page
- 6) In the next window, select the **Close** button
- 7) Download all messages remaining in your old mail server Inbox
- 8) Forward all filed messages to your email address

Once your Inbox and all folders are empty, you may delete your user profile in MS Outlook Express

- 9) Open MS Outlook Express and from the Menu Bar at the top, select **Tools > Accounts**
- 10) Select the **Mail** tab
- 11) You will see your old user profile listed. If it is not already highlighted, click on it to select it. Next, select the **Remove** button on the right.
- 12) Select **Yes** when you are asked to confirm deletion of the old user profile
- 13) Select the **Close** button at the bottom of the page