

On April 9 2021, a new VCC mailbox was created for you in a new tenant. Do you have important emails you want to keep? If so, use [stepbystep instructions](#) ~~from~~ to export emails from your old to new mailbox.

Do this before your ~~old~~ mailbox is decommissioned June 30 2021; after which, ~~the~~ [link](#)

To move emails, Outlook desktop version ~~must~~ be used (Outlook Web App is not possible).

Choose the option that ~~best~~ meets your needs:

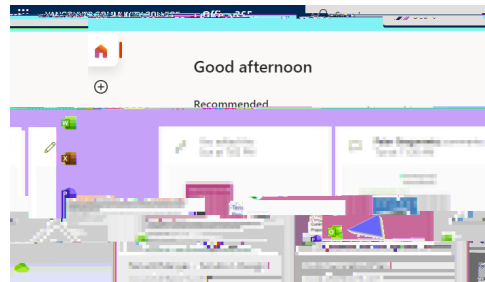
- A. Easy Option Use to move a few email
- B. Moderate Option Use to move many emails.
- C. Difficult Option Use to move all email

A p - Wbn

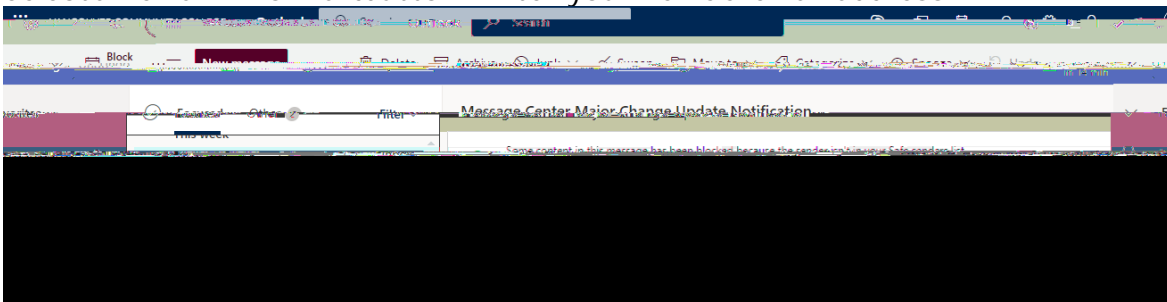
1. Open a browser > Login to Outlook Web App with the [URL](#)

	Wbn	Wbn
D	[Your VCC studentID]@studentvcc.onmicrosoft.com	000186420@studentvcc.onmicrosoft.com
Wbn	Your 6 digit password from prior to April 9	122598

2. Click on Outlook to access your email



3. Select an email > Forward button > Enter your new VCC email address.



1. Open a browser > Login to Outlook Web App with the **URL**

C Outlook

For this option, Outlook must be installed on your computer. If you already have Outlook installed on your computer, skip to Step 2.

1. Open a browser > Login to Outlook Web App with the URL: https://outlook.office365.com > Home > Install Office365 apps.

1. Open a browser > Login to Outlook Web App with the URL: <https://outlook.office365.com> > Home > Install Office365 apps.

2. Start Outlook. A "Welcome" screen may appear. Next > Enter your email address: [Your VCC student ID]@studentvcc.onmicrosoft.com > Connect > If prompted, select Microsoft 365.

3. A Windows Security window opens and wizard begins connecting Outlook to Office365 > Re-Enter your Username and password

	[Your VCC student ID]@studentvcc.onmicrosoft.com	000186420@studentvcc.onmicrosoft.com
	Your 6 digit password from prior to April 9	122598

OK > Finish to complete the configuration process.

2. From the Outlook ribbon, select File > Open & Export > Import/Export > Export to a file > Outlook Data File (.pst) > Next > Select the mail folder you want to back up > Next.

4. From the Outlook ribbon, select File > Open & Export > Import/Export > Export to a file > Outlook Data File (.pst) > Next > Select the mail folder you want to back up > Next.

5. Choose a location and name for your backup > Finish.

☑ : To password protect your files, enter and confirm a password. The messages you keep in a .pst file are no different from other messages. You can forward, reply, or search through the stored messages the same as other email

