
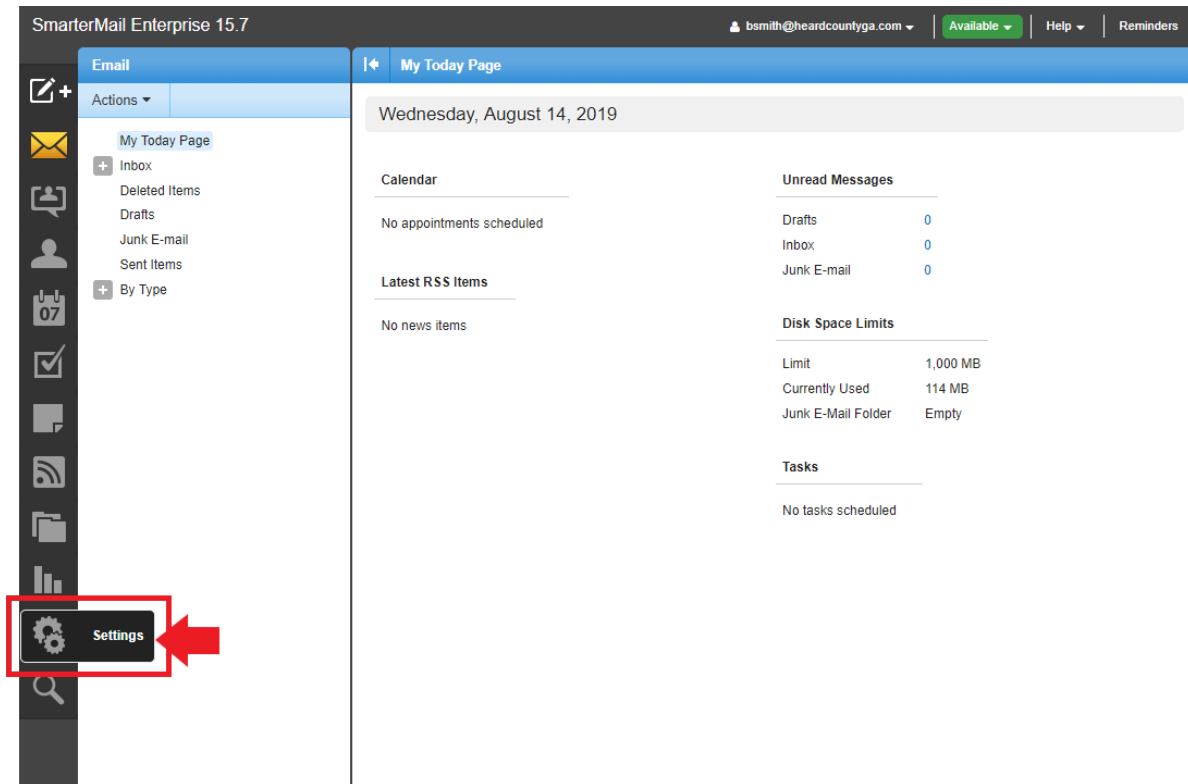


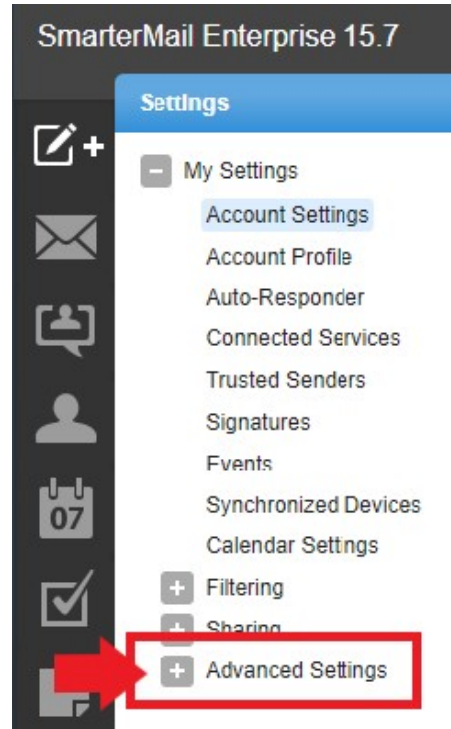
HOW TO MIGRATE YOUR OLD COUNTY EMAIL TO SMARTERMAIL:

