## Lincolnuca.edu Email Migration

1. Go to <u>http://mail.lincolnuca.edu</u> and enter your username and the temporary password you received in your Lincoln email.

Lincoln University - Windows Interview	ernet Explorer		]
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🛃 Lincoln University	🏠 ▼ 🔝 ▼ 🖃 🖷 ▼ Page▼ Safety▼ Too	15 • 😯 · »	1. Go to http://mail.lincolnuca.edu
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Sign in to your account at Lincoln University Username: <u>check</u>	Less spam, plenty of space and access from anywhere. Welcome to your email for Lincoln University, powered by Google, where email is more intuitive, efficient and useful.		
@lincolnuca.edu Password: •••••	<ul> <li>Keep unwanted messages out of your inbox with Google's powerful spam blocking technology</li> </ul>		
Stay signed in	<ul> <li>Keep any message you might need down the road, and then find it fast with Google search</li> </ul>		2. Enter your username and
Sign in	Send mail, read new messages and search your archives instantly from your phone		you received in your
Can't access your account?	New! One-stop information sharing with <u>Google Sites</u> Building a site is as simple as editing a document, and you don't need anyone's help to get started. Check out these example sites: <u>Company intranet</u> , <u>Team project</u> , <u>Employee profile</u> , <u>Classroom</u>		Lincoln email. After that, Click on "Sign in"
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2. It will ask you to set up a new password at the first time you login.



3. Change Your Password.

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4. Here you will notice only two emails. <u>Now for migrate your old emails to the new</u> <u>system, please select "Settings" from top right side.</u>

Lincoln University Mail	- Inbox (2) - check@lincolnuca.edu - Windows Internet Explorer	
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WIERS SYSTEM		Click on "Settings"
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Test Migration		
Set status here	Use filters to manage your incoming messages. Learn more	
	You are currently using 0 MB (0%) of your 7514 MB	
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and searchable.	This account is open in 1 other location (64.105.136.213). Last account activity: 1 minute ago. <u>Details</u>	
Learn more	©2010 Gooole - Terms of Service - Privacy Policy - Program Policies - Gooole Home	
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## 5. Go to "Accounts".



6. Click on "Add a mail account you own".



7. Please make sure that you add "<u>migration.YourUsername@lincolnuca.edu</u>" (no quotes) under email address as shown below.

2 Lincoln University Mail - Add a mail account you own - Win	
https://mail.google.com/mail/?ui=2&ik=a7d97d0124&view=ma	
Add a mail account you own	
Enter the email address of the account to get mail from (Note: You may add 5 more of your accounts)	
Email address: migration.check@lincolnuca.edu	1. Type in
Cancel Next Step »	"migration.Your Username @lincolnuca.edu" 2. Click on Next
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8. Enter the same email address (migration.Your Username@lincolnuca.edu) and your old password into the fields. Enter "**mbox2.lincolnuca.edu**" (no quotes) into "POP Server" field. Check "**leave a copy of retrieved message on the server**" option.

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Add a mail account you own	
Enter the mail settings for migration.check@lincolnuca.edu. Learn more	
Email address: migration.check@lincolnuca.edu	1. Enter "migration. Your Username
Username: migration.check@lincolnuca.edu	@lincolnuca.edu"
Password:	2. Enter your old Lincoln email password
POP Server: mbox2.lincolnuca.edu Port: 110	- 3. Enter "mbox2.lincolnuca.edu"
✓ Leave a copy of retrieved message on the server. Learn more	
Always use a secure connection (SSL) when retrieving mail.	
Label incoming messages:	4. Check it
☐ migration.check@lincolnuca.edu ▼	
Archive incoming messages (Skip the Inbox)	
Cancel ( Back Add Account »	
	5 Click on "Add Account"
	5. Chek on Adu Account
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Internet   Protected Mode: Off	

9. Select "No".



## 10. Email Fetching automatically.

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<u>Follow up</u> <u>Misc</u> <u>Priority</u> <u>4 more</u> ▼	Get mail from other accounts: (Download mail using POP3) Learn more	migration.check@lincolnuca.edu Checking mail Add a mail account you own	edit info delete	It may take up to two or three minutes.
<u>Contacts</u> <u>Tasks</u>	Change account settings:	Google Account settings Change your password and security options, and access other Google	e services.	
- Chat Search, add, or invite Test Migration Set status here Text chats are saved and searchable. Learn more	This acc	Use <u>filters</u> to manage your incoming messages. <u>Learn more</u> You are currently using 0 MB (0%) of your 7514 MB. count is open in 1 other location (64.105.138.213). Last account activity: 12 minutes ay Lincoln University Mail view: standard <u>turn off chat   basic HTML Learn more</u> @2010 Google - <u>Terms of Service</u> - <u>Privacy Policy</u> - <u>Program Policies</u> - <u>Google</u> Powered by <u>Google</u>	go. <u>Details</u>	
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11. After 1-3 minutes, your emails will be fetched. If you want to see the history of your email migration, you can select "view history". Please note it might take up to 24 hours to complete your email migration depending upon the number and size of email messages.

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## 12. Congratulations. You have finished mail fetcher configuration.

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Learn more	Lincolli o		

13. After migration is completed, you can delete the mail forwarding options. (Mail fetcher)

If you need further help, please contact <u>master@lincolnuca.edu</u> or you can call (510)628-8020.