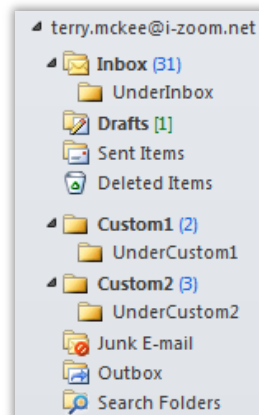
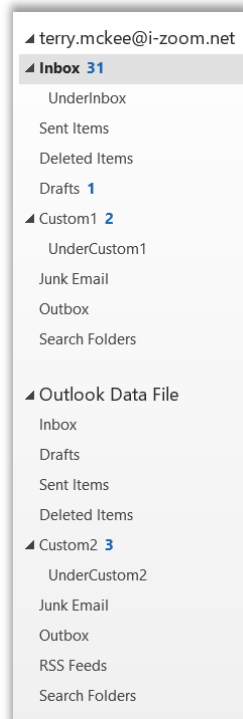


## Move Cable Cable messages in POP Client to new Xplornet Account in Outlook 2010/2013/2016

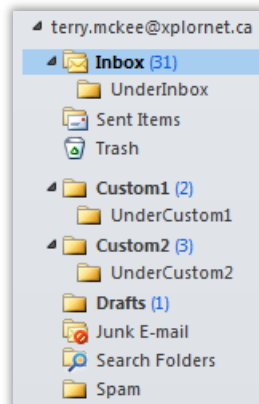
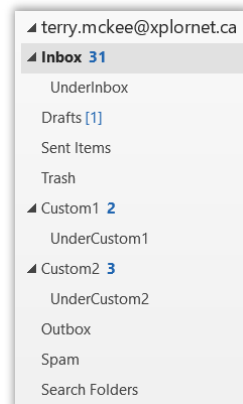
This is for those who are already using Outlook 2010/2013/2016 in **Windows** for their i-zoom.net email account, and it's connected via POP (not IMAP).

1. Open Outlook
2. Connect to your new Xplornet account via IMAP
  - a. If you're using Outlook 2010/2013, see <https://www.xplornet.com/support/troubleshooting/set-up-outlook-2010-and-2013-with-xplornet-email/>
  - b. If you're using Outlook 2016, see <https://www.xplornet.com/support/troubleshooting/setting-up-outlook-2016-on-windows-with-xplornet-email/>
3. Transfer your local @i-zoom.net messages to the Xplornet server
  - a. If you have messages or folders in your old @i-zoom.net POP account that you would like to keep in your new Xplornet account, simply **select them and move them** to your Xplornet account **by dragging and dropping** them into the appropriate folder. Depending on the number of messages that you move, it may take several minutes to be uploaded.
    - i. You can even **drag a folder** from the old account or the Outlook Data File and drop it in the new account, and it will move that folder over to the new account, along with all of the messages in that folder
      - Note that folders don't have to be under, or subfolders of, the Inbox folder in your Xplornet account like they are in your Cable Cable account; you can drag them on top of your Xplornet email address and they'll be created at the same level as the Inbox and other system folders.
    - ii. There may be **messages in the folders under your @i-zoom.net account**, plus there may be **messages under Outlook Data File** (if it exists, and which could be named differently). Check them both and move the messages that you'd like to keep.

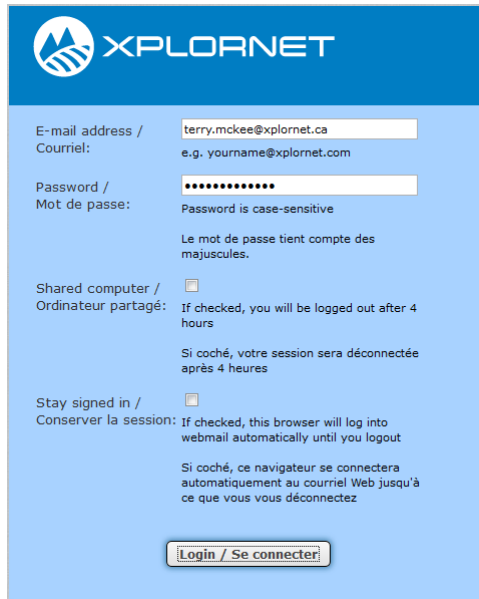
From something like this:



To something like this:



4. Verify that the messages are now in your Xplornet webmail
  - a. Once you have completed copying or moving messages from your Cable Cable account to your Xplornet account using Outlook, log into webmail for your Xplornet account (<https://mail.xplornet.com/>)



**XPLORNET**

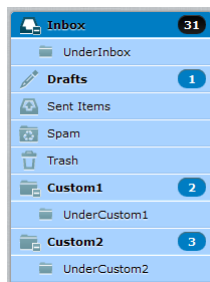
E-mail address /  
Courriel:   
e.g. yourname@xplornet.com

Password /  
Mot de passe:   
Password is case-sensitive  
Le mot de passe tient compte des majuscules.

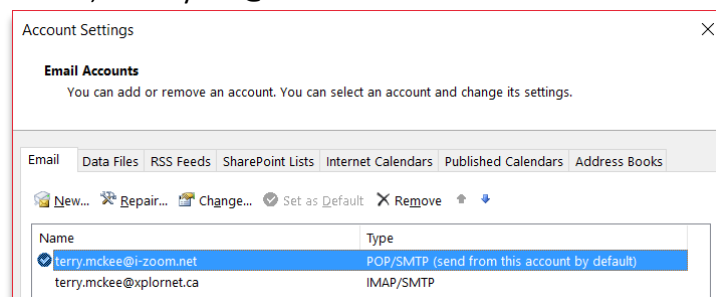
Shared computer /  
Ordinateur partagé:   
If checked, you will be logged out after 4 hours  
Si coché, votre session sera déconnectée après 4 heures

Stay signed in /  
Conserver la session:   
If checked, this browser will log into webmail automatically until you logout  
Si coché, ce navigateur se connectera automatiquement au courriel Web jusqu'à ce que vous vous déconnectez

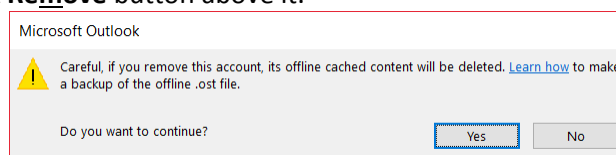
- b. Select each folder and verify that the messages that you copied or moved from your Cable Cable account are now there

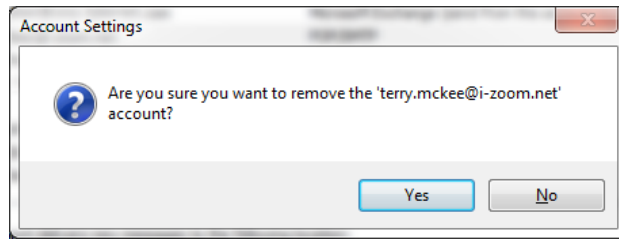


5. Delete your old @i-zoom.net POP account
  - a. You can delete the i-zoom.net POP account when you are completely sure that you have moved all your important messages to the Xplornet account. **You cannot easily undo this action**, so make sure that you really don't need the messages stored in this account any more.
  - b. Go to **File > Account Settings > Account Settings**
  - c. On the **Email** tab, select your **@i-zoom.net** account



- d. Click on the **X Remove** button above it.





- e. Click **Yes**
- f. Click **Close** to close Account Settings