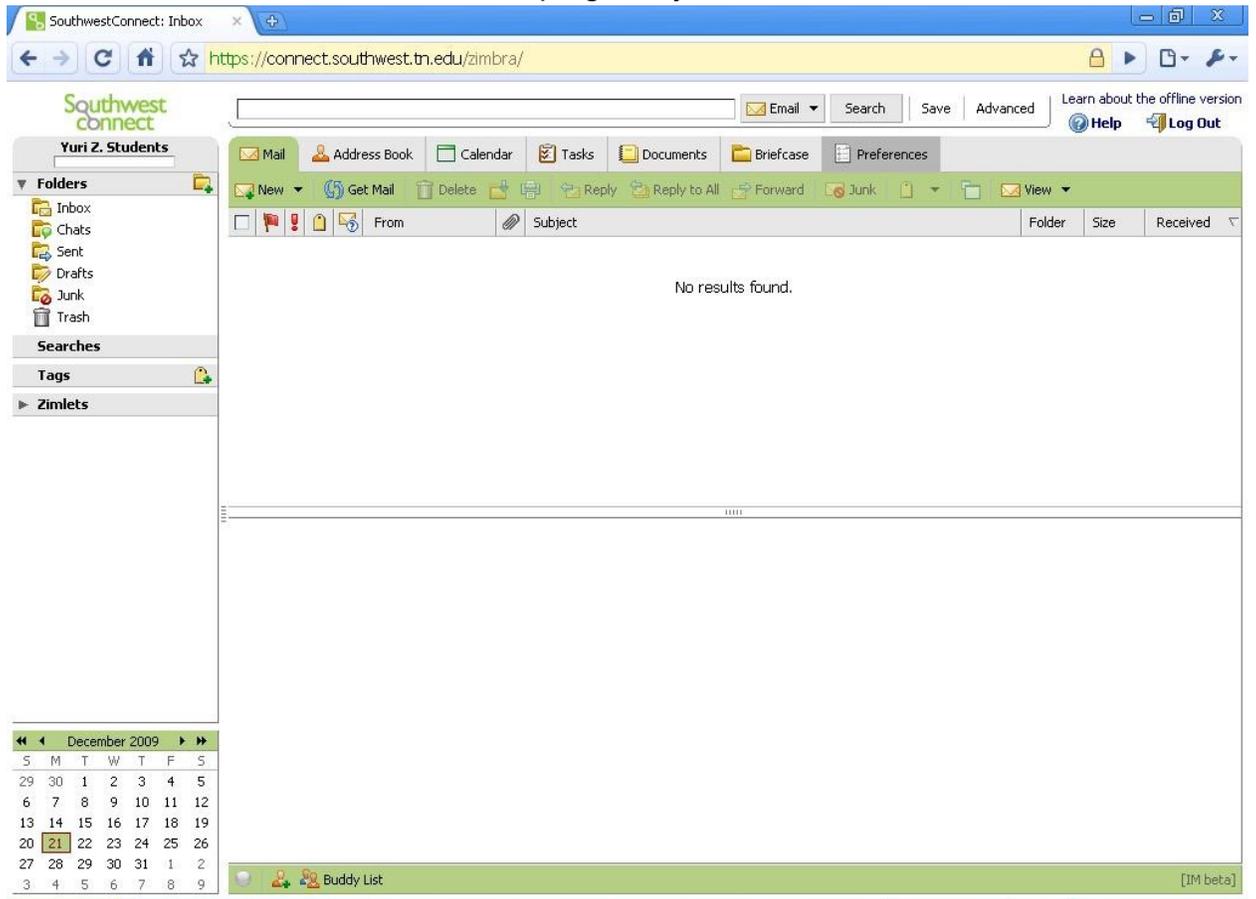
