## Migrate Outlook IMAP accounts to new email server

outlook, email

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## Migrate Outlook IMAP accounts to new email server

- close Outlook
- Right-click on Start and then click Run



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- Click Email Accounts

   Make sure your account is IMAP type
  - If you have multiple email accounts, some POP3 and some IMAP, make sure we do this operation on IMAP accounts only.
  - $\circ~$  Please read this for Migrate Outlook POP3 accounts

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- For IMAP accounts, we must backup existing emails before changing account settings
- Open Outlook, click File > Open & Export

(←) Info	Open	
Open & Export Save As	Open Calendar	Open Calendar Open a calendar file in Outlook (.ics, .vo
Print  Office	Open Outlook Data File	Open Outlook Data File Open an Outlook data file (.pst).
Account Options Exit	<b>टे</b> Import/Export	Import/Export Import or export files and settings.
0	Other User's	Other User's Folder Open a folder shared by another user.

Choose "Export to a file" and then click Next

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## Import and Export Wizard



Choose "Outlook Data File (.pst)" and then click Next

NA	Comma	Separated Va k Data File (.ps	lues st)	
		0		
		4		

## • Choose the IMAP account and then click Next

	Select the folder to export from:	prote	
	✓ 😳 derek@sxl.net		
	Inbox (1) Drafts Sent Sent 10_TODO Calendar (This comput Contacts (This comput Journal (This computer Junk [46] Notes (This computer of Include 12 yrs	ter only) r only) <u>Filter</u> <u>Filter</u> <u>Filter</u>	
虱情 積木	< <u>B</u> ack <u>N</u> ext > ご対応いただけない	Cancel い場合、取引停止となど	
Save exported file as, click Brows	e, and give a name to your backup file	e (I name mime as derek-back	up.pst) ×
← → ▼ ↑ 📙 « accour	nts > Documents > Outlook Files	✓ ひ Search Outlook Files	م
Organize 🔻 New folder		8	= • 🕐
This PC 3D Objects	↑ Name	Date modified 30/4/2025 9:07 pm	Type Outlook
<ul> <li>Documents</li> <li>Downloads</li> <li>Music</li> <li>Pictures</li> <li>Videos</li> <li>Local Disk (C:)</li> </ul>	1		
🛆 Google Drive (G:)			
	*		
<ul> <li>File <u>n</u>ame: derek-bac</li> </ul>	:kup.pst	0	~
Save as type: Outlook d	lata files (*.pst)	4	~

If you have multiple IMAP accounts, it is important to rename the backup file, so that later export will not
overwrite previous ones.

- Click Finish to start the export
- Do not input any password, just click OK.

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Cr	eate Outlook D	ata File	×	
A	dd optional pa	ssword		
E	assword:	1		
V	erify Password:			
	Save this pas	sword in your password	d list	
		OK Cancel	E.	
0			, <i>D</i> +	
r export se Outloo	: is finished, we l ok	begin to change the serve	ver settings.	
back to t	the previous Cor	trol Panel > Mail setting	gs	
nge both then cli	n Incoming and ( ck More Settings	Jutgoing server to h12.hl	nksx.com	
Change	Account			×
POP and	IMAP Account Se	ttings		<u>k</u>
Enter	the mail server sett	ings for your account.		R
				0
User Infor	mation		Test Account Settings	
our Name	8	Derek Chan	We recommend that you test your account to ensure the entries are correct.	that
Email Add	ress:	derek@sxl.net		
Server Info	ormation		Test Account Settings	
Account T	ype:	IMAP	Automatically test account settings when New	
ncoming	mail server:	h12.hksx.com	is clicked	
<u>O</u> utgoing	mail server (SMT :	h12.hksx.com		
Logon Inf	ormation	· · · · · · · · · · · · · · · · · · ·		
User Name	e:	derek@sxl.net	Mail to keep offline: All	
Password:		*****		
		emember password		
Reguire	e logon using Secu	re Password Authentication		
(314)			<u>M</u> ore Setting	s
(e sure (	Dutaoina Server	is set to $>$ Use the same	e settings as my incoming mail server (this is same as	b befor
OP and 1	IMAP Account	Settings		
Enter	the mail server s	ettings for your account.	<u>.</u>	
🔘 In	ternet Email Se	ttings	×	
Car	outgoing	Server Advanced	Setti	
Gene	eral outgoing	Advanced	ad th	
	Ay outgoing ser	ver (SMTP) requires aut	thentication e cor	
	) <u>U</u> se same set	tings as my incoming m	nail server	
(	Log on using	1		
	User Name:		it Set	

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Password:

<u>Remember password</u>

Reguire Secure Password Authentication (SPA)

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- On the Advanced Page
  - $\circ~$  set Incoming server (IMAP) port to 993 and SSL/TLS
  - $\circ~$  set Outgoing server (SMTP) port to 465 and SSL/TLS
  - If your computer / outlook is older than 10 years, or you are using different product, you may need to try different port.
    - Incoming Port 993 SSL, or Port 143 None SSL
    - Outgoing Port 465 SSL, or Port 587 STARTTLS, or Port 25 None-SSL
    - Click OK and Next
- Outlook will test connection, normally you will see this:

ongratu ontinue	lations! All tests completed successfully	Click Close to	<u>S</u> top
Tasks	Frrors		Close
Tasks ✓ Log ✓ Ser	onto incoming mail server (IMAP) nd test email message	Status Completed Completed	

- If cannot pass this test, you can
  - 1. make sure your password is correct (try login WebMail)
  - 2. try different connect ports/SSL combinations (see above)
- Click Close and Finsih
- Open Outlook again

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- After Send/Receive once, you will see all your previous emails disppeared. but don't worry.
- We have to import the previous backup now.
- Click File > Open & Export > Import/Export



• choose "Import from another program or file" > Next

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	Choose an action to perform:
	Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs)
	Import from another program or file
Y	Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List
	Description Import data from other files, such as Outlook data files (.PST) and text files.
-	

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Select file type to i	mport from: I Values	
	(.pst)	

• Browse to the previous backup file > Next

	rie to import
- 16	nents\Outlook Files\derek-backup.pst Brows
	Options
	Replace duplicates with items imported
	Allow duplicates to be created
	O Do not import duplicates

• Choose Import to the same folder > Finish

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Select the folder to import from:	
<ul> <li>✓ Include subfolders</li> <li>○ Import items into the current</li> <li>● Import items into the same for</li> </ul>	<u>F</u> ilter folder older in:
derek@sxl.net	~

- Wait until import finished
- All your previous emails come back.
- If you have other computers, laptop, hand phone using the same IMAP account
  - $\circ$  you only need to delete the previous account, and then add a new account with new server settings.
  - all your emails will come back.

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