1. Login to your new county email account.

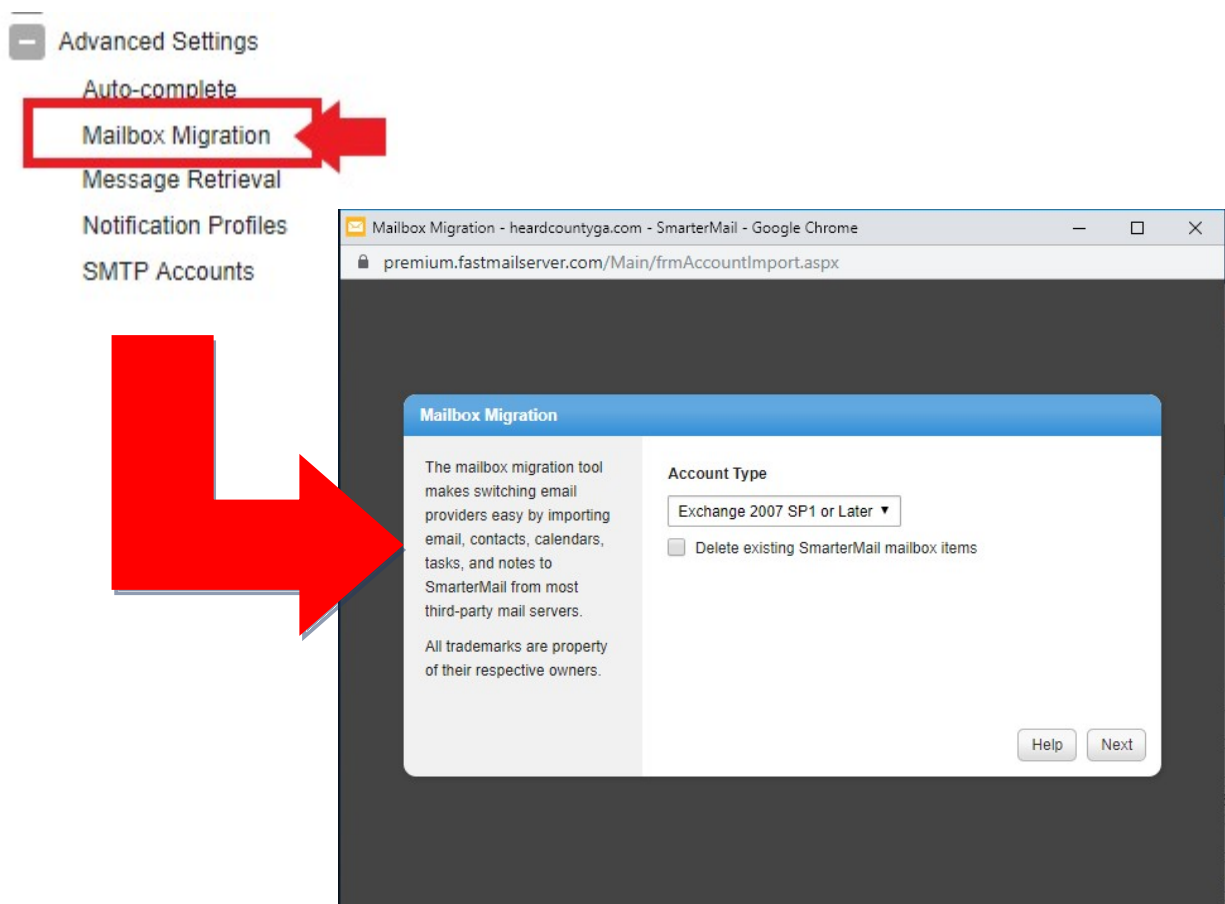
2. Click on the settings icon  in the listing on the left side of the browser window.