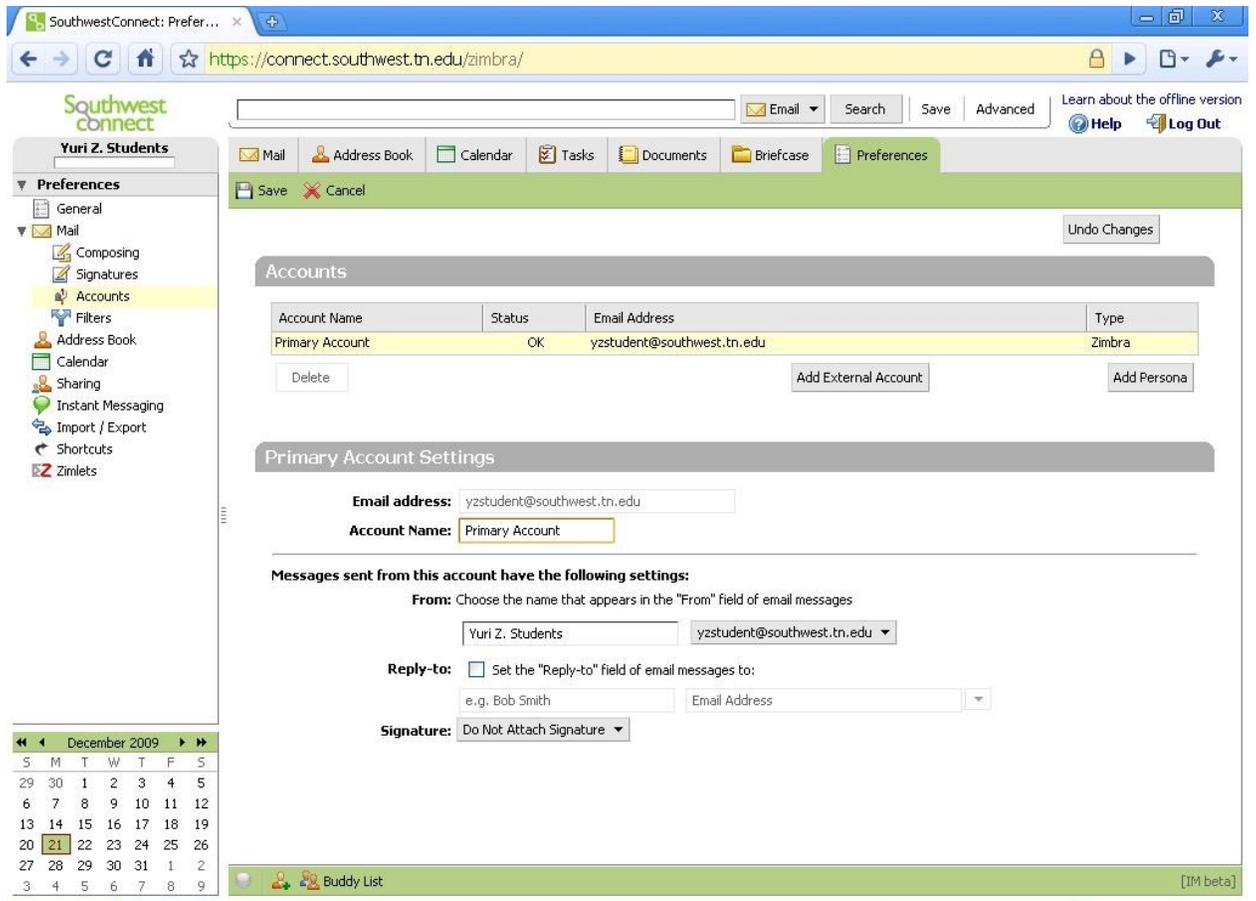


