



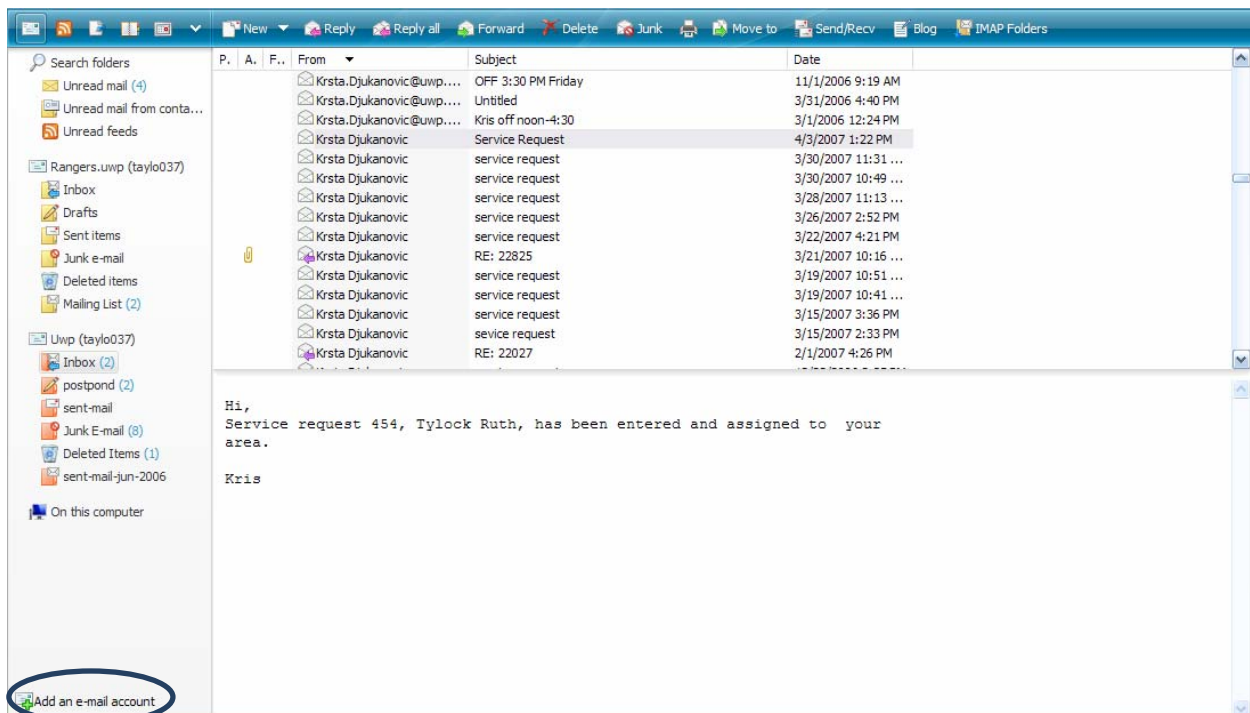
Windows Live Mail desktop Migration Guide

This guide will cover the process for moving emails from Ranger Mail to Live Mail using the Windows Live Mail Desktop application. Before we continue with the guide, it is assumed that you have completed the Windows Live Mail Desktop installation guide before attempting to follow this guide. If you have not read the installation guide then I strongly recommend that you do, as the screen shots and instructions you will see in this guide will depend on the information in the installation guide. With that said open Windows Live Mail Desktop and sign in.

The first thing you will need to do is configure Windows Live Mail desktop to access your Ranger Mail account. The instructions for configuring your Live Mail desktop application to access your Ranger Mail account are similar to the instructions used in the Live Mail Desktop Setup guide for adding access to your Live Mail email account to Windows Live Mail desktop. However, there are some additional steps that need to be completed.

1. The first thing you need to do is click the "Add an e-mail account button" at the bottom left hand corner of the window.

- This has been highlighted in the screen shot shown below.



Add email Account Wizard

Your name:

E-mail address:

Login ID:

Automatically determine my login ID

Password:

Remember password

Manually configure server settings for e-mail account.

