Lincolnuca.edu Email Migration
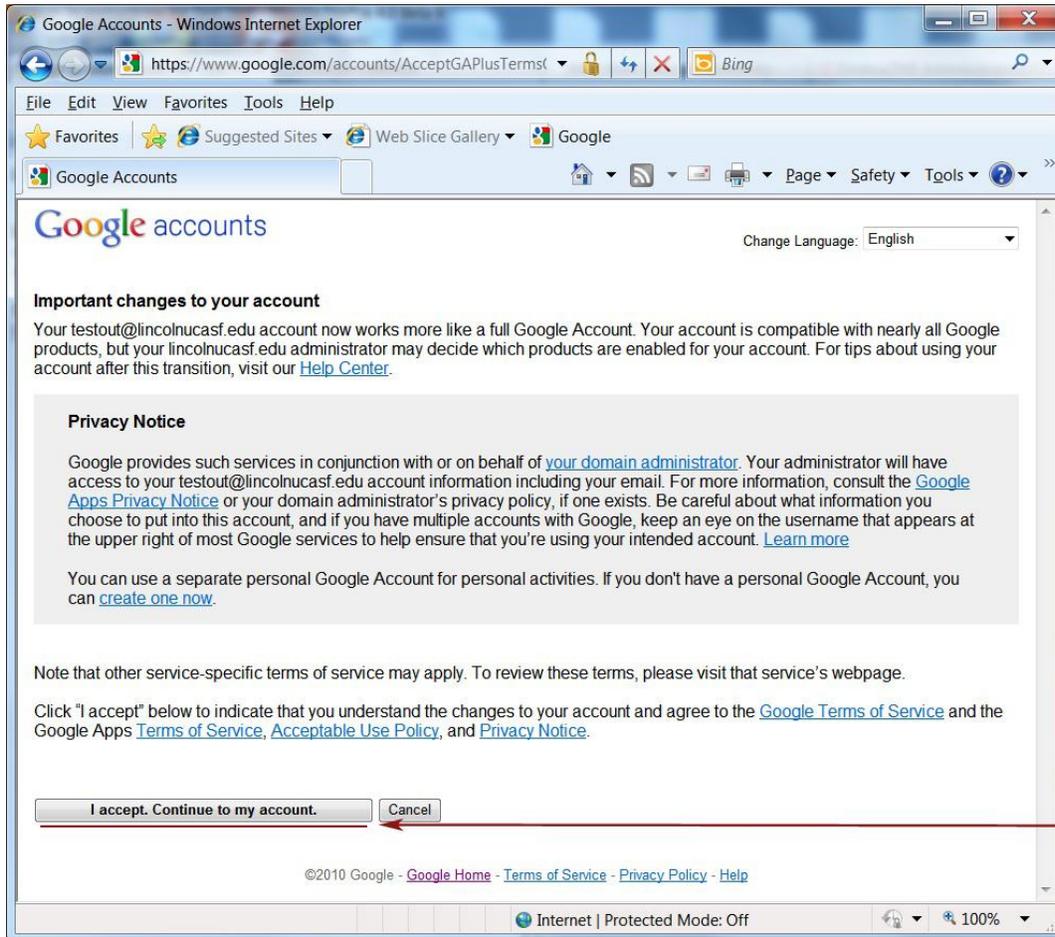
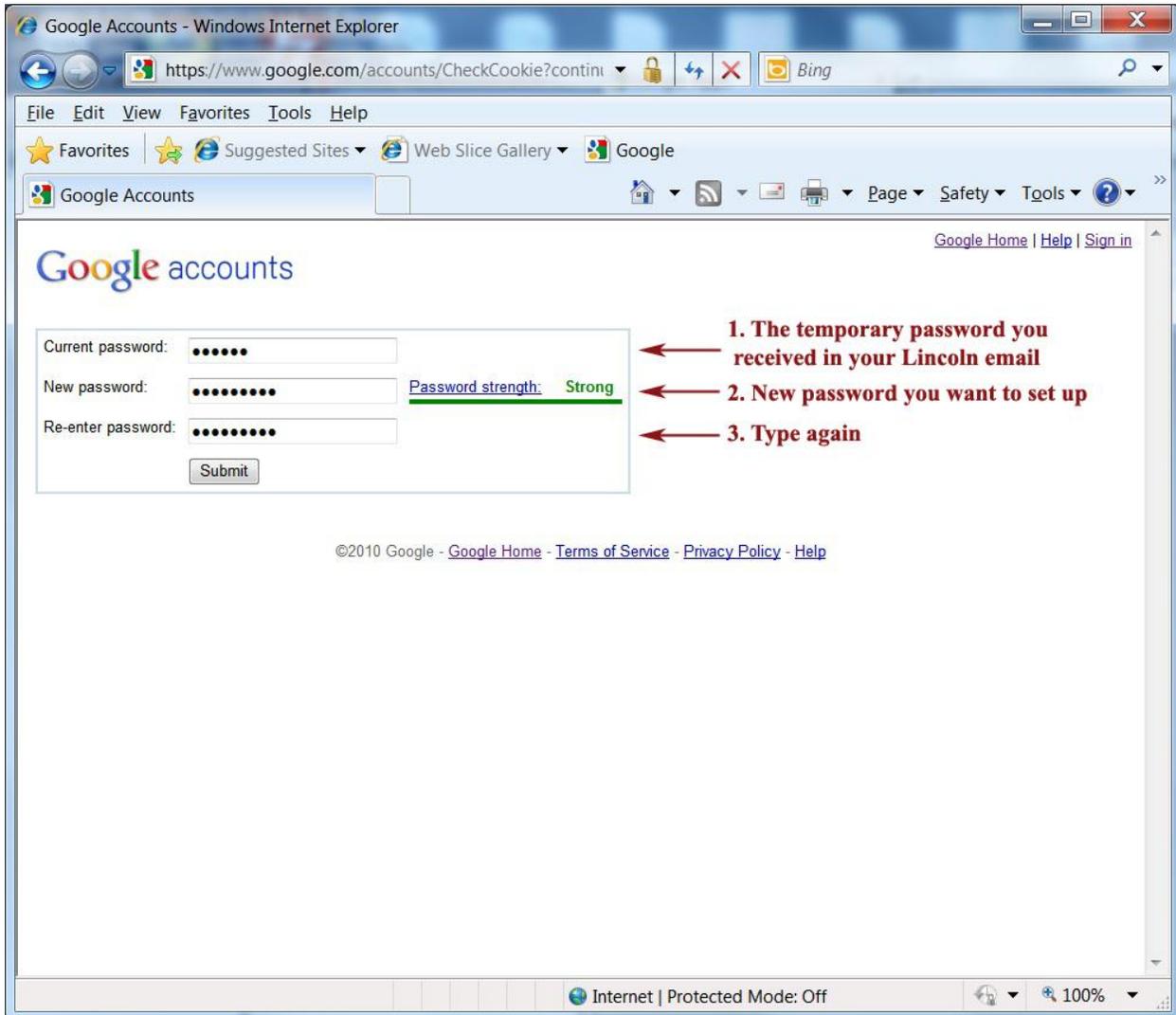1. Go to