



Transferring Messages from WebMail to

GotMail?

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Transferring Messages

This document is for NJCU Students, Faculty, and Staff who have used the previous web-based email client, WebMail, and wish to transfer messages from the old email client to the new client, **GotMail?**. Unfortunately, there are no automated tools to do this. It must be done individually for each message the user wishes to retain. The Simple Method on this page is useful for transferring a few messages. If there are a lot of messages to transfer, please review the section on filtering messages, beginning on page two.

If filtering is desired, it must be set up *before* initiating the Simple Method steps on this page.

Simple Method

1. Click on the “Old WebMail System” link on the **GotMail?** login page, <http://gotmail.njcu.edu>. (figure 1, circled)
2. Login to WebMail using the same username & password previously assigned.
3. Open each message you wish to transfer and click the “Forward” button.
4. Modify the “Subject:” line, adding some easily recognizable text *in upper case* to the beginning of the line, e.g. “TRANSFER” or “OLDMAIL”.
5. Enter your NJCU email address in the “To:” line.
6. Send the file.
7. Repeat steps 3 through 6 for each message to transfer.
8. Log out of WebMail and log into **GotMail?**
9. Each transferred Email will be easily recognizable by the revised subject tag.

To exit **GotMail?**, click on the “Log Out” button *available on all pages*.

Note: The messages may take a little time getting through to the **GotMail?** system.

While forwarding the messages might be tedious, there is a way to automatically move these transferred messages to an “archive” folder in **GotMail?**. The next section provides a method for filtering incoming messages to a folder of your choice. Filtering messages can be useful tool for a busy inbox.



Figure 1. **GotMail?** Login page

Filtering Transferred Email to *GotMail?*

If filtering is desired, these steps must be done before the Simple Instructions on page one.

Filtering incoming messages to a folder involves using two features of *GotMail?*: Folder Management and Filters...

1. From the *GotMail?* Inbox page, click on the Manage Folder link in the folder pane (figure 2, circled in red, lower left corner).



Figure 2: Click Manage folders.

2. Click the New Folder button on either the header toolbar or footer toolbar. (Figure 2, footer button circled.)

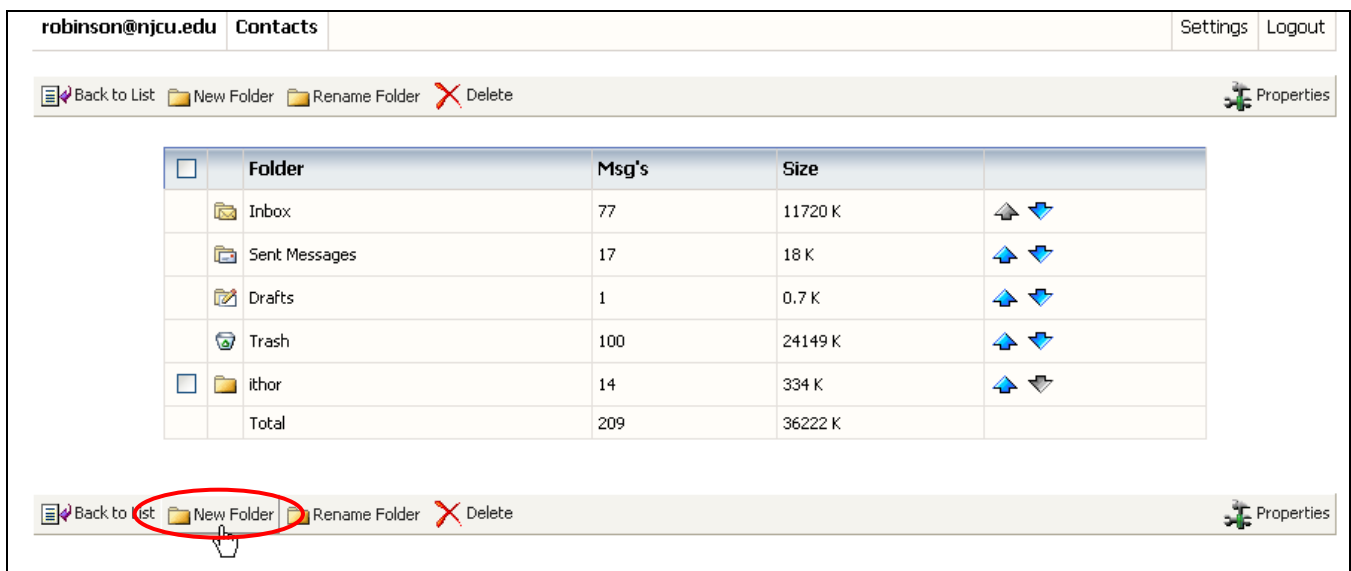


Figure 3. Message Management page.

