Instructions for migrating @roanoke.edu e-mail to @mail.roanoke.edu inbox – Alumni

**IMPORTANT- PLEASE READ**

E-mail messages from your @roanoke.edu account that are contained in ONLY the main Inbox folder will be transferred. E-mail messages contained in any subfolders or any folders other than the main Inbox folder will NOT be transferred. If you want these messages to be transferred, you must move these messages to the Inbox folder.

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2. Enter your username and password in the appropriate fields, then click “Sign in”.

![Outlook Live](image-url)
3. When viewing your inbox, in the top right corner, click on “Options”.

4. Scroll down until you see a box named “Other Accounts”. Click on “New”.
5. A window will come up asking for an e-mail address and password. Enter in “random@one.roanoke.edu” as the e-mail address and “random” as the password. **DO NOT ENTER IN YOUR REAL E-MAIL ADDRESS.** Then click “Next”.

![Image of an email account setup window with a prompt to enter a random email address and password. The email address field is circled and labeled as a required field. The password field is also circled and labeled. The note at the bottom of the image reads: "Not your real e-mail address!".]
6. In the third paragraph, click “click here”. **DO NOT CLICK ANY OTHER BUTTON!**
7. In the next screen, enter in your name, your e-mail address, your password, your username, and “exchange1.roanoke.edu” as the server name. Leave the other settings how they are. Then click “Save”. An example is below:

8. When the settings have been saved, the window will close and return to the Options section of your e-mail. Under “Other Accounts”, the status will show “Connecting now”. After 10-15 minutes, the status will change to “OK” and your e-mail will begin to transfer into your inbox.