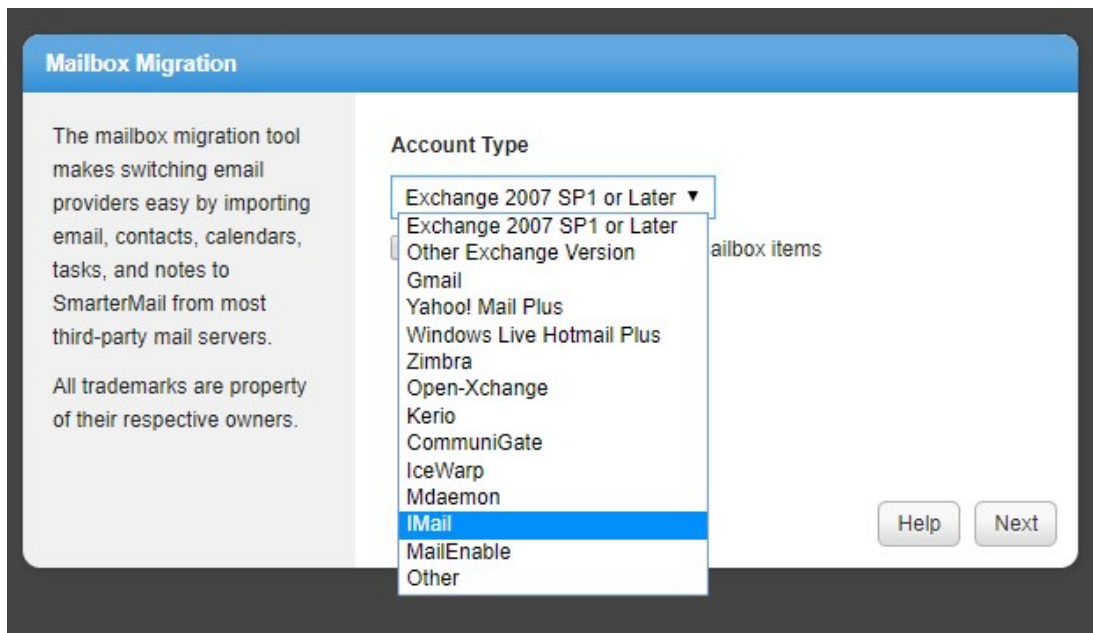
3. Click on the plus icon  next to **“Advanced Settings”** in the Settings windowpane.



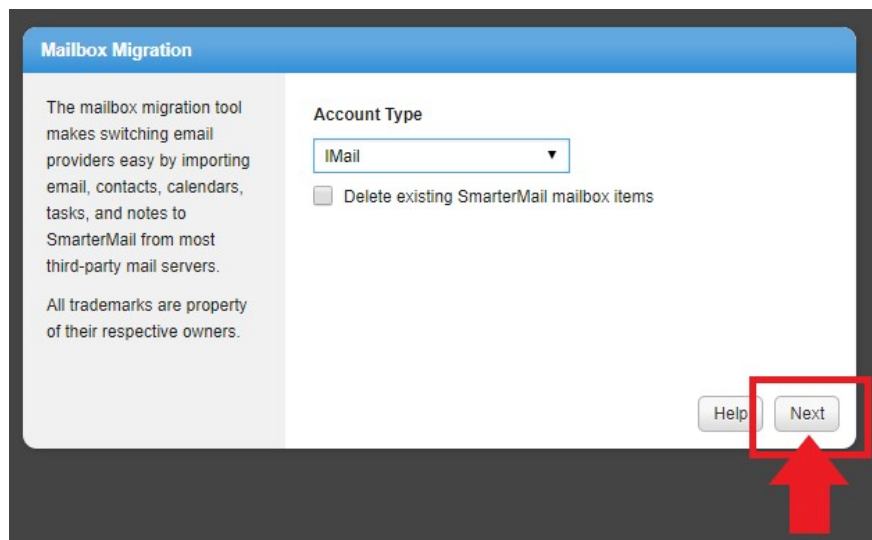
4. Click on **“Mailbox Migration”**. This will open a new window. See the following:



