This document is for students who wish to manually migrate old GroupWise messages to their new Office 365. Migrating messages is done via your new Outlook mailbox. (For instructions on moving your contacts, please contact the Help Desk at 773.508.4487 or helpdesk@luc.edu.)

**Important Notes**

- On Friday, May 17, 2013, Loyola began routing incoming student email to the new Office 365 system. Old items from GroupWise mailboxes, such as messages, appointments, and contacts, were not moved automatically to Outlook, but you can migrate some of these items manually.

- **Student accounts on Loyola’s old GroupWise email system will be permanently disabled on December 13, 2013.** If there are any old messages or contacts you wanted to move to your current Office 365 account, you must do so before this date. Items will not be retrievable after December 13.

**Moving GroupWise Messages into Outlook**

To pull old messages from your GroupWise account into your new Outlook mailbox, you’ll be using the Connected Accounts feature.

1. Go to outlook.luc.edu and log in using your Loyola ID and password.

2. Once you’re logged in, click the **Settings** (i.e., Settings) and choose **Options**.

3. You’ll now be in the Account section of the Options panel. Click **Connected Accounts**.

4. Click the **New** icon (i.e., New).
5. In the New Account Connection dialog box, type `uvid@gw.luc.edu` in the Email Address bar, replacing “uvid” with your own Loyola ID. Type your password and click Next.

6. Outlook will begin searching for your account. A warning box will appear. Click OK to try an unsecured connection.

7. A second notice will appear saying that Outlook couldn’t connect to the server. Click the IMAP link in the last line.

8. The IMAP Account Connect box will appear. Type:
   
   - **Loyola GroupWise Account** in the Display name field
   - `uvid@gw.luc.edu` in the Email address field, replacing “uvid” with your own Loyola ID.
   - your Loyola uvid in the User name field.
   - your Loyola password in the Password field.

   Click Save.

9. The New IMAP Account Connection box will appear. Type `gwimap.luc.edu` in the Incoming server field. The other fields can remain as they are. Click Save.
10. When you see the message that your accounts are connected, click **Finish**. Your account will now appear in the list, and the status will show “Downloading.”

11. When Outlook finishes downloading your messages, the status will change to “OK.” You can ignore the option to “resend verification email” that appears in the Action column.

12. Click **Outlook** in the blue bar to return to your inbox. All the messages that were in your GroupWise mailbox should now appear.

13. Click the **Settings** icon again and choose **Options**.

14. In the Connected Accounts section, under Account Name, select the account you want to stop connecting to.

15. Click the **Delete** icon (i.e., **Delete**) to remove the connection. (The email messages you’ve already moved will remain in your Outlook inbox.)

16. Click **Yes** in the dialog box to confirm that you want to stop connecting to the account.
For More Information

If you encounter any problems migrating your messages, send a note to emailproject@luc.edu.

For more information on using you’re the email features in your new Office 365 account, see Getting Started in Office Web App on Microsoft’s support site.

For more information on Loyola’s email migration project, visit http://www.luc.edu/its/exchange/. 