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3. Enter a name for the folder in the input box, then click the OK button (figure 4). This example uses “oldmail”, but other names for this folder could be used such as “archive”.

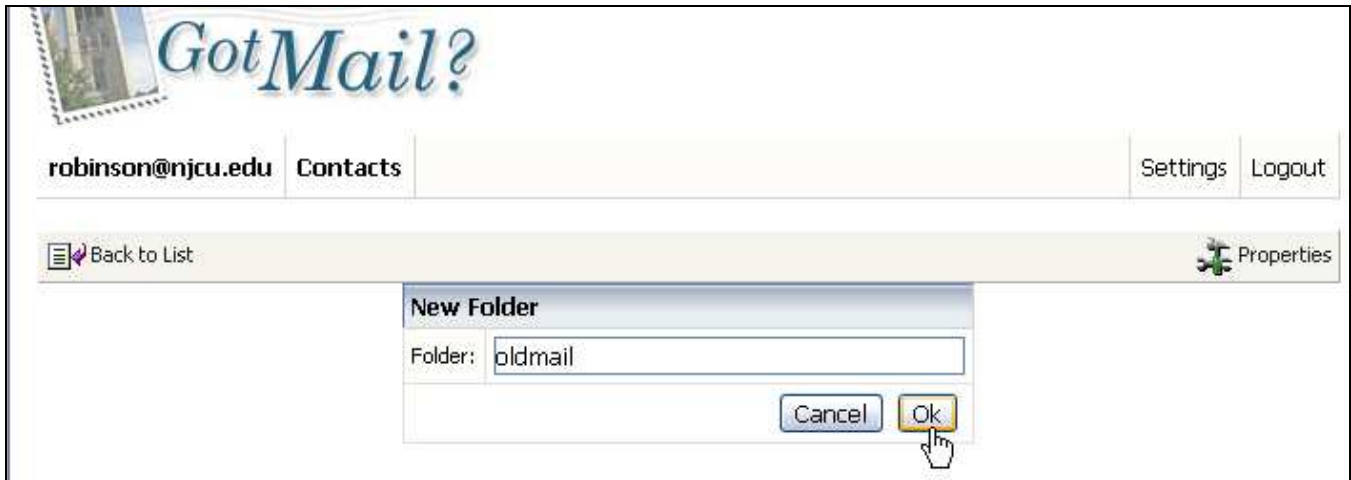


Figure 4. New Folder Name page.