http://mail.lincolnuca.edu and enter your username and the temporary password you received in your Lincoln email.

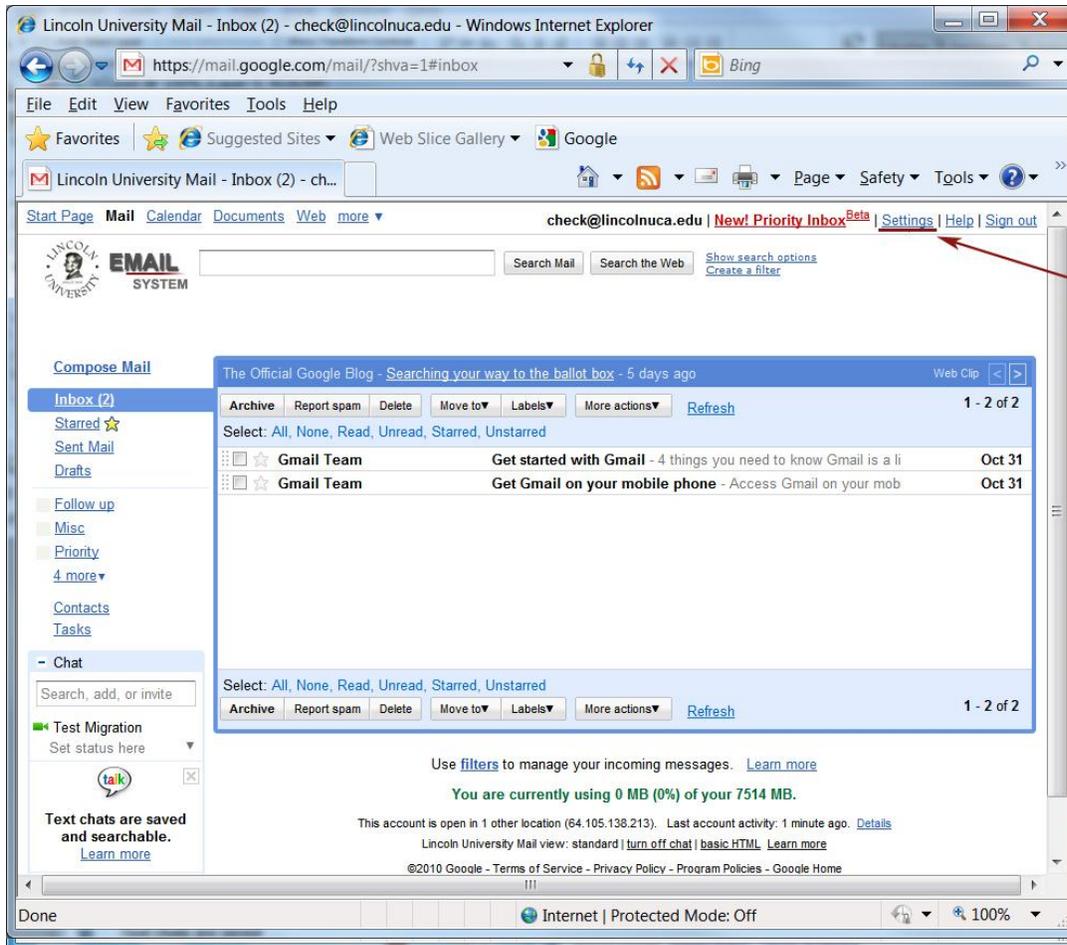