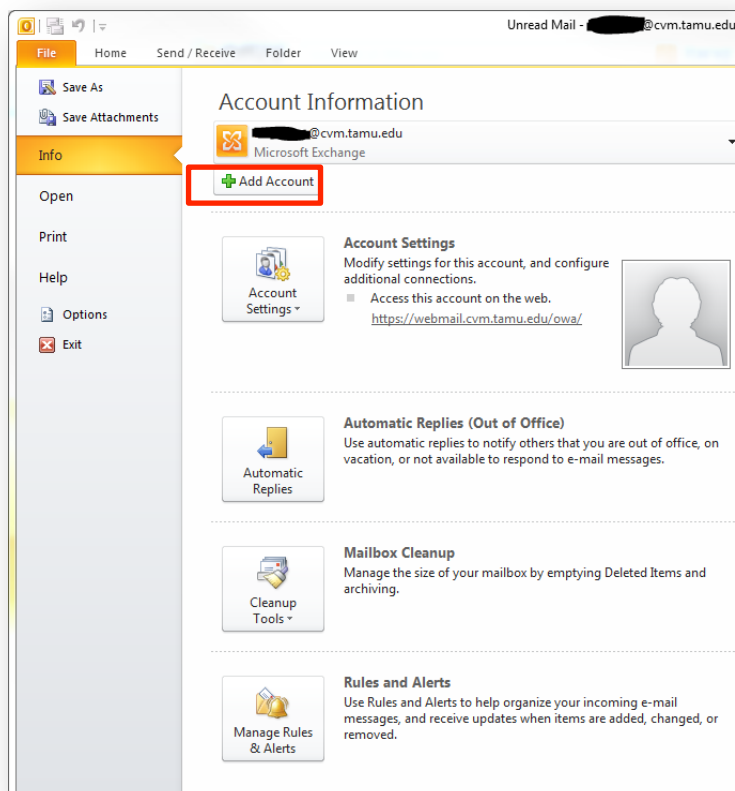


Exporting Outlook Messages to an External Account

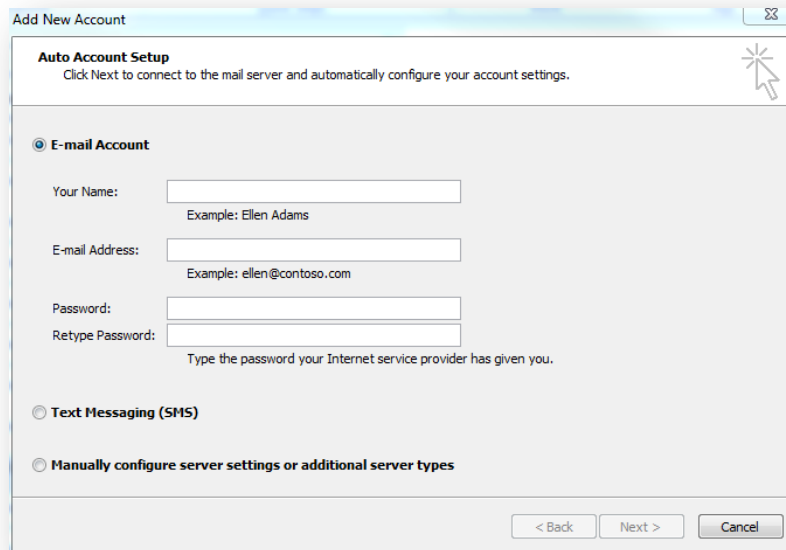
Howdy! This help-sheet will guide you through how to export your CVM messages to an external email account, in this document we will use Gmail as an example, but you can replicate this process with basically any other email service. You will need to have a email client that can support Microsoft Exchange installed on your computer (e.g. Outlook, Apple Mail) You can download a free trial of Outlook [here](#).

Ok, I will go over how to do this with the Outlook client and a Gmail account.

First you need to set up your Gmail account in Outlook. You do this by clicking the “File” tab in Outlook, and then clicking “Add Account”.

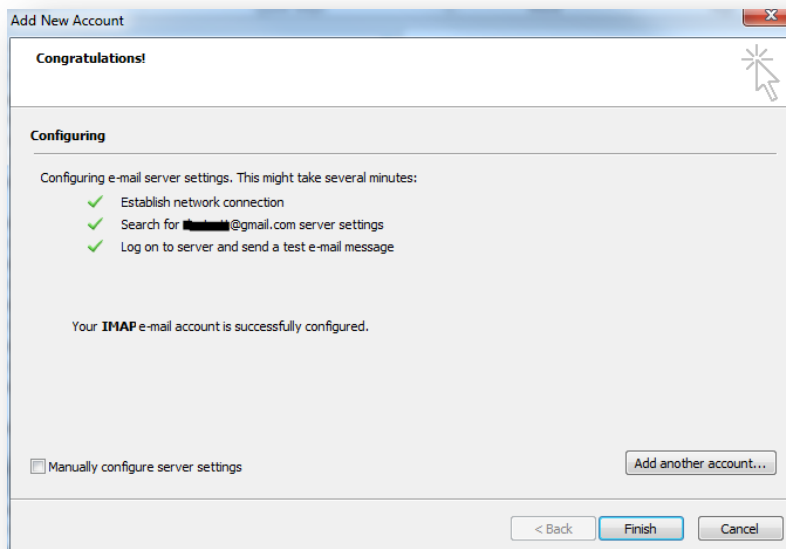


A new window will pop up and prompt you to enter your credentials for your external account, fill it out and hit "Next".



