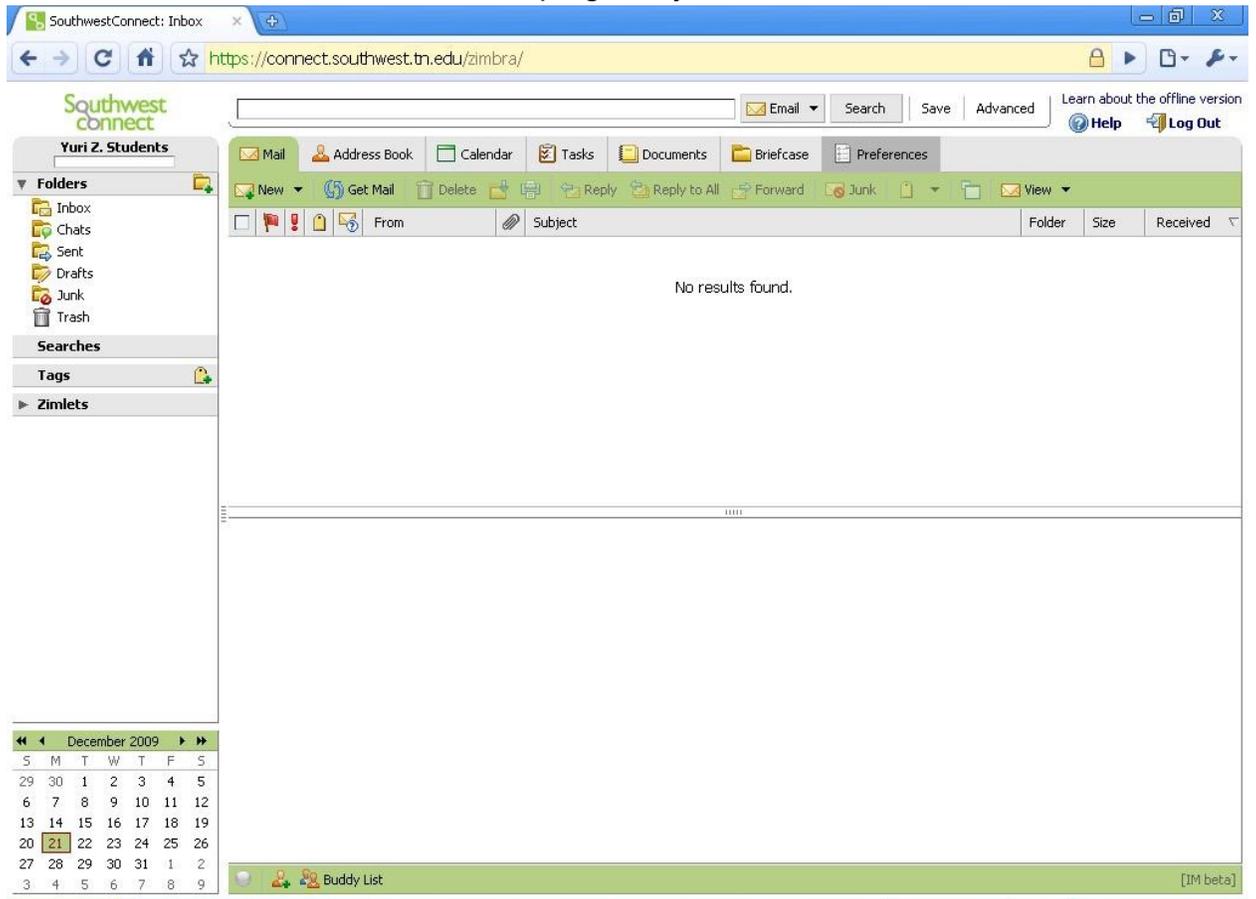How do I move my email from my old @students.southwest.tn.edu (Luminis) account to my new SouthwestConnect account?