< Back Next > Cancel

2. Enter the following into the dialog box above

- Your Full Name
 - For example, Ranger D. Bear
- Your Ranger Mail account email address.
 - <Ranger Mail Login>@uwp.edu
- Ranger Mail account password.

Before you click next make sure that the "Manually configure server settings for e-mail account" box **is not checked**. If it is checked proceed to the next step

3. Click the Next button.

Add email Account Wizard

Each of these settings are required to get your e-mail account working.

My incoming mail server is a IMAP server.

Incoming Server Information:

Incoming server: uwp.edu

Port: 143

This server requires a secure connection (SSL)

Log on using Secure Password Authentication

Outgoing Server Information:

Outgoing Server: smtp.uwp.edu

Port: 25

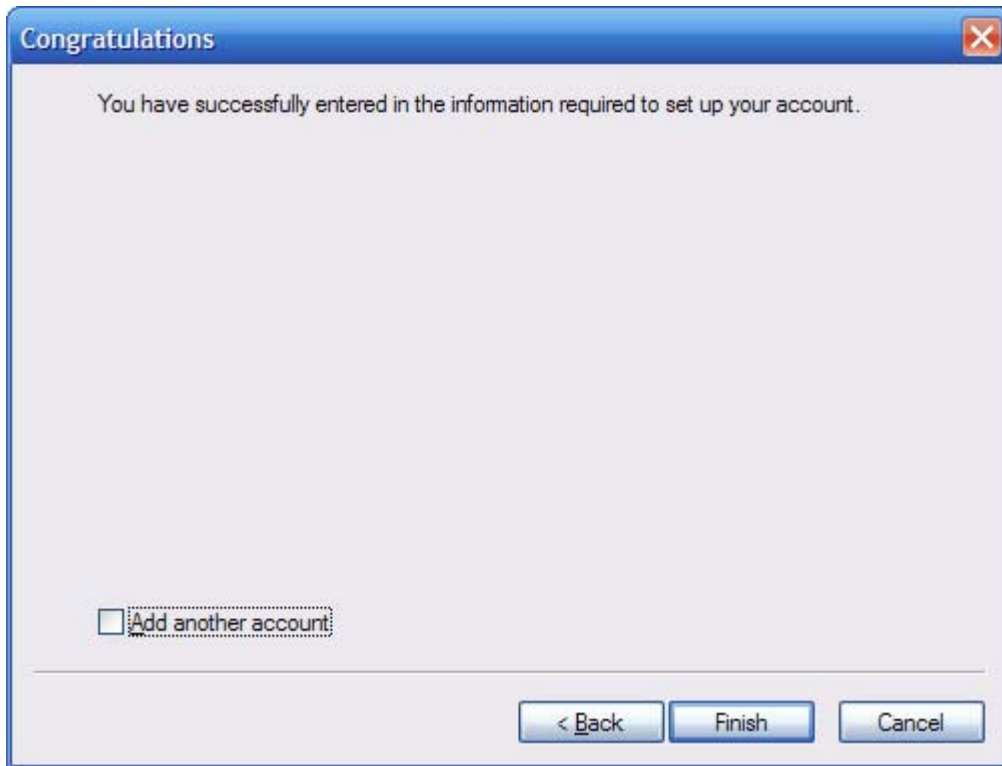
This server requires a secure connection (SSL)

