

How to receive remaining emails from old mail server after the change

1. Open Outlook and go to your old profile. Then go to “Tool” menu, then “Email Accounts”, click “Next”. Select your account & then click “Change”. You will see the settings like below.

Picture 1

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="User's Name"/>	Incoming mail server (POP3): <input type="text" value="mail.domainName"/>
E-mail Address: <input type="text" value="username@domainName"/>	Outgoing mail server (SMTP): <input type="text" value="mail.domainName"/>

Logon Information	Test Settings
User Name: <input type="text" value="username@domainName"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/> <input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="Test Account Settings ..."/>
	<input type="button" value="More Settings ..."/>

< Back Next > Cancel

Note: “domainName” here refers to your company domain name eg. **mail.ssbg.com.cn**

2. Change “Incoming mail server (POP3)” to “**mail server IP address**” like below in the picture 2. Click “Next” and then “Finish”.

Picture 2

The screenshot shows a window titled "E-mail Accounts" with a sub-header "Internet E-mail Settings (POP3)". Below the sub-header is a note: "Each of these settings are required to get your e-mail account working." The window is divided into four sections: "User Information", "Server Information", "Logon Information", and "Test Settings".

- User Information:** "Your Name:" (text box with "User's Name"), "E-mail Address:" (text box with "username@domainName").
- Server Information:** "Incoming mail server (POP3):" (text box with "Your mail server IP", circled in red), "Outgoing mail server (SMTP):" (text box with "mail.domainName").
- Logon Information:** "User Name:" (text box with "username@domainName"), "Password:" (text box with "*****"), a checked checkbox for "Remember password", and an unchecked checkbox for "Log on using Secure Password Authentication (SPA)".
- Test Settings:** A paragraph of text: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)". Below this text are two buttons: "Test Account Settings ..." and "More Settings ...".

At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

Click “Send/Receive” to receive all the new emails from the old mail server that are accumulated before the DNS change over gets effective.

3. After all messages are downloaded from the old server, you can simply delete the account.