4. From the updated Manage Folders page, click the properties button (figure 5, circled).

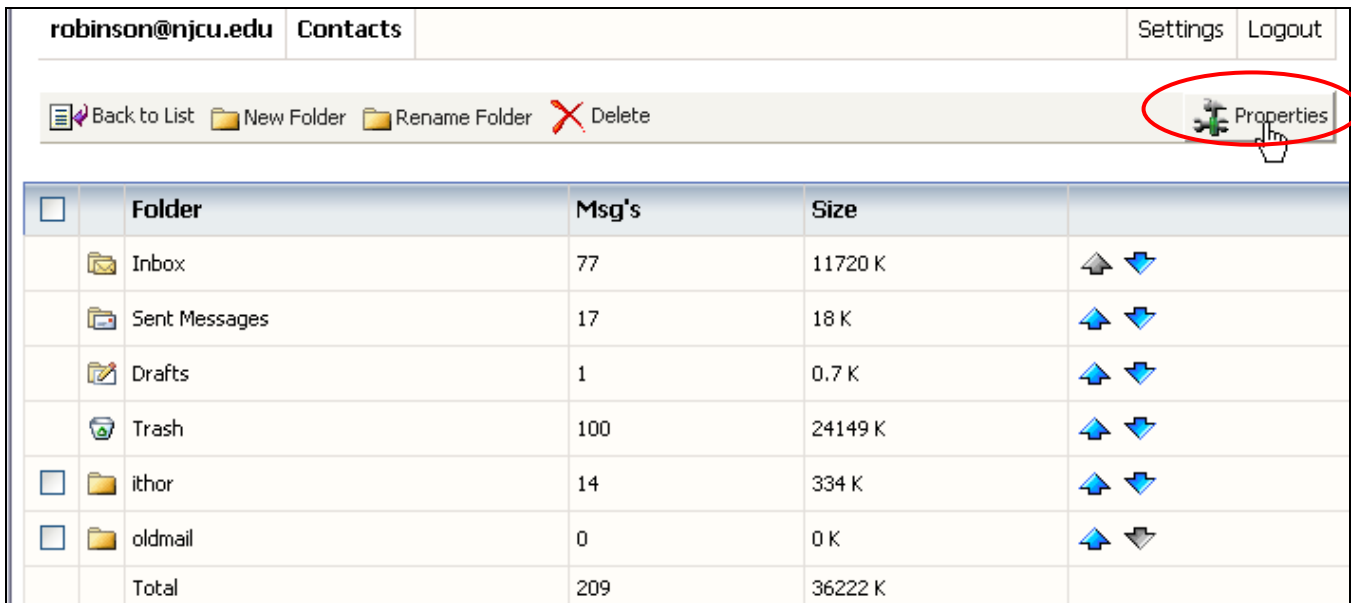


Figure 5. Updated Manage Folders page

Note the new folder now appears on the list of folders.

Hint: The order of the folders can be changed by using the up/down arrows to the right of each folder name. Also note that the folder management includes renaming and deleting user created folders.

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- On the Properties page, click the Filters button on either the header or footer Properties toolbar (figure 6, header toolbar button circled)

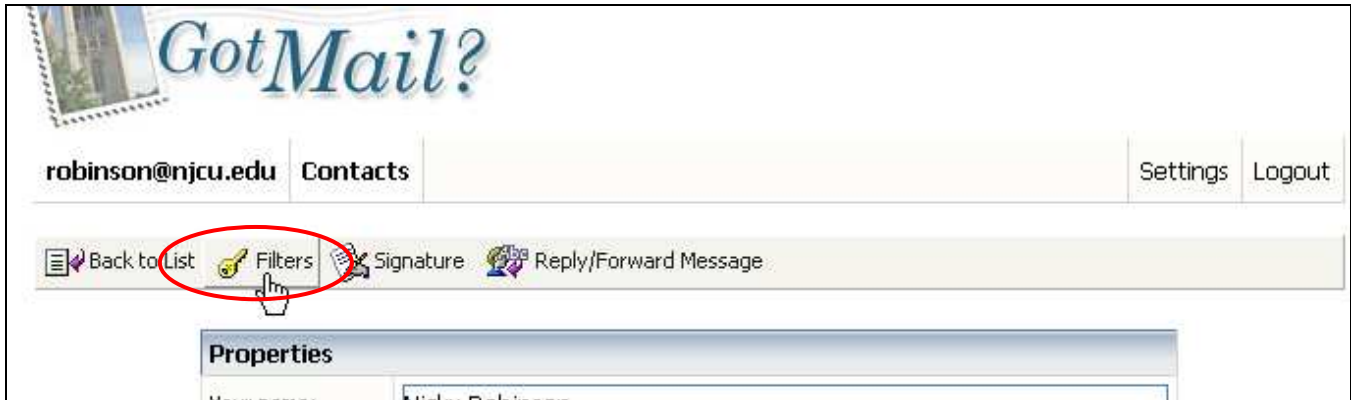


Figure 6. Top section of Properties page.

- Set the filter parameters as show in figure 7, using the drop down menu for each parameter to select the appropriate option from the presented list. After adjusting the Condition parameter, be sure to enter the same text as described Simple Method, step 6, on page 1. This example uses “OLDMAIL” (circled in red).

- Click the Add Filter button after double checking that all the parameters are correct!