My outgoing server requires authentication

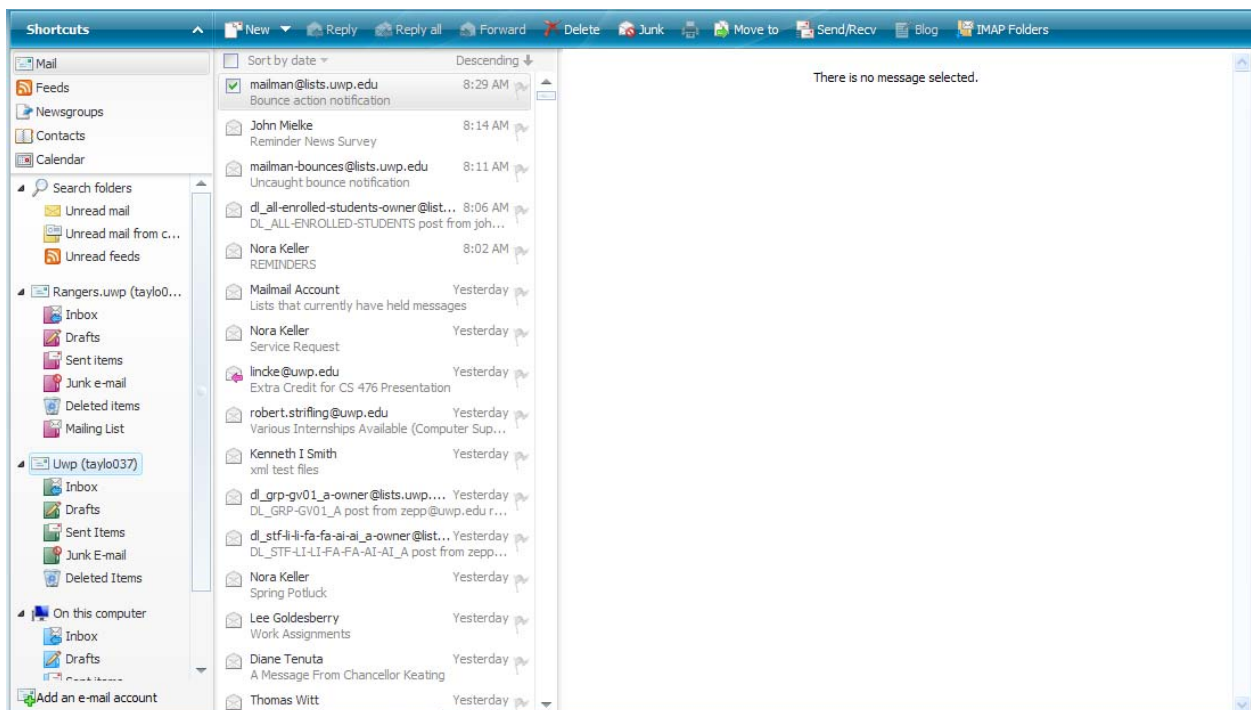
[Where can I find my e-mail server information?](#)

< Back Next > Cancel

4. Type in all the information you see in the screen shot above
 - Please make sure that your dialog box is exactly the same as the one being shown above before continuing to the next step.
5. Click Next