1. Login to SouthwestConnnect at http://connect.southwest.tn.edu or by clicking the SouthwestConnect icon in the Quick Launch panel at http://my.southwest.tn.edu

2. Click on the Preferences tab on the top right of your SouthwestConnect window.

3. Preferences will open in the left sidebar. Click on Accounts (under Mail).
   Accounts preferences will open in the main body of the window.
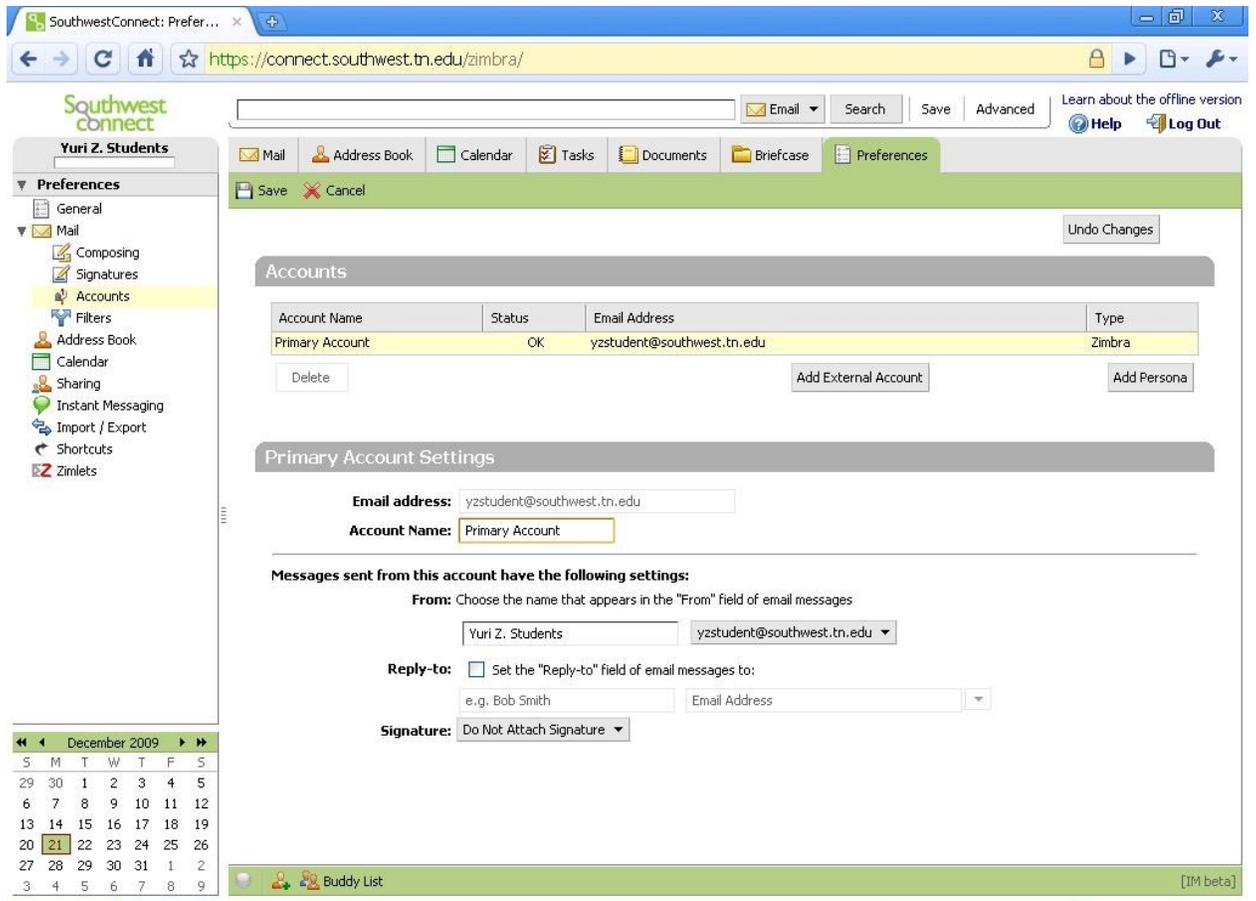
4. Click Add External Account and enter the following information, substituting your username or password for the red text:

   Email Address: **yzstudent**@students.southwest.tn.edu
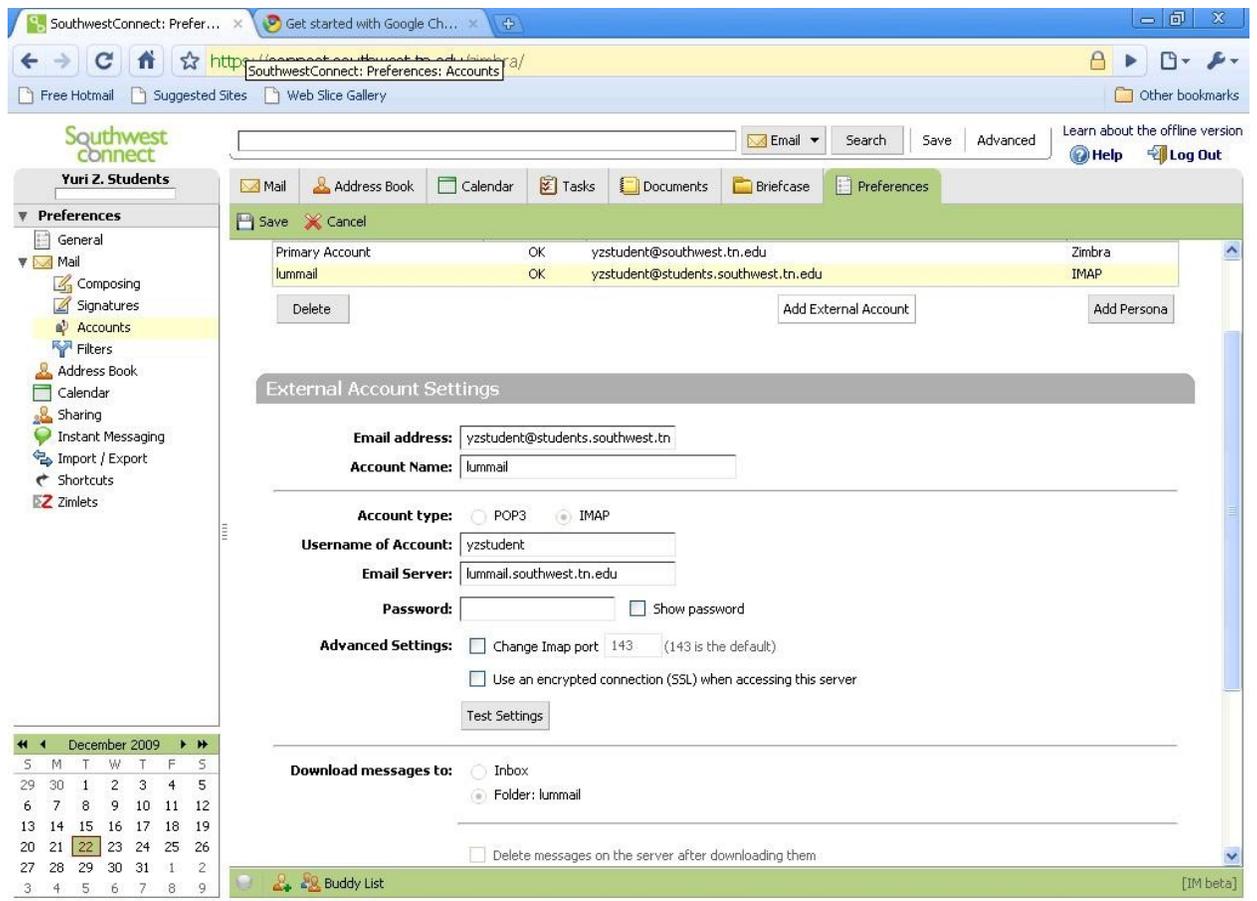   Account Name: lummail
   Account Type: **IMAP**
   Username of Account: **yzstudent**
   Email Server: **lummail.southwest.tn.edu**
   Password: **[Your Password]**
   Download Messages To: **Folder: lummail**

5. Click Test Settings to make sure that everything is working.

6. Once everything is working, click Save at the top left of the body to save this account.

   You should now see the lummail folders in the left sidebar.