How do I move my email from my old @students.southwest.tn.edu (Luminis) account to my new SouthwestConnect account?

1. Login to SouthwestConnect 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.



- 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

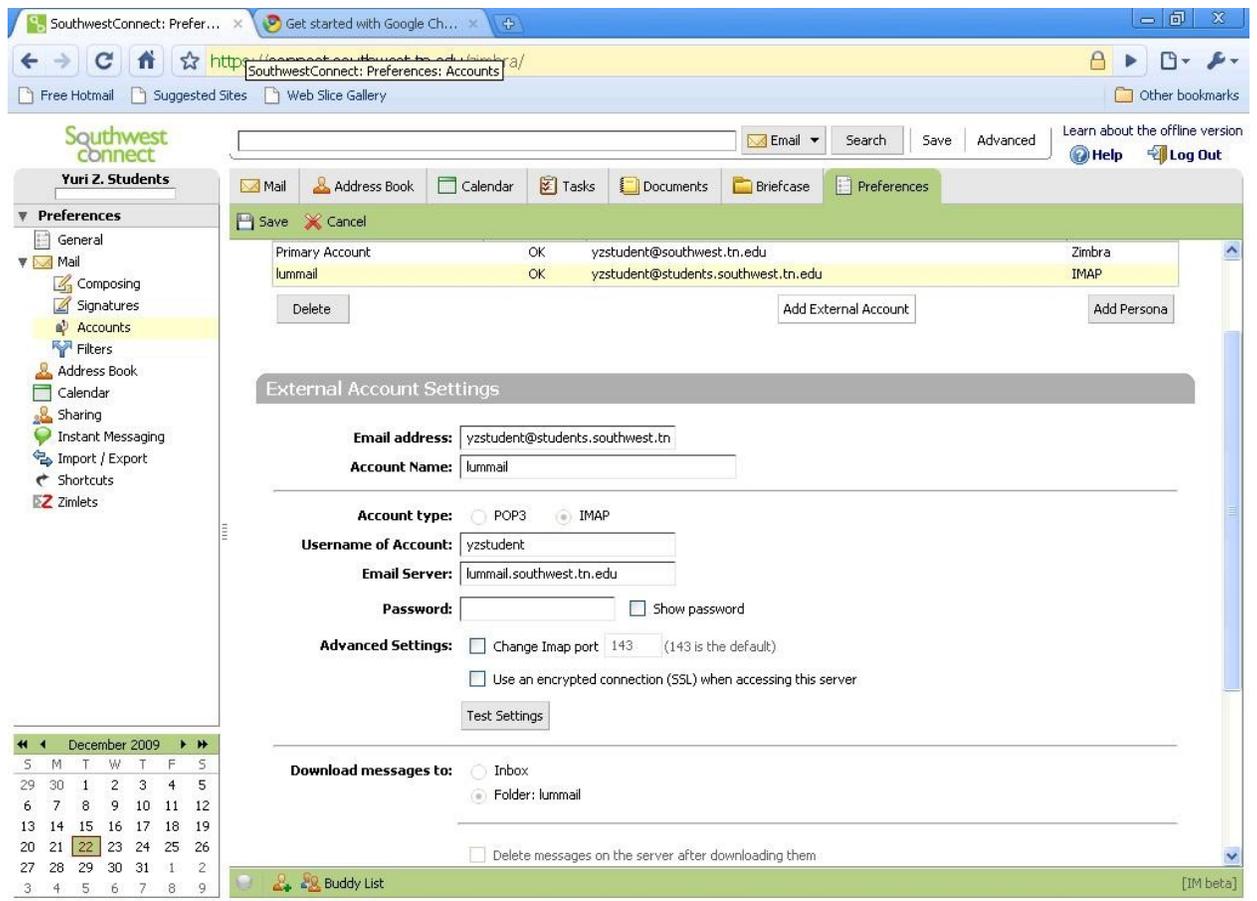
Account Type: **IMAP**

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.

SouthwestConnect: INBOX... x

https://connect.southwest.tn.edu/zimbra/

Southwest connect

Yuri Z. Students

Folders

- Inbox
- Chats
- Sent
- Drafts
- Junk
- Trash

lummail

- Drafts
- INBOX (1)
- Sent
- Trash

Searches

Tags

Zimlets

Mail Administrator

Subject: Welcome to Southwest Tennessee Community College! - Southwest is a col

Folder: INBOX | Size: 3 KB | Received: Dec 08

1 Message

From: "Mail Administrator" <Postmaster@lummail.southwest.tn.edu>

To: yzstudent@students.southwest.tn.edu

December 8, 2009 4:14 PM

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 Colleges of the Southern Association of Colleges and Schools.