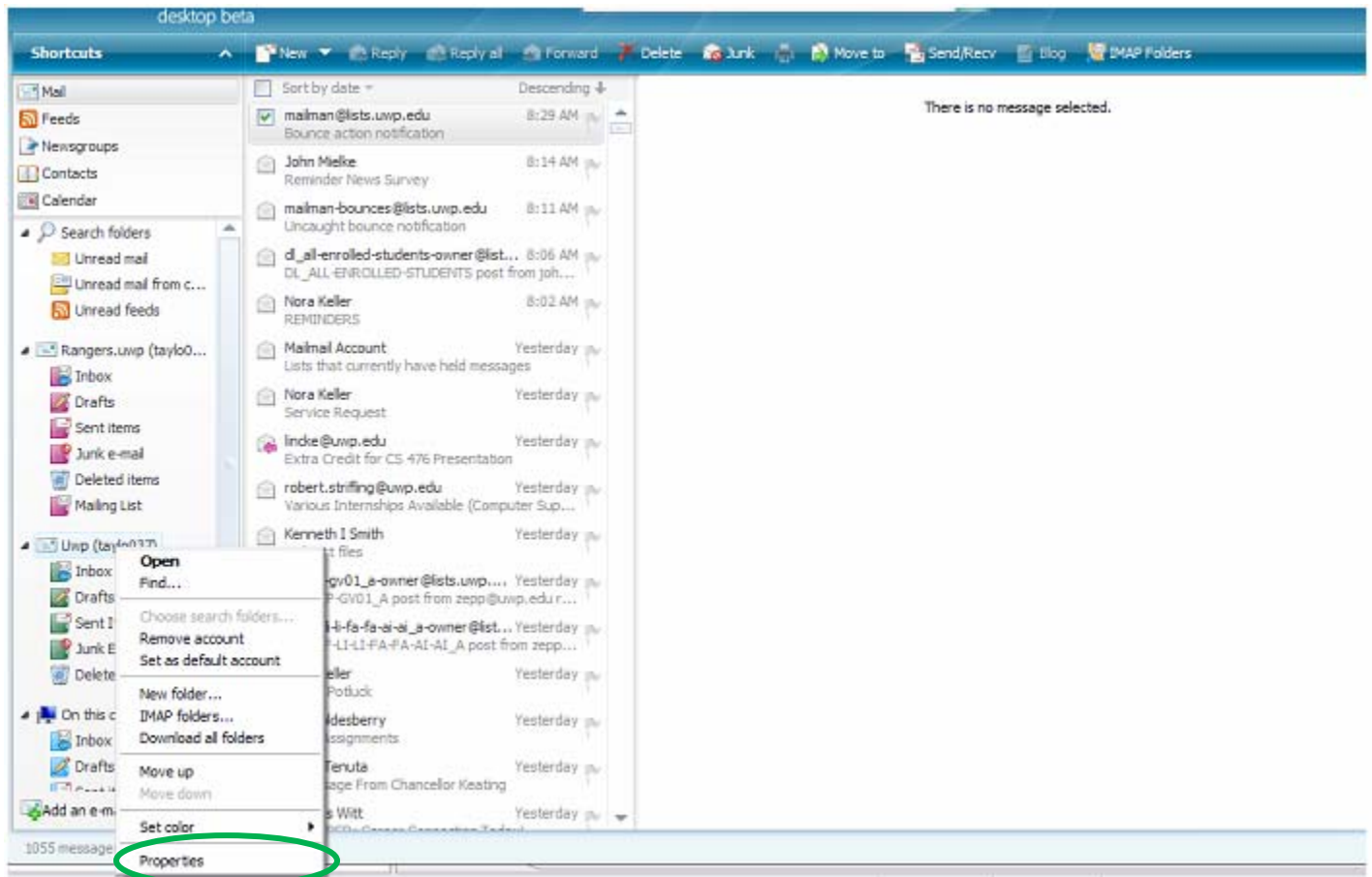


6. Click finish and your Live Mail desktop will closely resemble the screenshot shown directly below

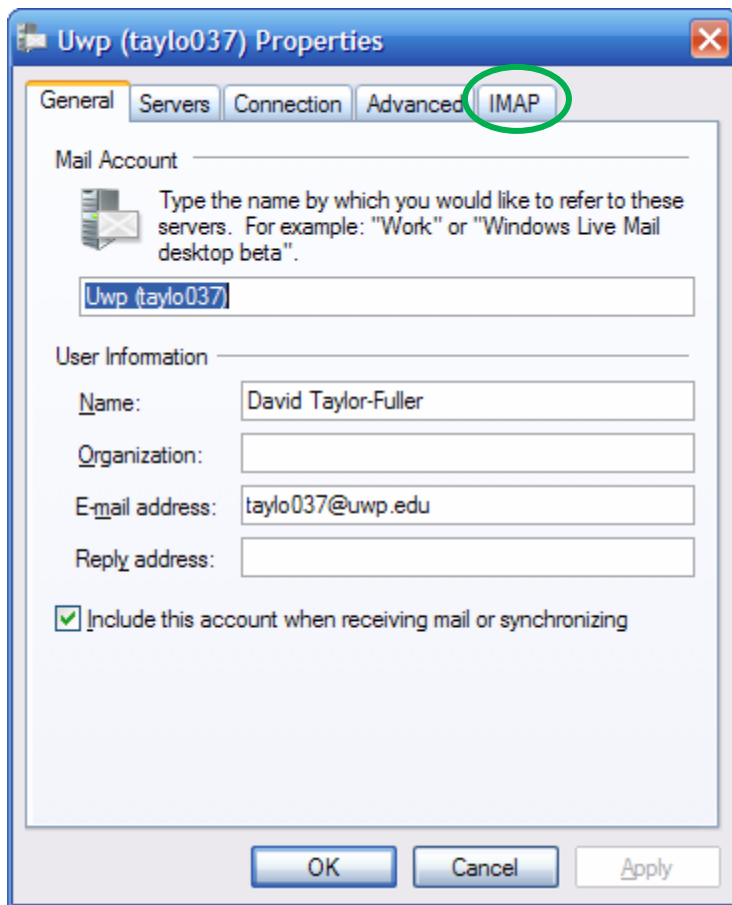


We still have a few more steps left to allow Live Mail desktop to properly talk to the Ranger Mail system.