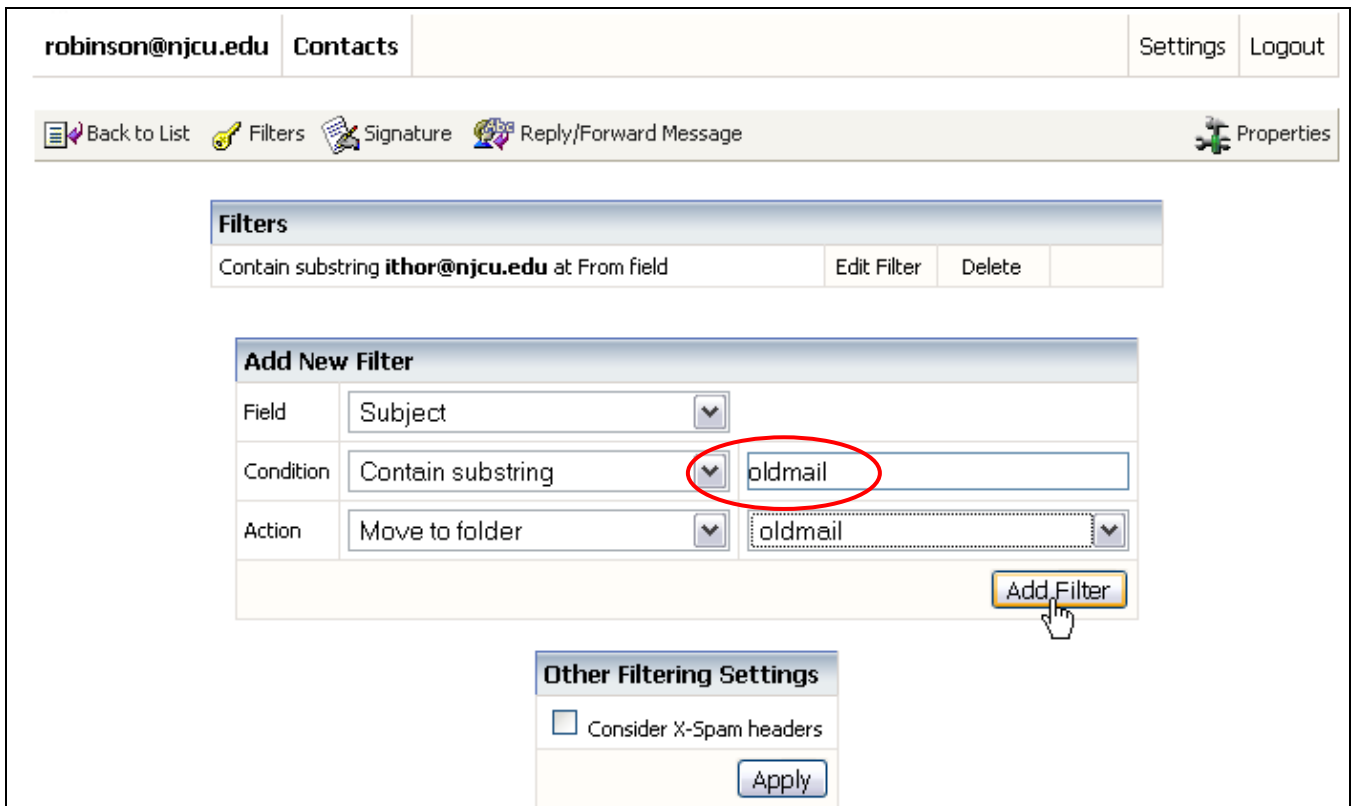


Figure 7. Filter page.

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8. Check the list of Filters on the updated page. The name of the appropriately named folder should be in bold for the new filter if not, use the Edit Filter link and adjust appropriately (figure 8, new filter blocked in blue).
9. At this point, you can continue reading emails using the “Back to List” button (circled in green), Or...

Continue the transfer process by logging off directly from this page (circled in red) and logging back into the old WebMail system, starting with Simple Method, step 1, on page 1.