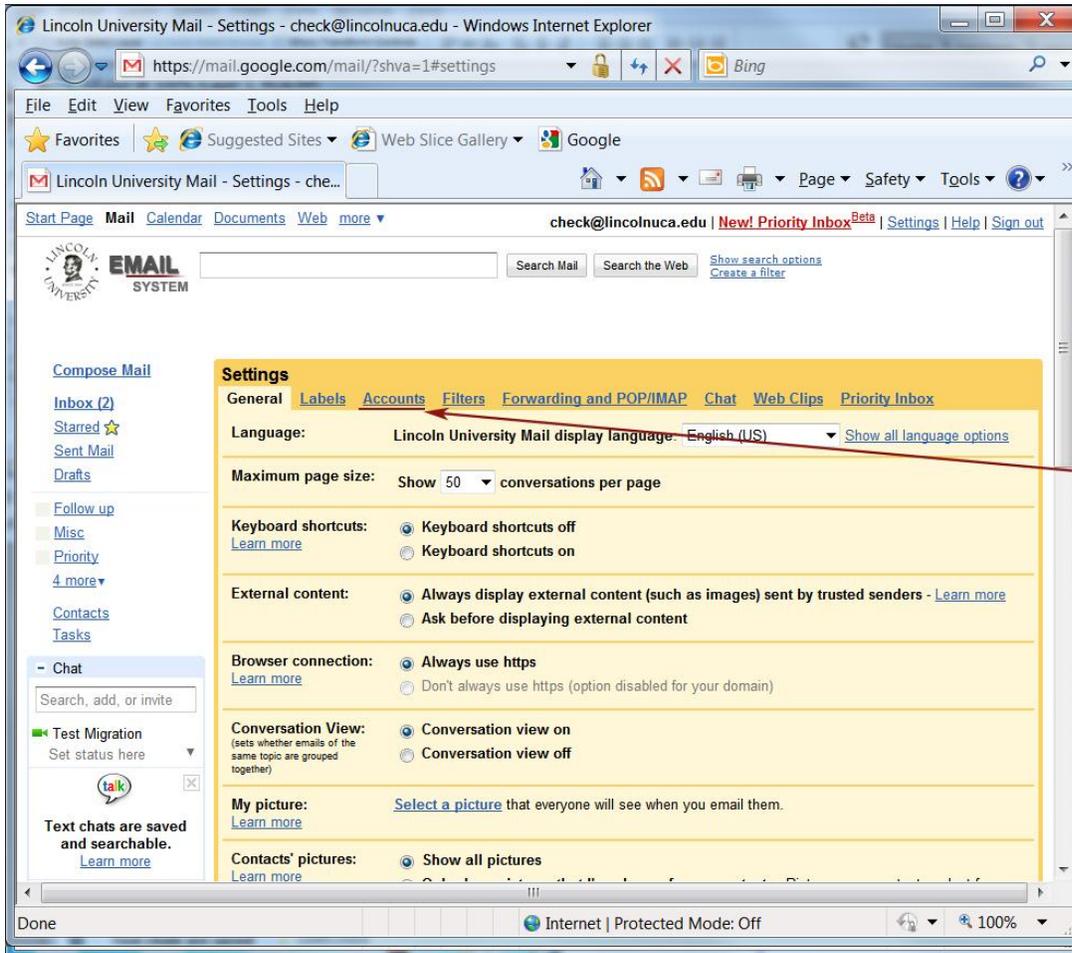2. It will ask you to set up a new password at the first time you login.