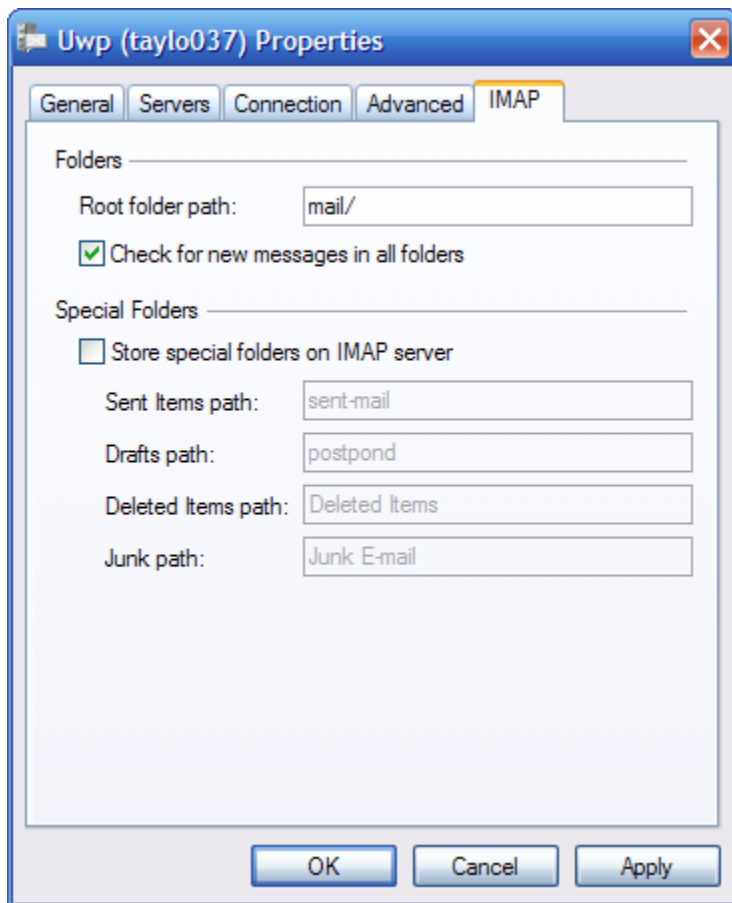
7. Right click on "Uwp (<YOUR_EMAIL_USERNAME>)" in the left pane in Live Mail desktop as shown in the screenshot below.



8. Click Properties at the bottom of the menu.



9. Now click on the IMAP tab

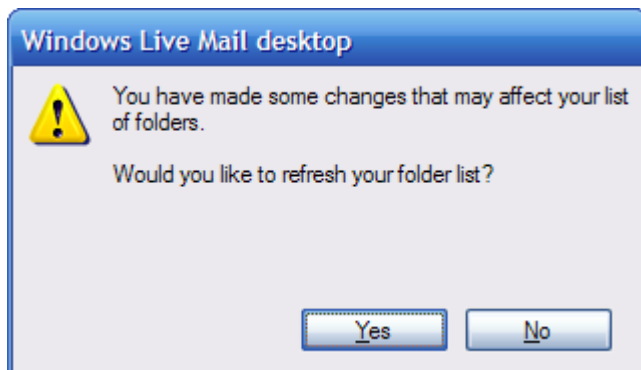


10. Enter the same information as seen in the screen shot above.

- You do not have to enter in the information shown in the **grayed** out boxes.

