

Transfer Your Email Folders From Your POP Account to your IMAP or Exchange Account

Once your new IMAP or Exchange account has been created in your Entourage Account, you can move storage folders you have created in your POP account to the new account.

Notice in the far left column of your Entourage window that you have your old POP account as well as your new IMAP Account.

- ✓ Tools
- ✓ Accounts
- ✓ Double-click your old POP account
- ✓ Uncheck the box to *Include this account in my "Send & Receive All" schedule*
- ✓ OK

These are the directions for transferring emails from one folder to another. You'll need to follow these instructions for each folder containing emails that you want to transfer. **This also needs to be done for folders of emails within folders.**

For each folder that you want to transfer to your new IMAP account, look inside to see if there are more folders within that folder. For each folder you want to transfer:

- ✓ note the name of the folder
- ✓ create a folder in your IMAP account with the same name
- ✓ click on the original folder in your original account
- ✓ click on one email in the list of email messages in that folder
- ✓ select all by going to File > Select all or using the shortcut (Apple/Command+A)
- ✓ Navigate to the new folder of the same name that you just created in your IMAP account
- ✓ File > Paste or shortcut (Apple/Command+V)

Quit Entourage and open it again to check to make sure the emails transferred properly. If all is well, delete your POP account:

- ✓ Tools
- ✓ Accounts
- ✓ Click once on your POP account to select it
- ✓ Delete