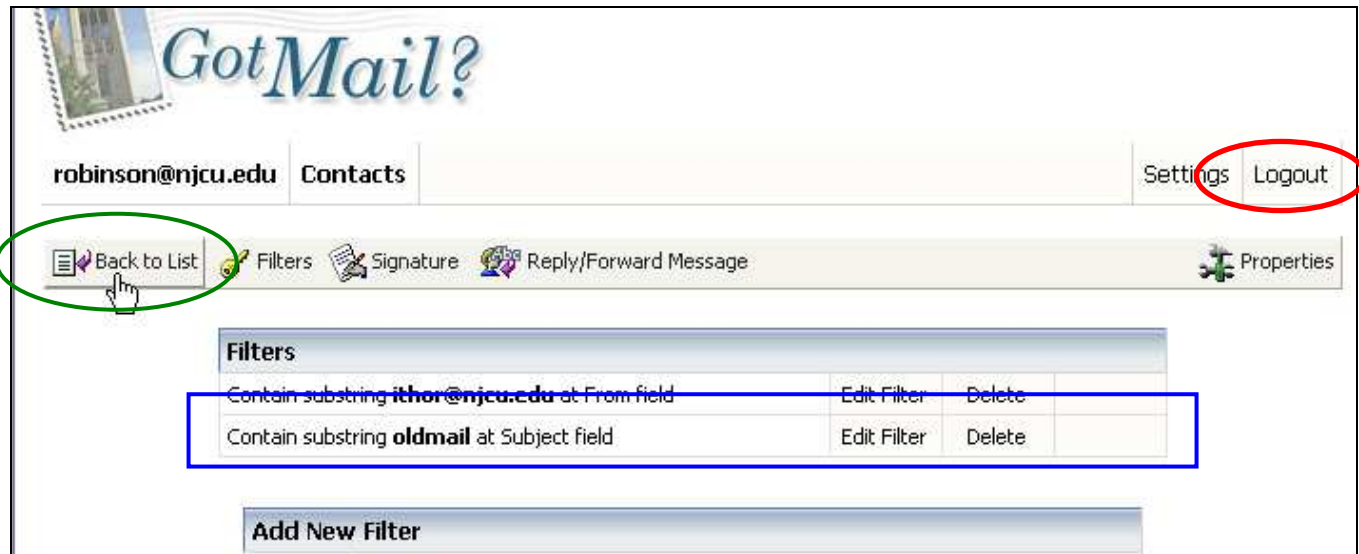


Figure 8. Updated Filters page.

10. After forwarding old emails using the Simple Method on page 1. Log back into GotMail?. As messages from the old email client start coming in they will be automatically filtered to the folder that was set up for it. This example used the folder “oldmail” (figure 9, circled).

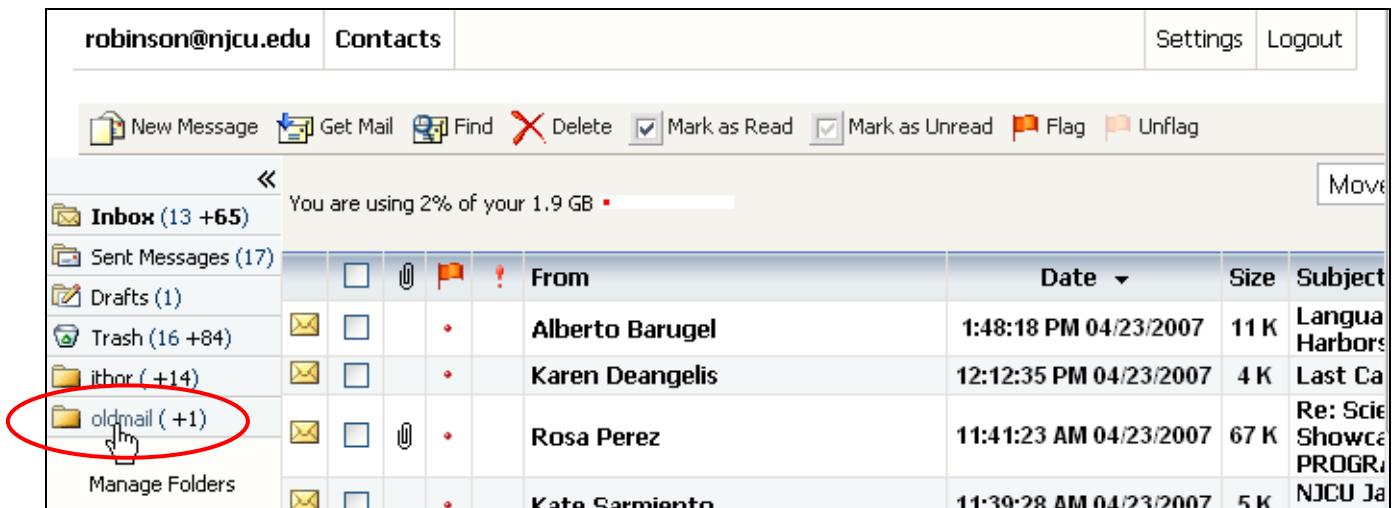


Figure 9. Gotmail? Inbox page.