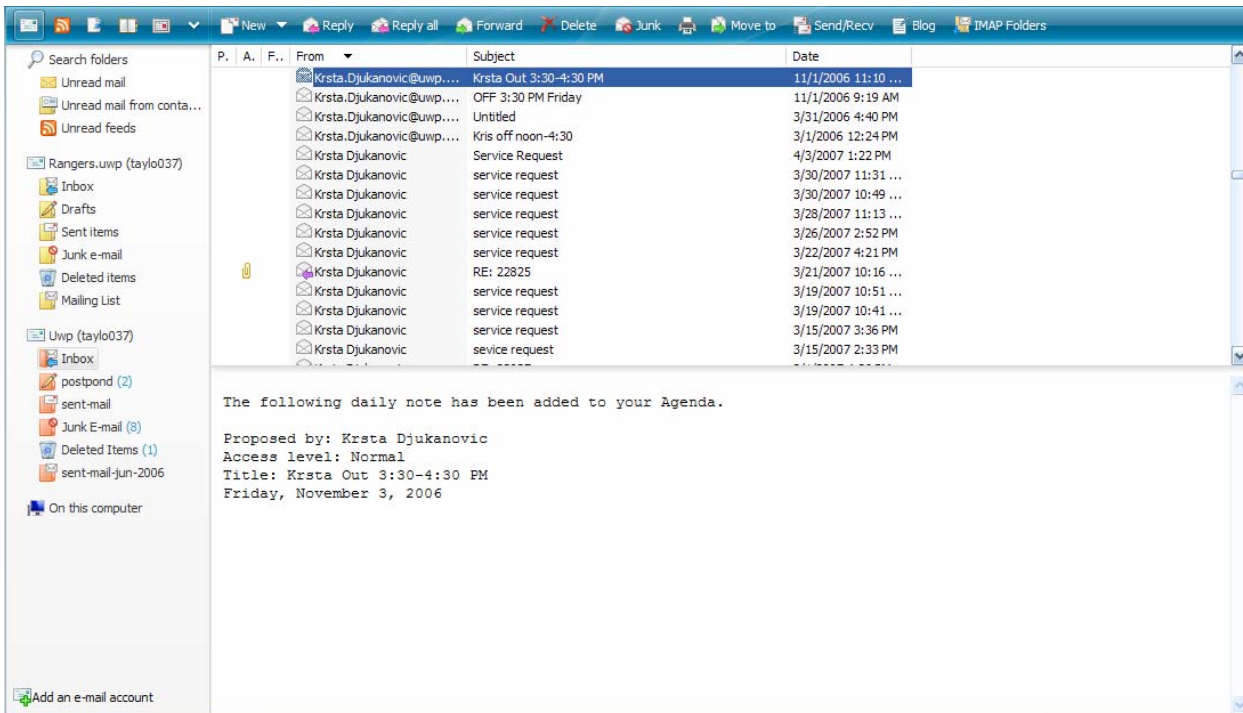
Once you have entered the information shown above and double checked to make sure they match the screenshot above, continue to the next step

11. Click **Apply** and then **OK**.



12. Click the **Yes** button when this dialog box comes up.

You have now fully configured Live Mail desktop to work with both your new Live Mail email account and your old Ranger Mail account. As a result your Windows Live Mail desktop should now closely resemble the screenshot shown below.

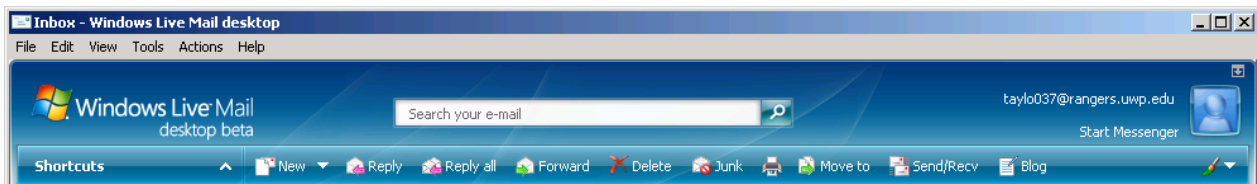


In order to begin moving your emails from your Ranger Mail account folders to your Live Mail account you will need to unhide the menu bar. This is easily accomplished by

