## Migrate Outlook accounts to new email server

## **Outlook setup**

• If you don't know how to change, please download Rustdesk or Anydesk, I can remotely help you.



## \* IMPORTANT!!! \*

If existing account is IMAP type. **DO NOT** simply change the server name and password, you will lost all existing emails.

You must export existing emails, change the IMAP account, and then import the emails again.

- If existing accuont is IMAP type, please read: Migrate Outlook IMAP accounts to new email server
- If existing account is POP3 type, you just need to change the server name, password. All your existing emails will remains there.
  - New server name is h12.hksx.com
  - New password has been sent to your company manager/administrator
- See » h12 mail server connection methods

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