Please complete the following three steps to ensure that your emails and contacts are migrated over to Office 365. For Alumni 2011-2013, please note that after **February 28, 2022**, you will no longer have access to your old MtA Webmail account, and anything not migrated over will be lost.

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Office 365 Alumni Email Migration

d. Click the gear icon in the top right-hand corner and choose "View all Outlook settings" at the bottom.

e. Select "Mail", then "Rules", then "+Add new rule".

- Name the new rule "Move old email"

- For "Add a condition", select "**Message header includes**" (found under "Keywords"), and type "**Resent-From:**" in the box.

- For "Add an action", select "**Move to**", and choose the new folder you created ("Old email").

- Click "**Save**", and then exit out of the settings window.

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STEP 4   Move your email from Webmail to Office 365

a. In Webmail, go to the folder you put all the messages you want to move to Office 365. If you have a large number of messages, you must **select a maximum of 30 messages at a time**. Unfortunately, Microsoft Office has hard limits of 30 messages per minute and 1300 messages per hour. By sending in batches of 30, you can avoid messages being rejected for delivery.
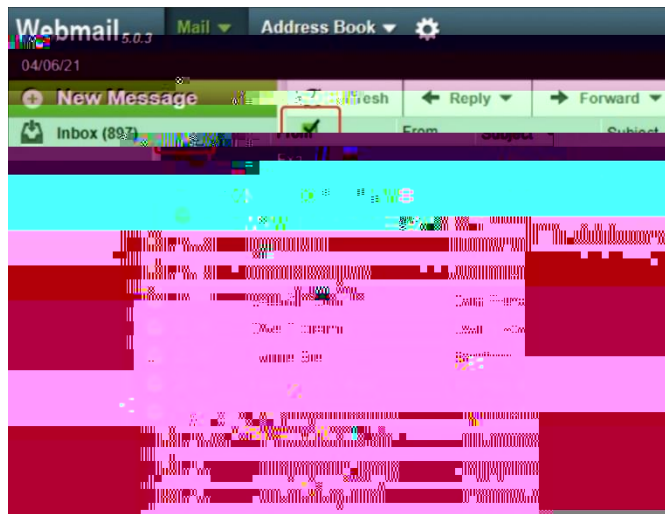
b. Click on "**Forward**" and choose "**Redirect**" from the menu.

c. Enter your Office 365 Alumni email address (e.g. userid@mta.ca) and click "Redirect".

d. In a few minutes you will find your messages in the "Old email" folder you created in Office 365 email account.