Move Cable Cable messages in POP Client to new Xplornet Account in Outlook 2016 for Mac

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

- 1. Open Outlook
- Connect to your new Xplornet account via IMAP (see https://www.xplornet.com/support/troubleshooting/set-up-outlook-2016-on-a-mac-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 copy them** to your Xplornet account **by dragging and dropping** them into the appropriate folder. Depending on the number of messages that you copy, it may take several minutes to be uploaded.
 - i. You can select all messages in a folder by **selecting the folder name**, then click **Edit**, **Select**, **All**, then drag those messages to the desired folder in the new account
 - ii. You can even **drag a folder** from the old account and drop it in the new account, and it will copy 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.
 - From something like this:



To something like this:

✓ terry.mckee@xplornet.ca		
V 😓 INBOX 31		
UnderInbox		
Drafts 1		
Archive		
➢ Sent		
Trash		
🖉 Junk		
~ 🗀 Custom1 2		
UnderCustom1		
~ 🗀 Custom2 3		
UnderCustom2		

- 4. Verify that the messages are now in your Xplornet webmail
 - 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 (<u>https://mail.xplornet.com/</u>)

	ORNET
E-mail address /	terry.mckee@xplornet.ca
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
	ce que vous vous déconnectez
(Login / Se connecter

- b. Select each folder and verify that the messages that you copied or moved from your Cable Cable account are now there
 - Inbox
 31

 InderInbox
 Drafts

 Sent Items
 Sent Items

 Spam
 Trash

 Archive
 UnderCustom1

 UnderCustom1
 S

 UnderCustom2
 S
 - i. Note the following **folders**:
 - Sent in Outlook is the same as Sent Items in webmail
 - Junk in Outlook is the same as Spam in webmail

- 5. Delete your old @i-zoom.net POP account
 - a. You can delete the i-zoom.net POP account when you are <u>completely sure</u> that you have copied all your important messages to the Xplornet account. You <u>cannot</u> easily undo this action, so make sure that you really don't need the messages stored in this account any more.
 - b. Go to Tools > Accounts



c. Select your @i-zoom.net account



d. Click on the minus sign (-) in the bottom left corner of the window



- e. Click Delete
- f. You can close the Accounts window