3. Change Your Password.

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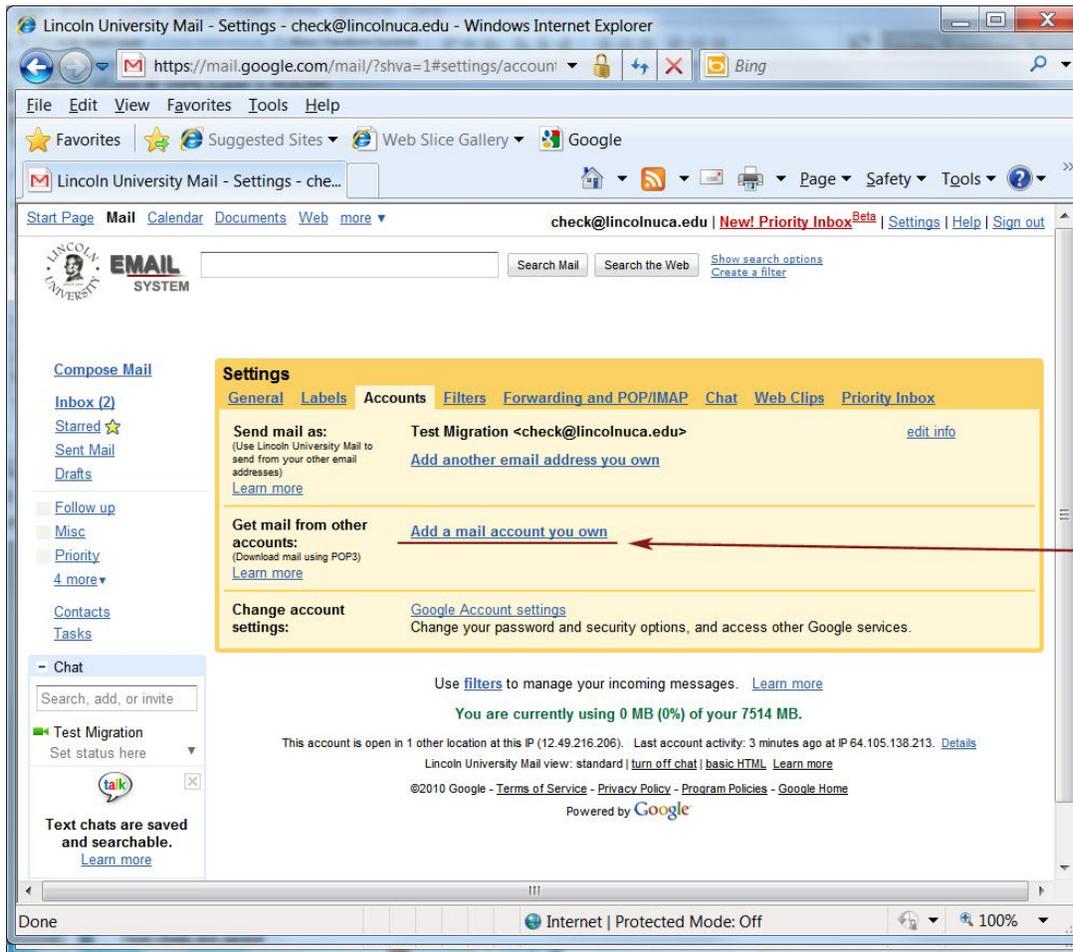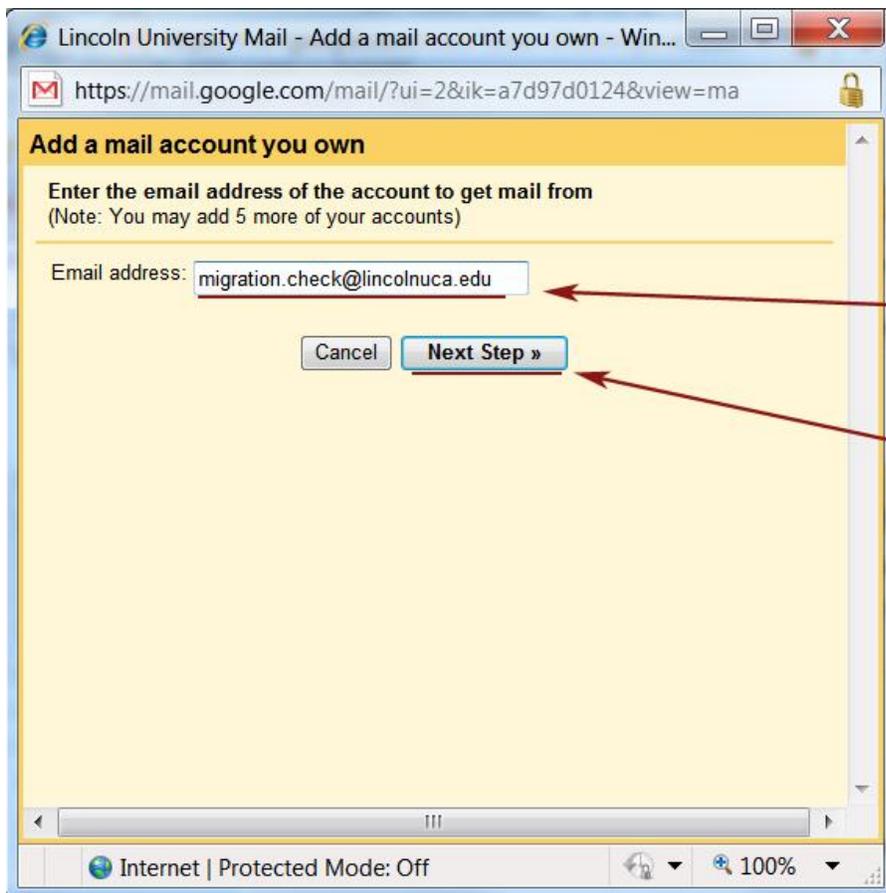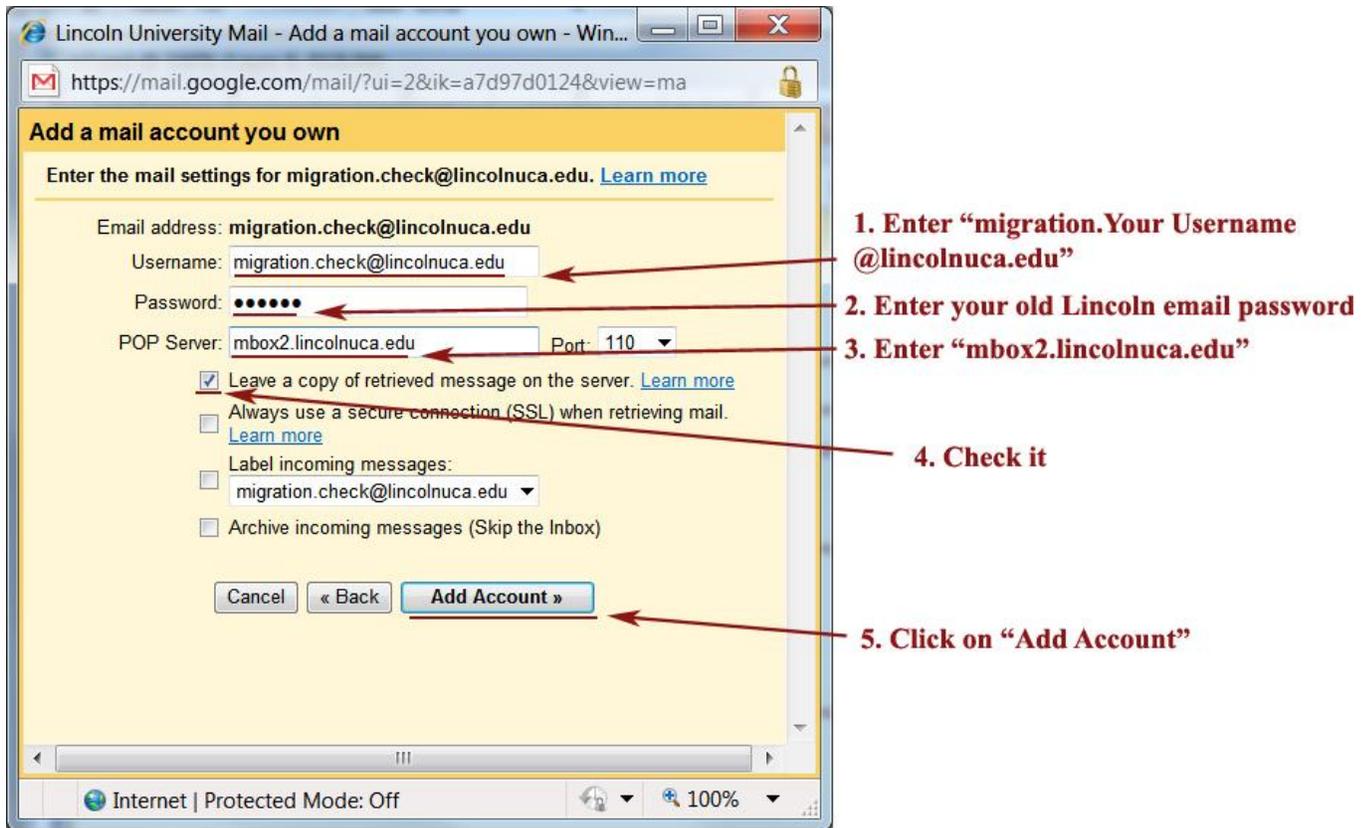
5. Go to "Accounts".

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