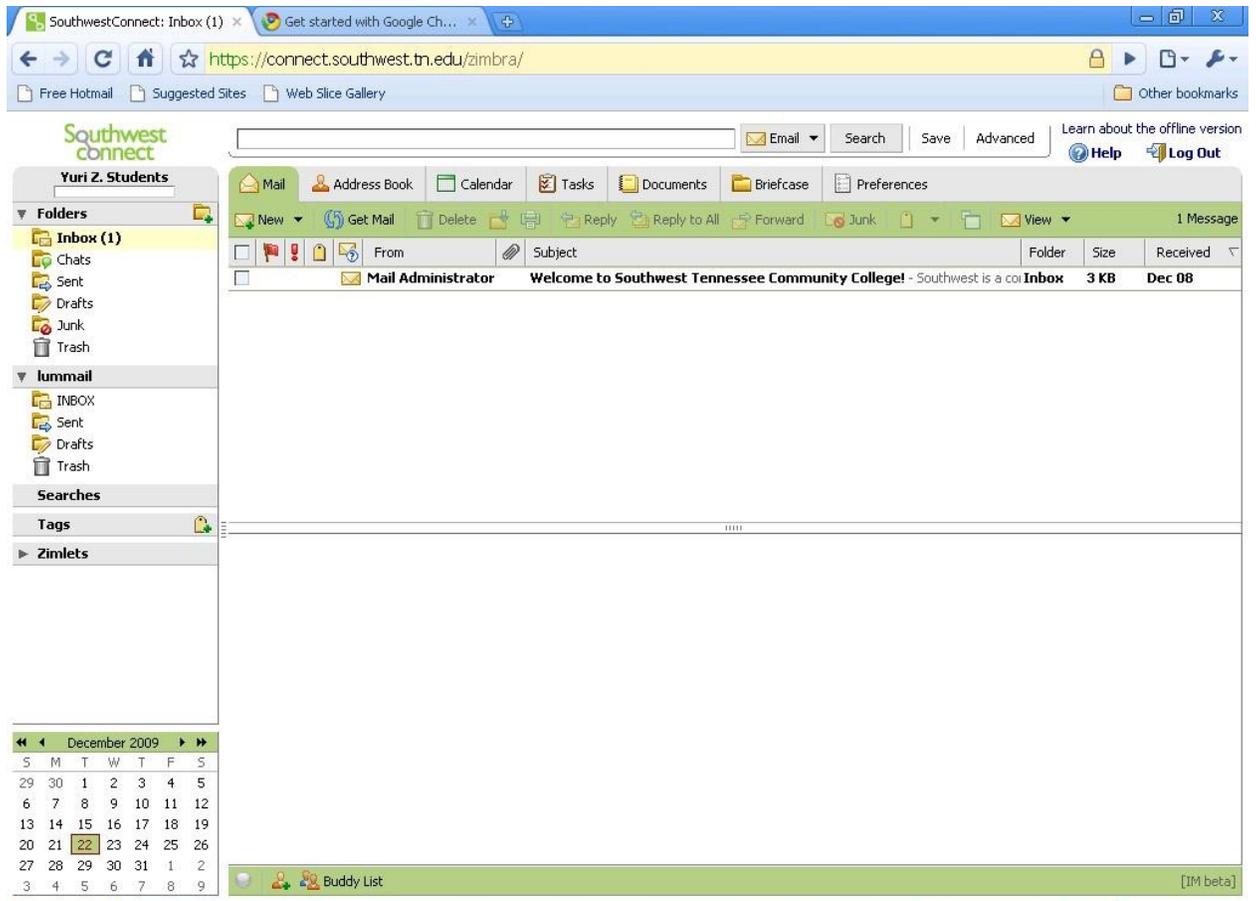
Region:
 Located throughout the Memphis Metropolitan area,
 Southwest has two main campuses:
 5983 Macon Cove near I-40 and I-240 in the
 eastern part of the city
 737 Union Avenue convenient to downtown

December 2009

S	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
3	4	5	6	7	8	9

Buddy List [IM beta]

7. Select each email you want to move under "lummail" and drag and drop it to the folder at the top under "Folders"



- 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.