7. Select each email you want to move under "lummail" and drag and drop it to the folder at the top under "Folders"
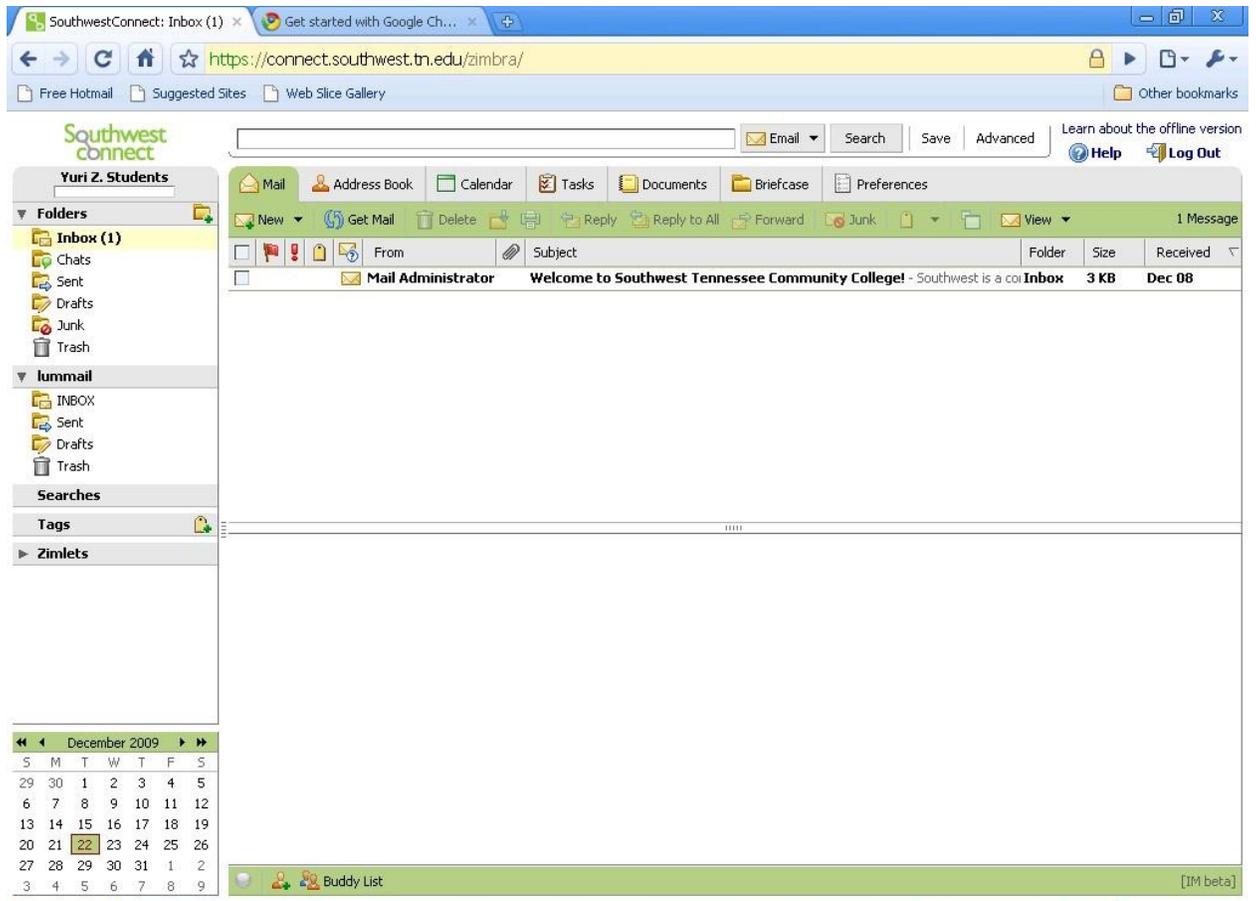
8. When you're finished moving the emails you want or need, you can remove this account from SouthwestConnect by going to Preferences->Accounts, selecting the account you created ("lummail"), clicking the Delete button, then the Save button.

Note: this doesn't delete your old account but only removes it from the SouthwestConnect web view.