Move Student EMAIL to Outlook.com

***Before beginning the migration DELETE any unnecessary emails and EMPTY your deleted folder in your student email, this will speed up the migration process. ***

Create an email account at Outlook.com

Once in your account click on the settings cog in the upper right hand corner:

Choose options in the drop down

On the Options page choose Import email accounts:
On the Import email accounts page Choose Other Email Provider

Enter your email address and your password, then click advanced options

On the advanced options page:

Once the changes have been completed, click import
You will see a message that says it is checking your email account.

As soon as the migration process begins to process your emails you will see a message similar to this:

![Indication that is processing]

We started importing from @my.witc.edu

We're importing your email as fast as we can, but it might take a while. You can continue using Outlook.com while we import.

**Note:** you can close your browser or shut your PC without affecting the import.

Want to receive new email that arrives at @my.witc.edu? Learn more

![When your migration is complete you will see the folders and emails from your WITC email box.]

The import can take a few hours depending on the size of your mailbox.

![This process only migrates your email.]

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