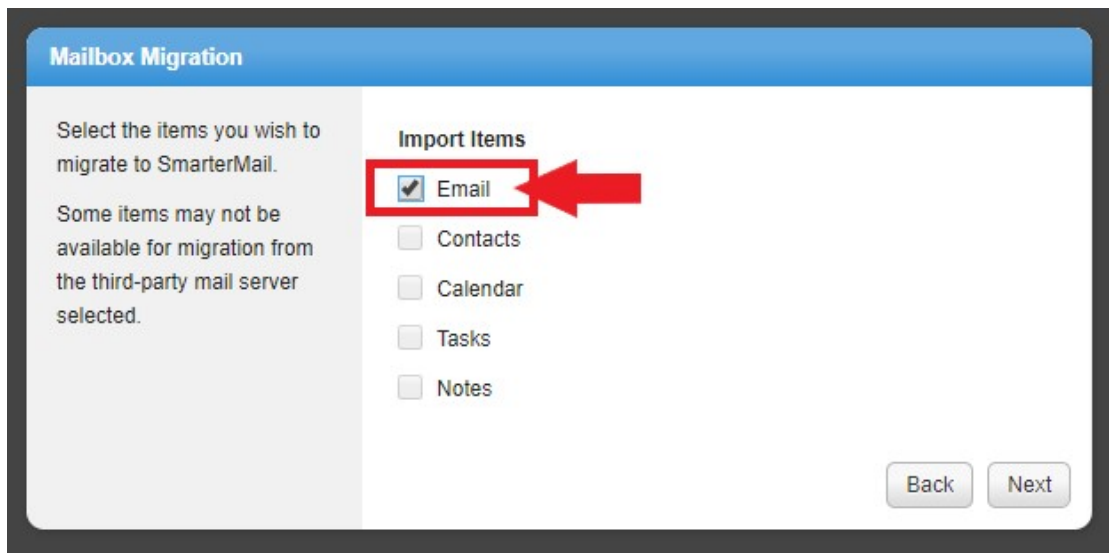
5. Change “Account Type” to “IMail” by selecting it from the drop-down menu.