7. Please make sure that you add "**migration.YourUsername@lincolnuca.edu**" (no quotes) under email address as shown below.
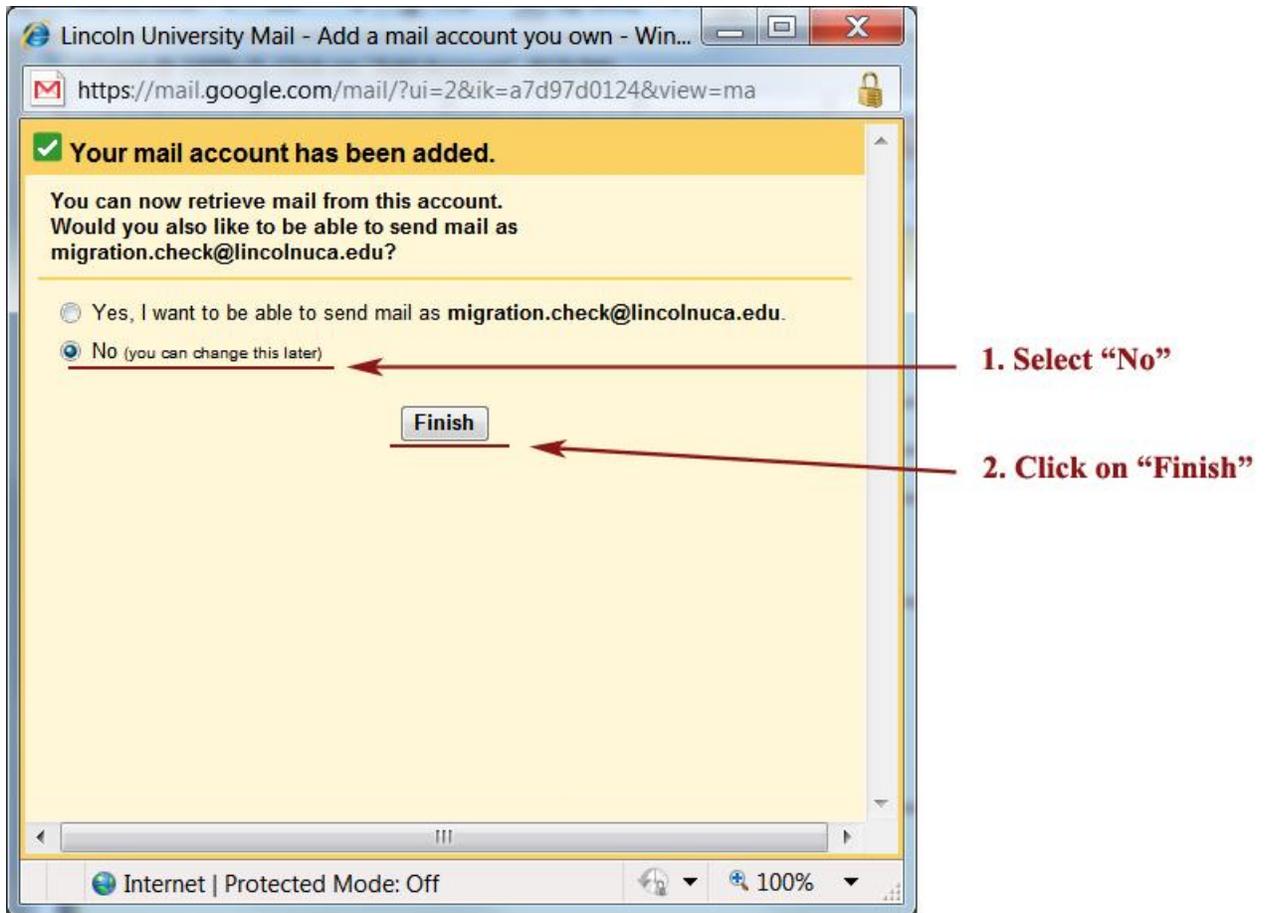
8. Enter the same email address (migration.Your Username@lincolnuca.edu) and your old password into the fields. Enter "**mbox2.lincolnuca.edu**" (no quotes) into "POP Server" field. Check "**leave a copy of retrieved message on the server**" option.

9. Select "No".

10. Email Fetching automatically.

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.
