

To transfer your emails from your Trinity University account to your T-mail account:

1. Log into T-Mail (change your password if you haven't done so yet)
2. Settings (top right)
3. Forwarding and POP/IMAP
 - a. **If you use - Tiger's Lair or exchange.trinity.edu**
 - i. Forwarding: Disable forwarding
 - ii. POP Download: (all blank)
 - iii. IMAP Access: Disable IMAP
 - b. **If you use - Entourage/Outlook/MacMail/any other mail client**
 - i. Forwarding: Disable forwarding
 - ii. POP Download: (all blank)
 - iii. IMAP Access: Enable IMAP
4. Accounts: Get mail from other accounts: "Add another email address you own"
 - a. Email address: yourfirstname.yourlastname@trinity.edu "Next Step"
 - b. Username: Trinity username
 - c. Password: Trinity password
 - d. POP Server: exchange.trinity.edu PORT: 995 (Note: if using **3b** then enable IMAP => PORT 993)
 - e. Checkmark in "Always use a secure connection (SSL) when retrieving mail"
 - f. Add Account

You will see that it is "Checking Mail", which is moving your Trinity email to your T-mail account.