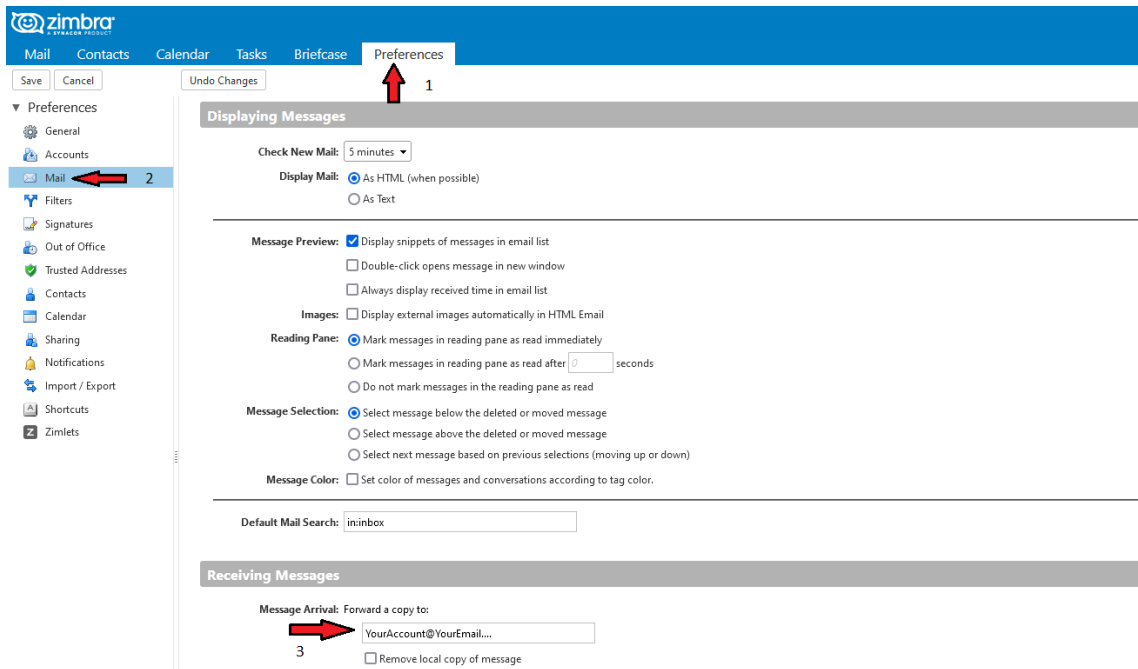
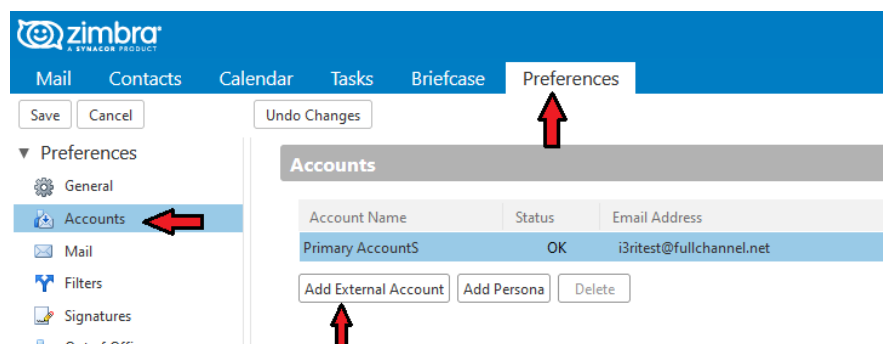


Link Fullchannel to Outlook

1. Set up a free Outlook account at Outlook.com
2. Log into your fullchannel.net email account.
3. Go to the preferences tab at the top.
 - a. Click “Mail” on the left column
 - b. Under “Forward a copy to:” option, put in the Outlook address and select “Remove local copy of message. This will make any new emails that come in during the migration automatically send to the Outlook account



4. If you want, you can select the “Out of Office” option on the left column and have it send an automatic reply message to anybody that sends an email to the Fullchannel account notifying them of your new email address.
5. Select “Accounts” on the left menu while still in the “Preferences” section
 - a. Click “Add External Account” and enter the details for the Outlook account
 - i. Email Address
 - ii. Account Name: Outlook
 - iii. Username of the account: [Your username]@outlook.com
 - iv. Email Server: outlook.office365.com
 - v. Password
 - vi. Advanced settings: Check “use an encrypted connection (SSL)”
 - vii. Verify the IMAP port is now 993.
 - b. Click Test Settings and it should show up Successful. If not, try reentering the password



External Account Settings

Email address:

Account Name:

Account type: POP3 IMAP

Username of Account:

Email Server:

Password: Show password

Advanced Settings: Change Imap port (993 is the default)

Use an encrypted connection (SSL) when accessing this server

6. Click the box at the top left of the inbox, above the messages in the Fullchannel account to select all mail messages.
 - a. Drag the messages you want to save from the inbox in the Fullchannel account to the inbox under "Outlook" on the left.
7. Go back to the mail tab in the Fullchannel account, and drag and drop all folders that need to be saved.
 - a. All messages in the folders will move with the folder
8. Finally, click the "Update my Current view" at the top right of the Fullchannel webmail page to synchronize mail and folders.
9. To synchronize contacts between Fullchannel and Outlook: go to the "Preferences" tab in the Fullchannel webmail, and select the "Import/Export" tab on the left column.
 - a. Under the "Export" section, select "Contacts" as the Type and "Outlook Contacts" from the drop-down menu. Beside "Source" select "Contacts."
 - b. Press the "Export" button on the right.
 - c. Take note of where it downloads the file to. Your computer may be different from others, but most go into the "Downloads" folder.

10. To import the contacts into outlook, click the "People" tab on the far left.
 - a. Click "Manage" at the top right.

- b. Select "Import Contacts," click browse, and navigate to where your contacts saved on your PC if it does not automatically open to it.
 - c. Select the contacts file, click "Open" and then click "Import."
 - d. All of the exported contacts will then be imported. This may take some time depending on how many contacts there were.
11. All contacts and mail will now have been migrated to Outlook. Be sure to inform your contacts of your new email address, and update your email address in any systems *before* the cutoff date.