Mail Import Export Process

You can move your email from your @nmcc.edu Microsoft 365 account to your mainecc.edu accounts by following these steps:

1. Export Emails from the Old Account:
- Open Outlook and sign in to your @college.edu account.
- Go to File > Open & Export > Import/Export.
- Choose Export to a file and click Next.
- Select Outlook Data File (.pst) and click Next.
- Choose the email folder you want to export (e.g., Inbox) and click Next.
- Choose a location to save the .pst file and click Finish.

2. Import Emails to the New Account:
- Sign in to your new @mainecc.edu account in Outlook.
- Go to File > Open & Export > Import/Export.
- Choose Import from another program or file and click Next.
- Select Outlook Data File (.pst) and click Next.
- Browse to the .pst file you exported earlier and click Next.
- Choose the folder to import the emails into and click Finish.

3. Set Up Email Forwarding (Optional):
- Sign in to your @college.edu account via Outlook on the web.
- Go to Settings > View all Outlook settings > Mail > Forwarding.
- Enable forwarding and enter your @mainecc.edu address.
- Save the changes.

These steps should help you move your emails smoothly. If you encounter any issues, feel free to submit a ticket to the helpdesk by emailing ITHelp@mainecc.edu

Using Outlook Web Access

Migrating a mailbox from one Microsoft 365 (M365) account to another using Outlook on the web (OWA) isn't straightforward. Here's a general approach you can follow:

1. **Export Emails from the Old Account:** Use OWA to export your emails to a PST file. You can do this by accessing the Outlook on the web, navigating to the "Mail" section, and using the "Export" option2.

2. **Import Emails to the New Account:** Once you have the PST file, you can import it into the new M365 account. Again, use OWA to import the PST file into the new account2.

3. **Verify the Migration:** Check both accounts to ensure that all emails, contacts, and calendar entries have been successfully migrated.