

Manual: HfMT EMAIL

IT SERVICE CENTER

FON: 040.428482-390

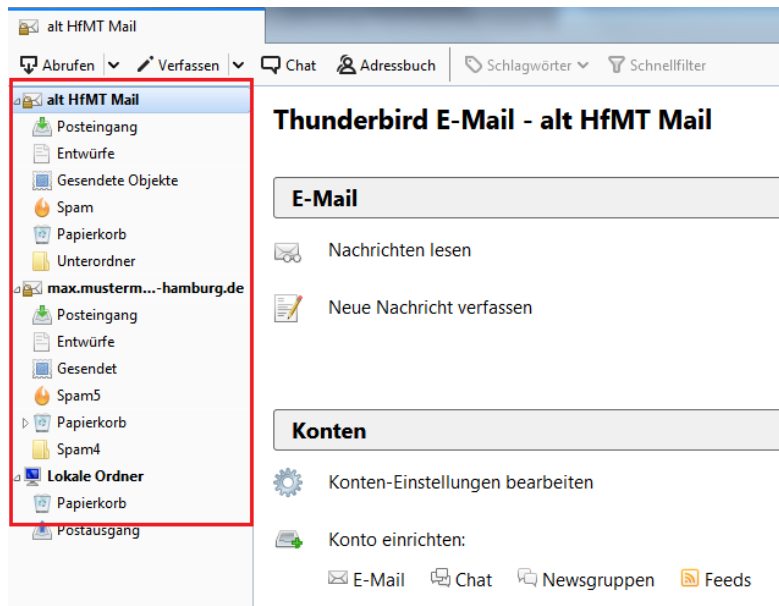
EMAIL: email@itsc.hfmt-hamburg.de

HfMT Hamburg Harvestehuder Weg 12 20148 Hamburg

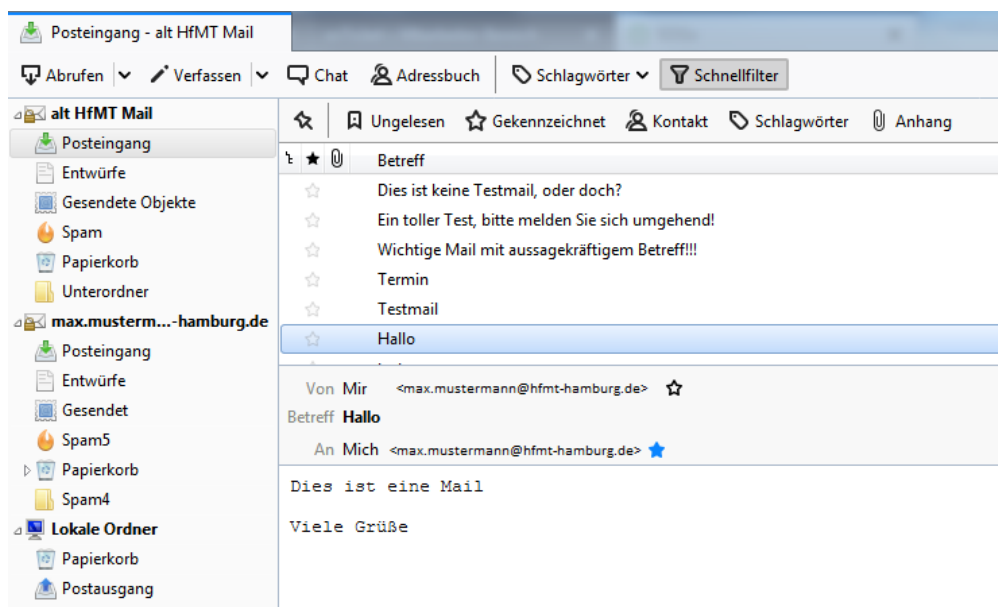


This manual will guide you through the process of migrating your mails in Thunderbird.

Open Thunderbird, on the left side you can see your integrated e-mail accounts.



Open the inbox of the old account. You will see all the mails it contains.



