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 <u>http://connect.southwest.tn.edu</u> 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.

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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

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◀ December 2009 ▶ 5 M T W T F S 29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2	Test Settings Download messages to: Folder: lummail Delete messages on the server after downloading them State	[IM beta]

- 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.

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	Southwest is a comprehensive, multicultural, public, and open-access college. It provides citizens with an effective teaching and learning environment designed to raise educational levels, enhance economic development, and enrich personal lives. Southwest is accredited to award associate degrees by the Commission on
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<u>5 M T W T F S</u>	Region: Located throughout the Memohia Metropolitan area
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20 21 22 23 24 25 2	6 eastern part of the city
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7. Select each email you want to move under "lummail" and drag and drop it to the folder at the top under "Folders"

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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.