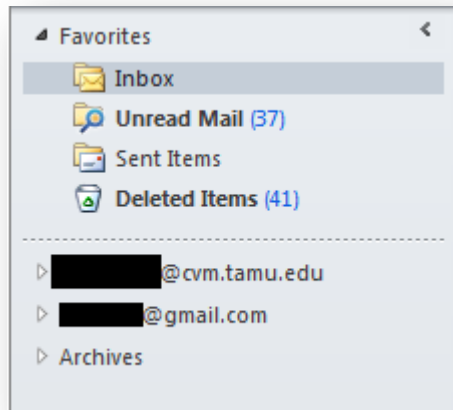
The screenshot shows a window titled "Add New Account" with a close button in the top right corner. The main heading is "Auto Account Setup" with a sub-instruction: "Click Next to connect to the mail server and automatically configure your account settings." Below this, there are three radio button options: "E-mail Account" (which is selected), "Text Messaging (SMS)", and "Manually configure server settings or additional server types". Under the "E-mail Account" section, there are four input fields: "Your Name:" with an example "Ellen Adams", "E-mail Address:" with an example "ellen@contoso.com", "Password:", and "Retype Password:" with a note "Type the password your Internet service provider has given you." At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

You should see this window next, click "Finish".

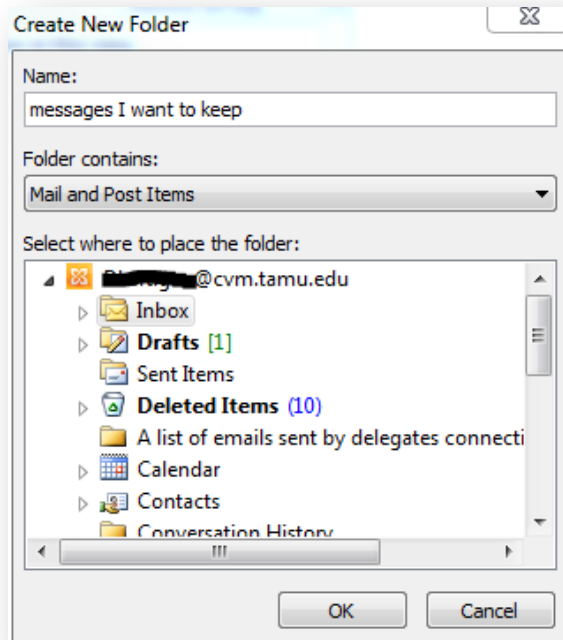


The screenshot shows the same "Add New Account" window, now displaying a "Congratulations!" message. The heading is "Configuring" and the text reads: "Configuring e-mail server settings. This might take several minutes:" followed by a list of three items, each with a green checkmark: "Establish network connection", "Search for [redacted]@gmail.com server settings", and "Log on to server and send a test e-mail message". Below this, it says "Your IMAP e-mail account is successfully configured." At the bottom left, there is a checkbox labeled "Manually configure server settings" which is unchecked. At the bottom right, there is a button labeled "Add another account...". At the very bottom, there are three buttons: "< Back", "Finish" (which is highlighted with a blue border), and "Cancel".

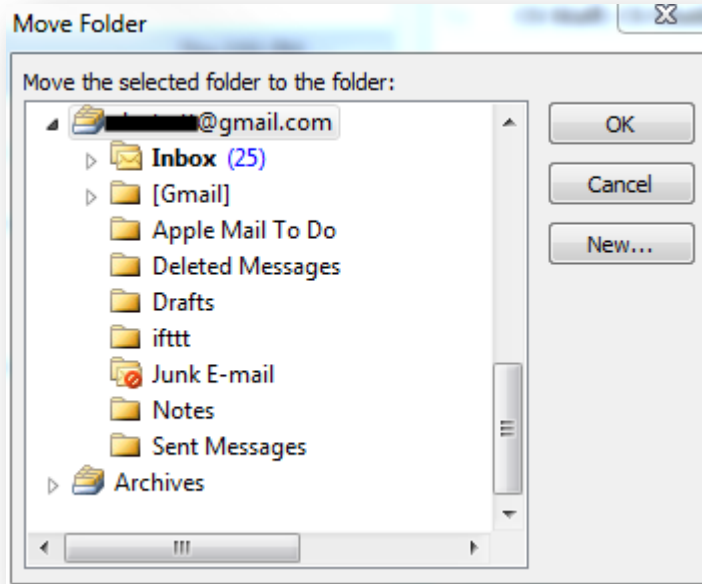
Now you'll notice that your Gmail (or other external account) in the left hand pane under your CVM account.



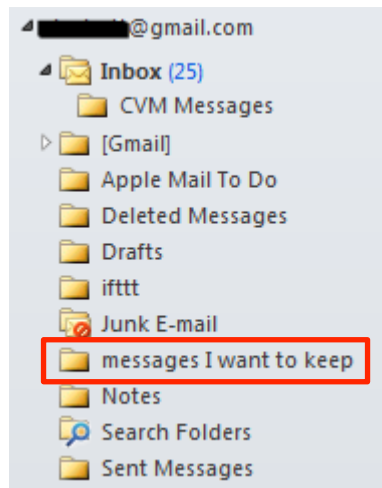
Right click your "@cvm.tamu.edu" account and select "New folder", this window will come up. Name the folder whatever you want to, you will move all the messages you want to keep to this folder.



Once you've created the folder, move all the messages you want to keep in to it. After that right click that folder and select "Move". Scroll down and be sure to select a location that's under you Gmail account. Hit "ok".



Outlook will now start to move the folder over to your Gmail account, once it's done you should see the folder under your Gmail account in Outlook,



And if you open up Gmail, you should see the folder listed there as well.