6. Click on the “Next” button.

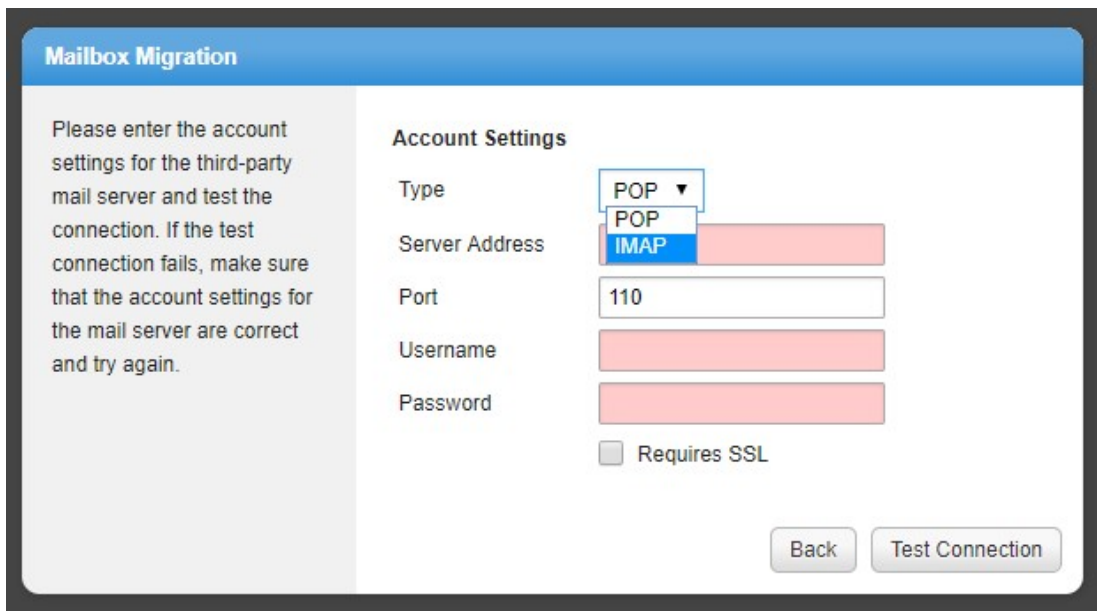


- Click the checkbox next to **“Email”** under **“Import Items”** and click the **“Next”** button.



The screenshot shows the 'Mailbox Migration' window. On the left, there is a grey box with instructions: 'Select the items you wish to migrate to SmarterMail. Some items may not be available for migration from the third-party mail server selected.' On the right, under the heading 'Import Items', there are five checkboxes: 'Email' (checked), 'Contacts', 'Calendar', 'Tasks', and 'Notes'. A red box highlights the 'Email' checkbox, and a red arrow points to it from the right. At the bottom right, there are 'Back' and 'Next' buttons.

- Change **“Type”** to **“IMAP”** by selecting it from the drop-down menu.



The screenshot shows the 'Mailbox Migration' window with 'Account Settings'. On the left, a grey box contains instructions: 'Please enter the account settings for the third-party mail server and test the connection. If the test connection fails, make sure that the account settings for the mail server are correct and try again.' On the right, there are several input fields: 'Type' (a dropdown menu with 'POP' selected and 'IMAP' highlighted in blue), 'Server Address' (a red text field), 'Port' (a text field with '110'), 'Username' (a red text field), and 'Password' (a red text field). There is also a 'Requires SSL' checkbox. At the bottom right, there are 'Back' and 'Test Connection' buttons.

- Type **“109.73.236.62”** into the **“Server Address”** text field.

Server Address

- Type **“143”** into the **“Port”** text field.

Port

11. Type your full email address into the “Username” text field.

Username

12. Type your password from your previous email account into the “Password” text field.

Password

13. Click the “Test Connection” button.

Mailbox Migration

Please enter the account settings for the third-party mail server and test the connection. If the test connection fails, make sure that the account settings for the mail server are correct and try again.

Account Settings

Type:

Server Address:

Port:

Username:

Password:

Requires SSL

14. Confirm you receive a green “The test was successful.” notification at the top of the window and then click the “Next” button.

Mailbox Migration

The test was successful.

Please enter the account settings for the third-party mail server and test the connection. If the test connection fails, make sure that the account settings for the mail server are correct and try again.

Account Settings

Type:

Server Address:

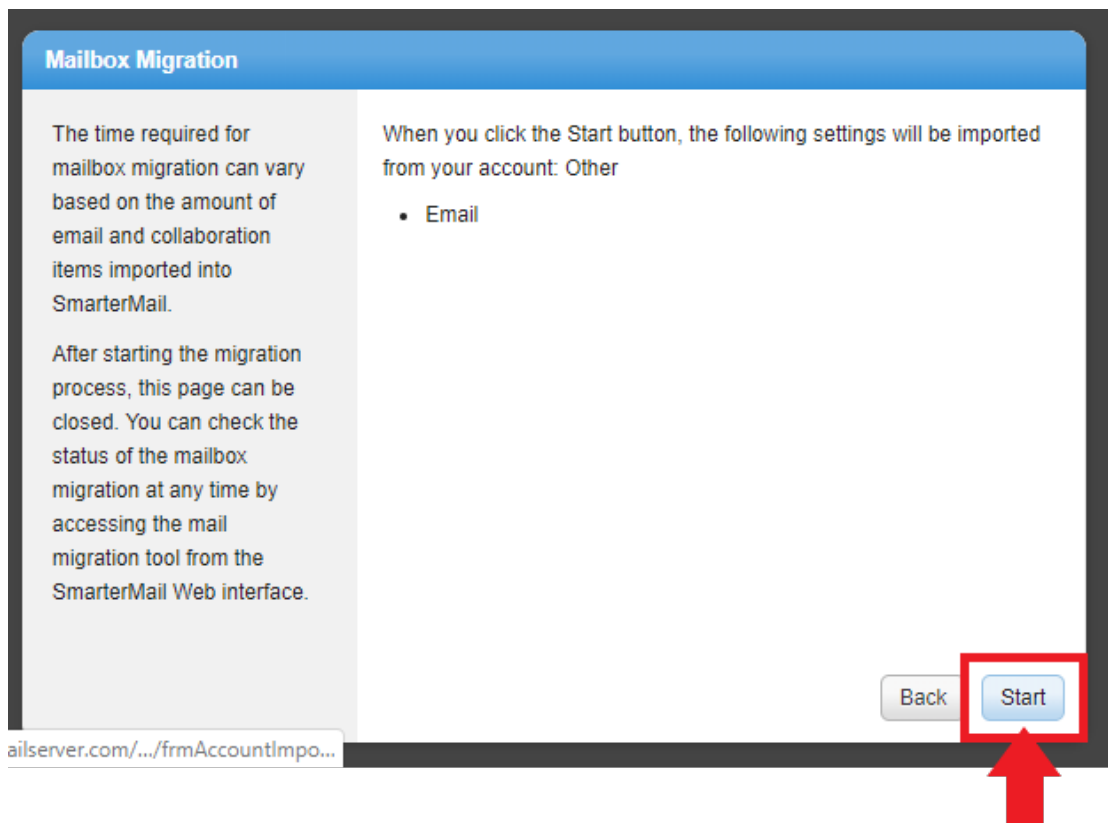
Port:

Username:

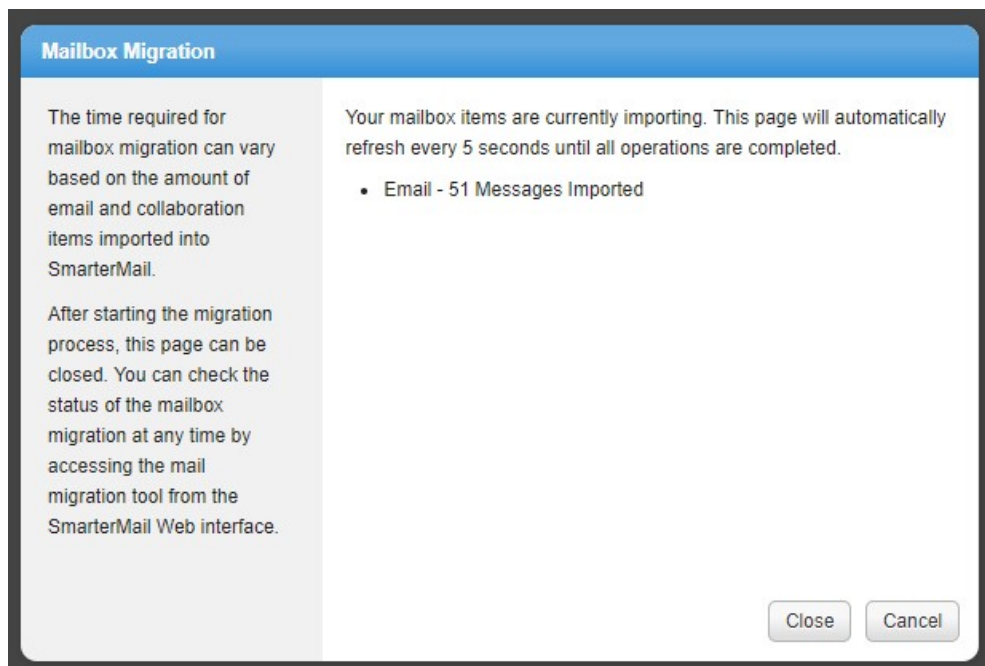
Password:

Requires SSL

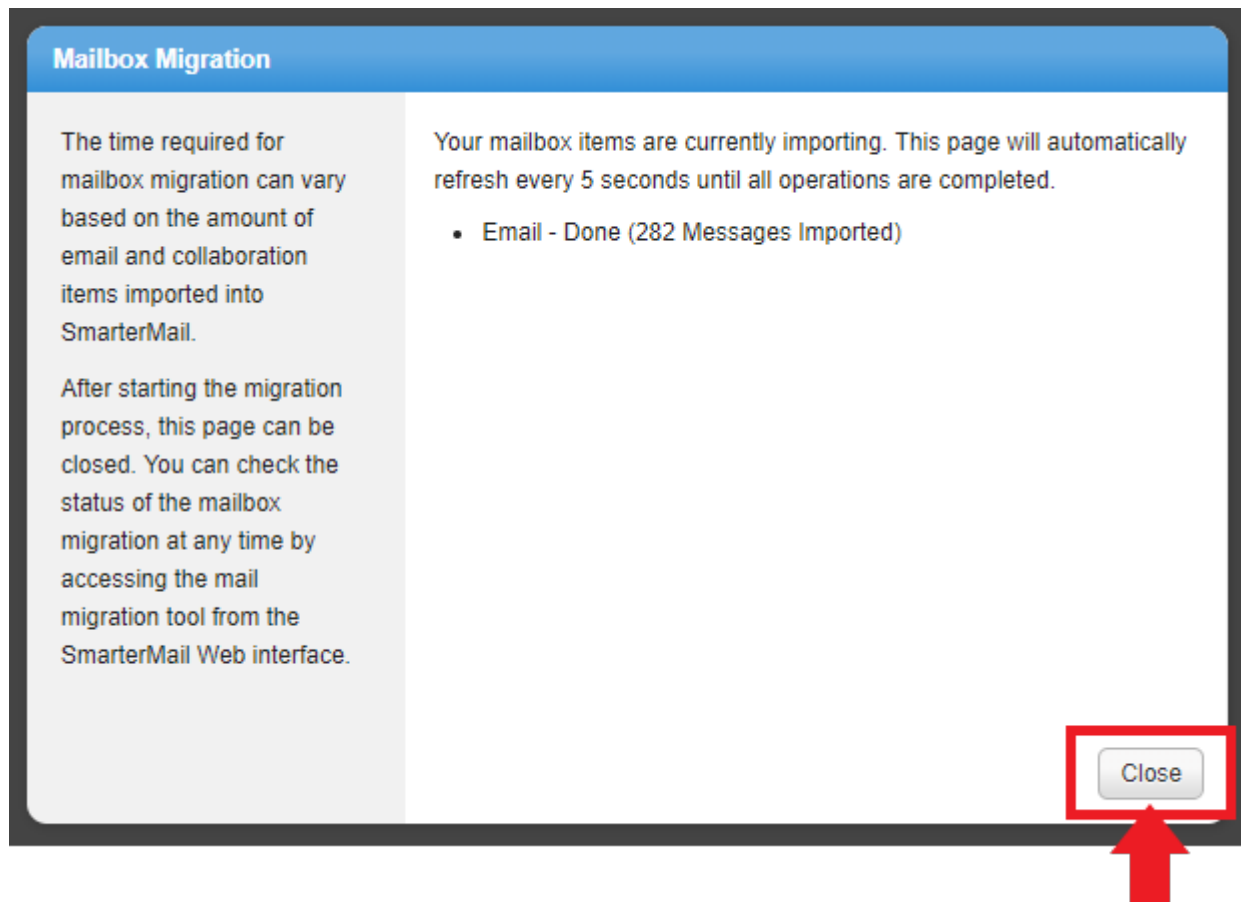
15. Click the “Start” button.



16. Wait for the email migration process to complete. The process will be completed once the message reads “Email – Done (### Messages Imported)”.



17. Click the “Close” button once the process has fully completed.



18. Return to your inbox and verify that your old county email messages have been migrated.