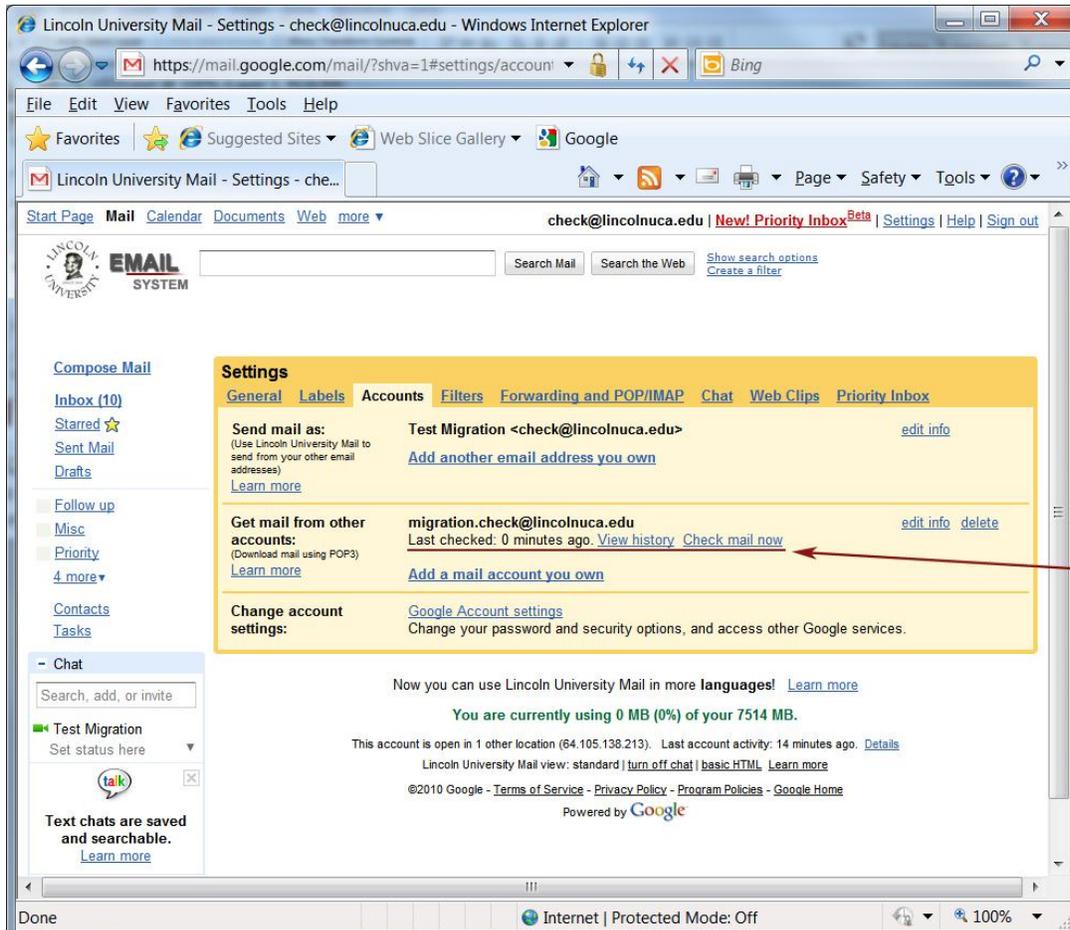
12. Congratulations. You have finished mail fetcher configuration.
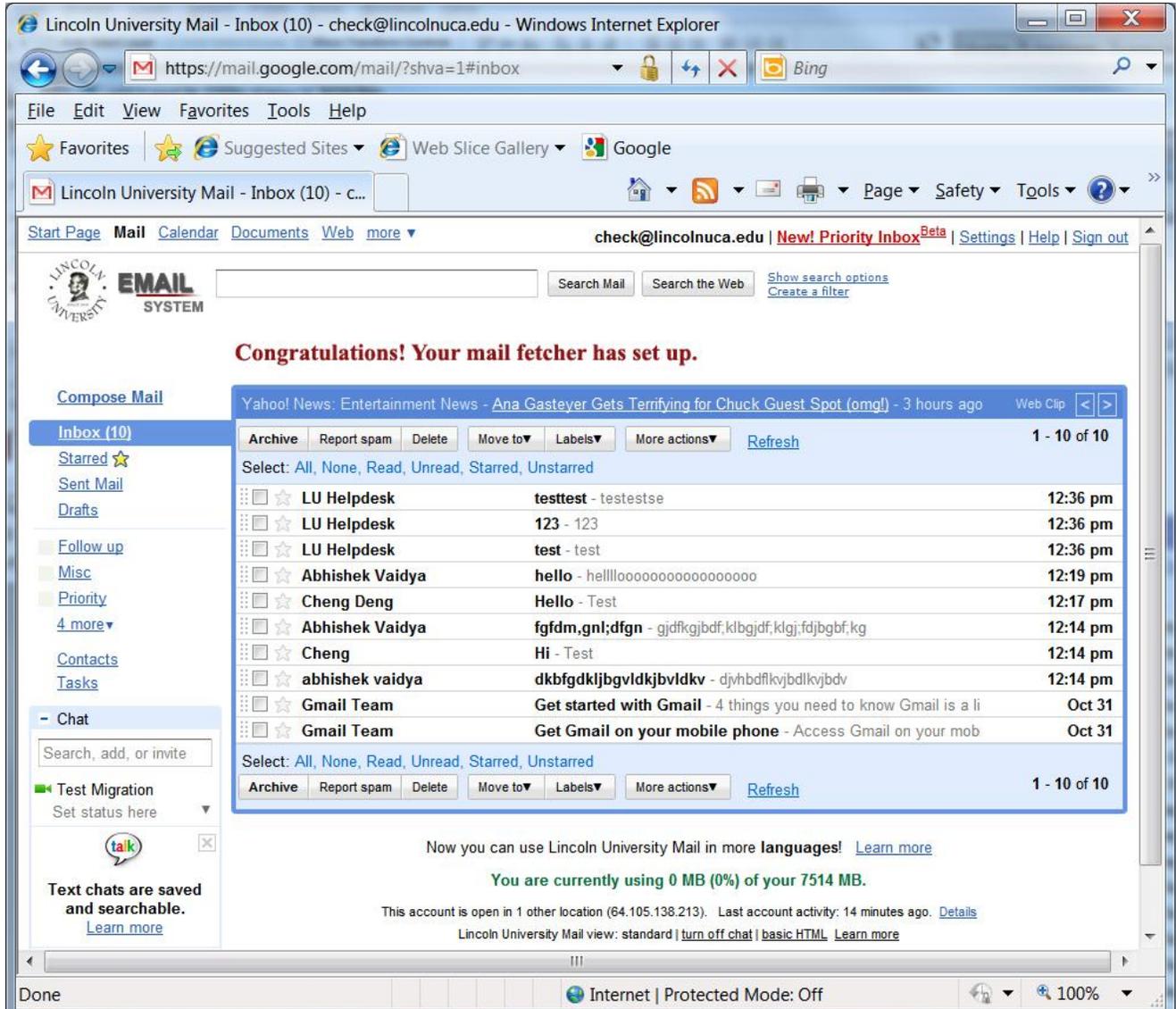
13. After migration is completed, you can delete the mail forwarding options. (Mail fetcher)

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