13. Maximize the application.

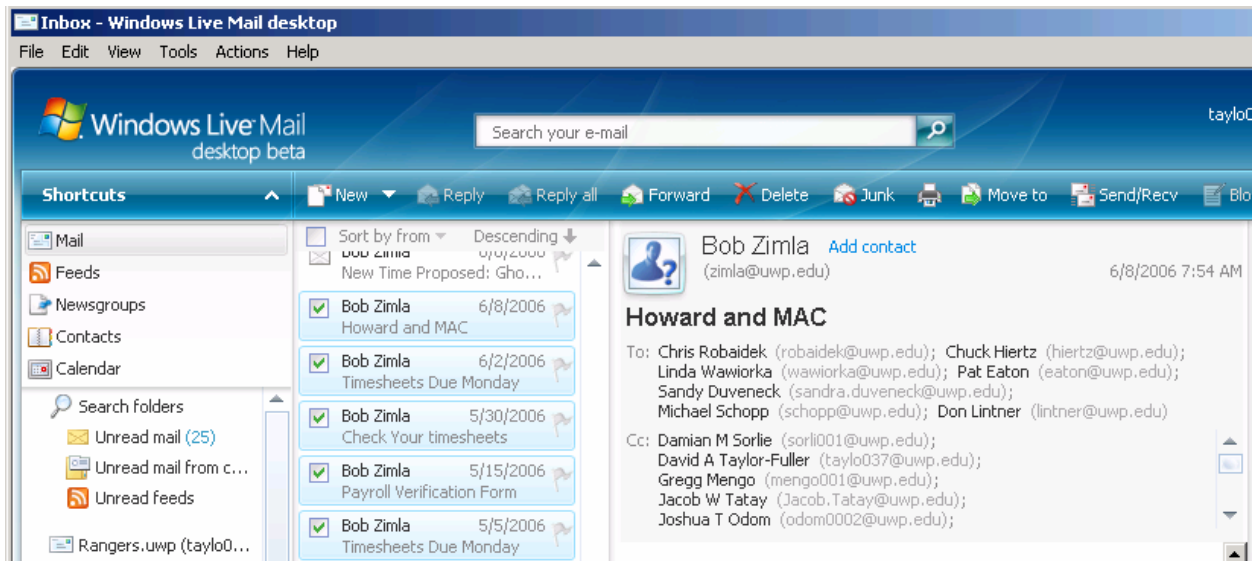
- o Double click the top of the window.
- o Use the maximize button on the top right side of the window.

Once the application is maximized you will now see the menu bar as shown below.



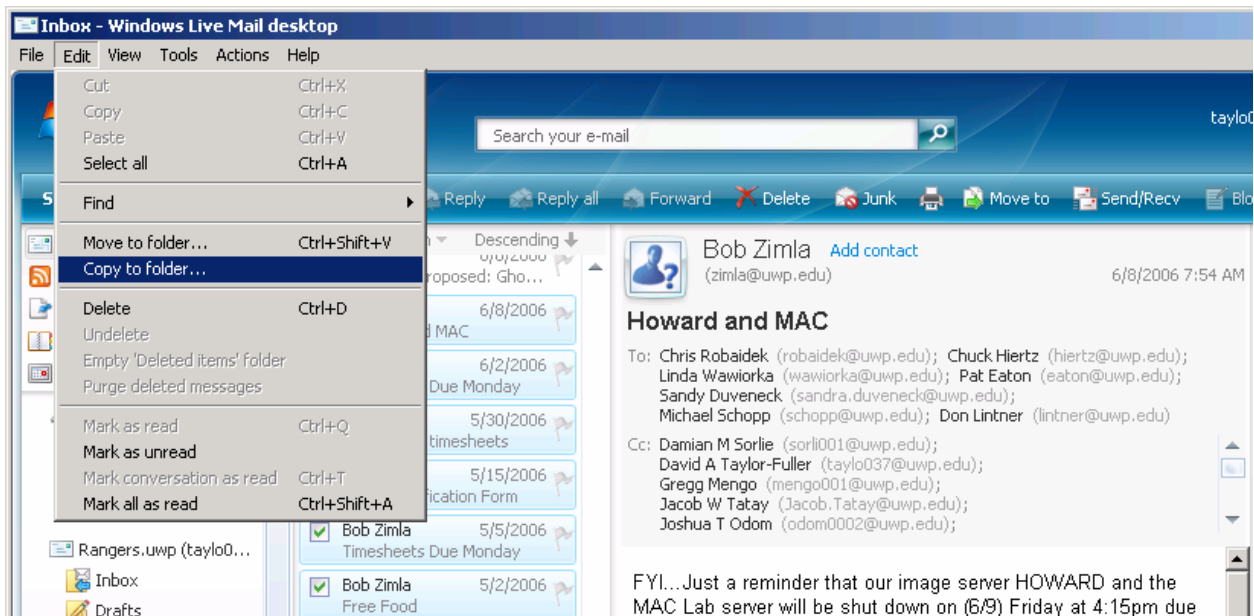
14. Select your messages in your Ranger Mail folder that you would like to move to your Live Mail Account folder.