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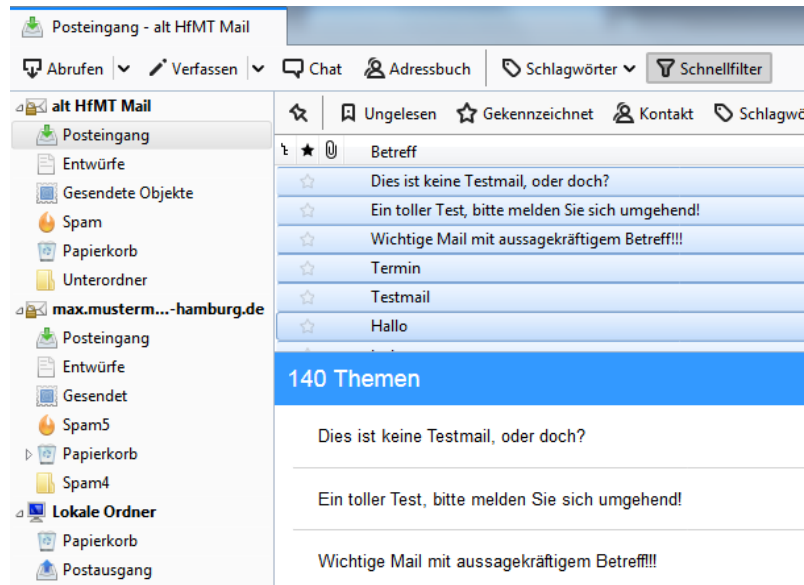
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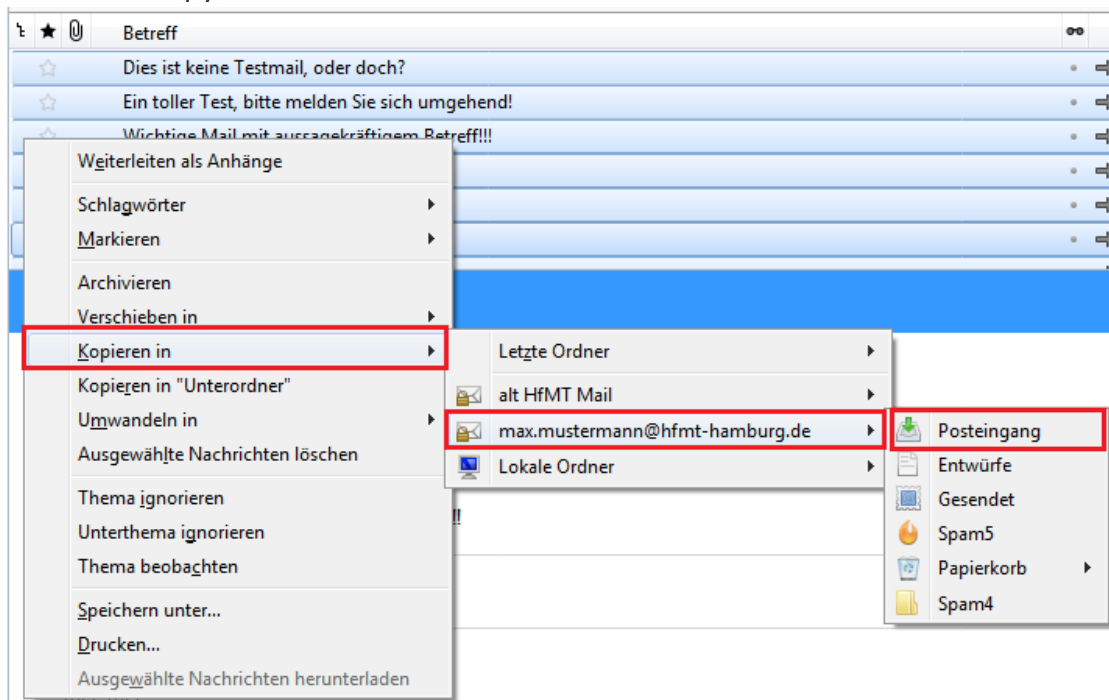
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Click on one of the mails, then press „Ctrl-A“ on your keyboard to select all mails.



Perform a right click on one of the selected mails, a context menu will open. Choose “Copy to”, then the new account and then “Inbox”.



In the same way you can migrate your “Sent” e-mails.

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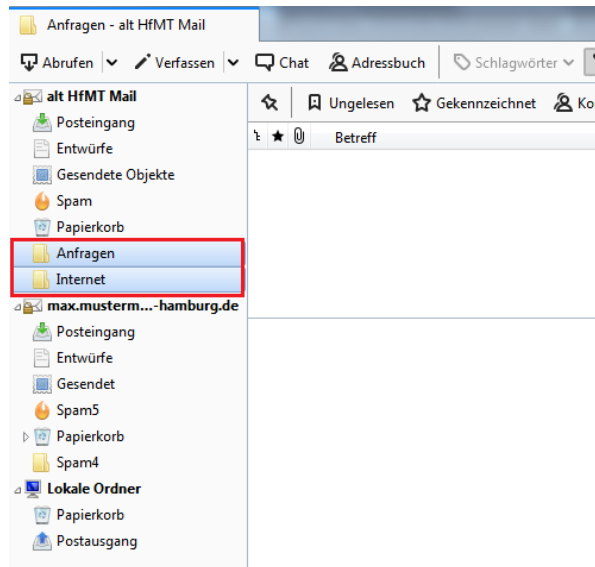
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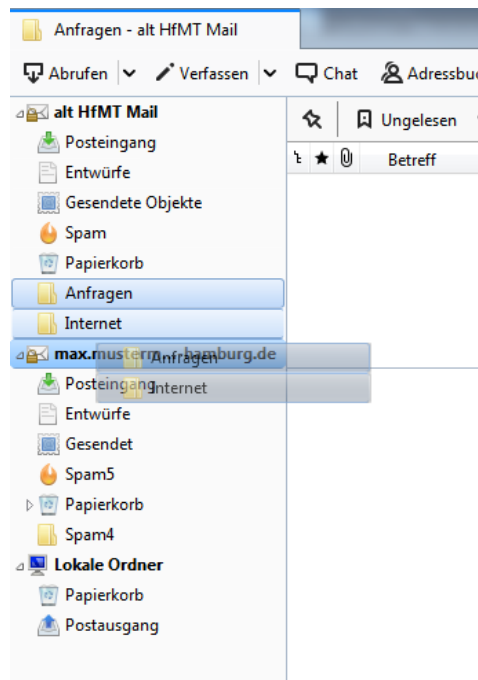
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If you want to migrate one or more **subfolders** select them.



Hold „Ctrl“ and drag the folders onto the new account, drop them to copy the folders.



The folders should now appear in the new account.

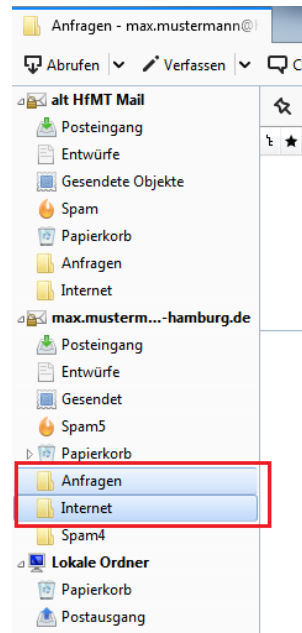
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Congratulations and happy working!!!

Your IT Service Center Team