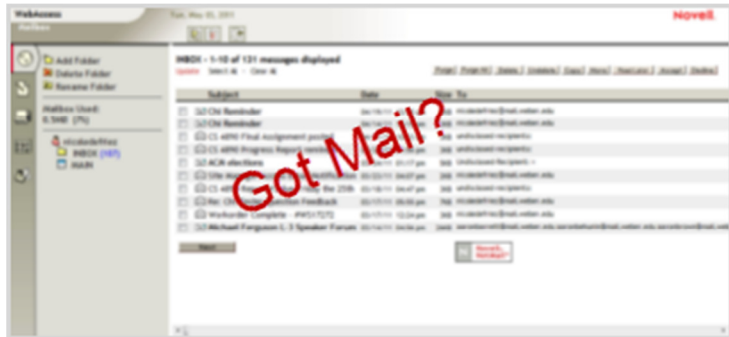# How to Import Mail from Old Wildcat Mail

Weber State University will retire its old student email system on June 26, 2011; students will no longer receive new messages through the old system. New Wildcat Mail, powered by Google, will contain all messages received after June 25.

Email received prior to June 26, 2011 will be available to students for a limited time at **http://oldmail.weber.edu**. The following instructions detail the process to import old messages into New Wildcat Mail.

NOTE: Only mail in the Inbox will be imported. Messages in other boxes must be moved to the Inbox in order to be imported.

Instructions

1. Log into Wildcat Mail in a web browser through the eWeber portal or by going to **http://wildcat.mail.weber.edu** and entering a Wildcat user name and password
2. Click the Settings icon and select *Mail settings*
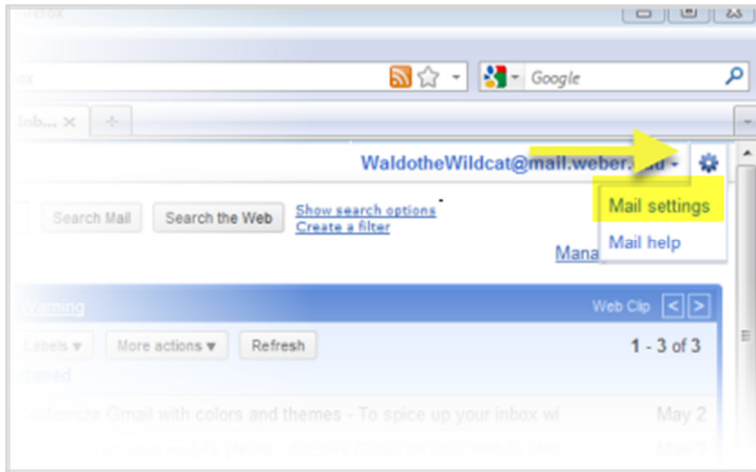
3. Click the **Accounts** tab
4. In **Get mail from other accounts** click **Add a mail account you own**
5. Enter your Wildcat email address with oldmail.weber.edu (example: FirstLast@oldmail.weber.edu)

6. Click **Next Step**
7. Complete the **Add a mail account you own** form:

   Username: your Wildcat ID

   Password: your Wildcat password

   POP Server: oldmail.weber.edu

   Port: 995

   Always use secure connection (SSL) when retrieving mail: Yes

   You may choose additional options as desired

Username: waldothewildcat
Password: ••••••••
POP Server: oldmail.weber.edu   Port: 995
☐ Leave a copy of retrieved message on the server. Learn more
☑ Always use a secure connection (SSL) when retrieving mail. Learn more
☑ Label incoming messages: Misc
☐ Archive incoming messages (Skip the Inbox)

Cancel « Back Add Account »

8. Click **Add Account**
9. At **Would you also like to be able to send mail as FirstLast@oldmail.weber.edu?** click **No**
10. Click **Inbox** at the left to return to your inbox

TIP: Mail import occurs in the background and may take several hours. You may log out or close your browser window in the meantime.

IMPORTANT: Mail import may take some time. After the import has finished it is important to remove the import settings.

1. Return to Settings → Mail Settings → Accounts
2. Delete the WildcatID@oldmail.weber.edu entry by clicking **delete**