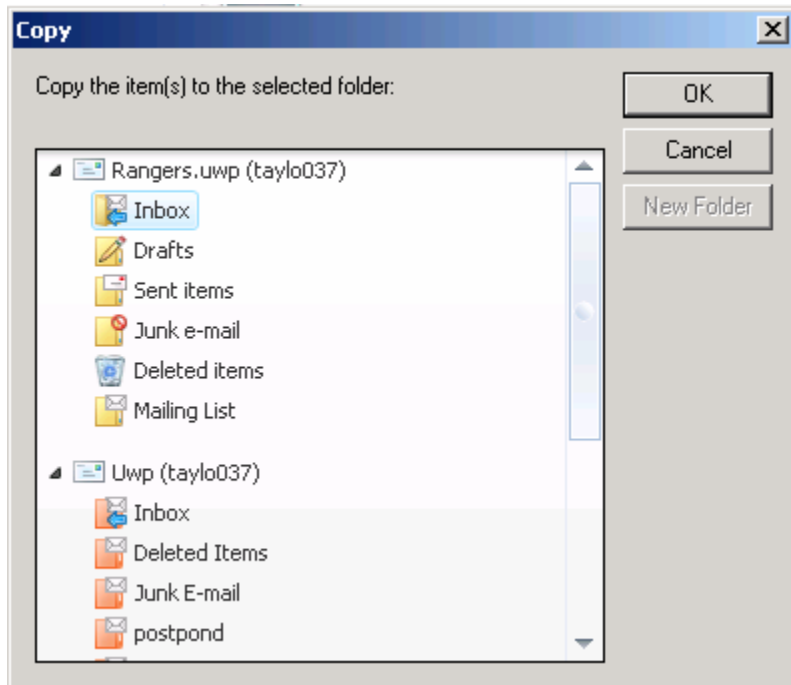
- o Then select them as shown in the screen shot below by pressing and holding the CTRL key on the key board and selecting each message in the message list window. If you want to move all the messages in the folder then click edit on the menu bar followed by select all.



15. Click "edit" on the menu bar again followed by "Copy to folder".

- o This will launch the dialog box shown in the screen shot on the following page.





All you need to do now is select the folder you would like to move these messages to and then click the OK button. Since we used "Copy to folder" instead of "Move to folder". You will have to now delete the messages that you selected from their folder in your Ranger Mail account, after you verify that the move was done successfully.

After you have verified the successful move of your messages you have now completed this guide. It's that simple, If you have a large group of messages that you would like to move from your Ranger Mail account to your new Windows Live Mail account then you go to the folder that the messages are in. Select all the messages that you would like to move and drag them from the message list window to the folder you would like to move them to. Unfortunately, you cannot move an entire folder by using drag and drop, as this method is not currently supported in Windows Live Mail desktop. Instead you have to create the folder that you would like to move in the Live Mail account and then select all the messages in the old folder in Ranger Mail and then drag and drop those messages to the newly created folder in your Live Mail account.

If you would like to re do the migration process that was initially done by the networking department, to correct the message time problem described in the Live Mail desktop setup guide. Then you should delete all the messages that were forwarded from your Ranger Mail account to Live Mail by the networking department. The best way to ensure you do not delete a new message is to first check your Ranger Mail inbox to see what the last message you received in your Ranger Mail inbox is. Then you want to find that message in your Live Mail inbox (assuming you have your messages sorted by date with the present date being first in the list) and delete that message and every other message after it in your Live Mail inbox. Once that is done you can use the process outlined above to migrate your emails from Ranger Mail to Live Mail and have them carry over their correct delivery date and time.