2019/6/28更新

2.2. Email client setting (Outlook-Current TUMail)

In this item, we will explain the setting method that can be received by IMAP with email client.

2.2　Email client setting

2.2.1　IMAP reception setting(Outlook-Current TUMail)

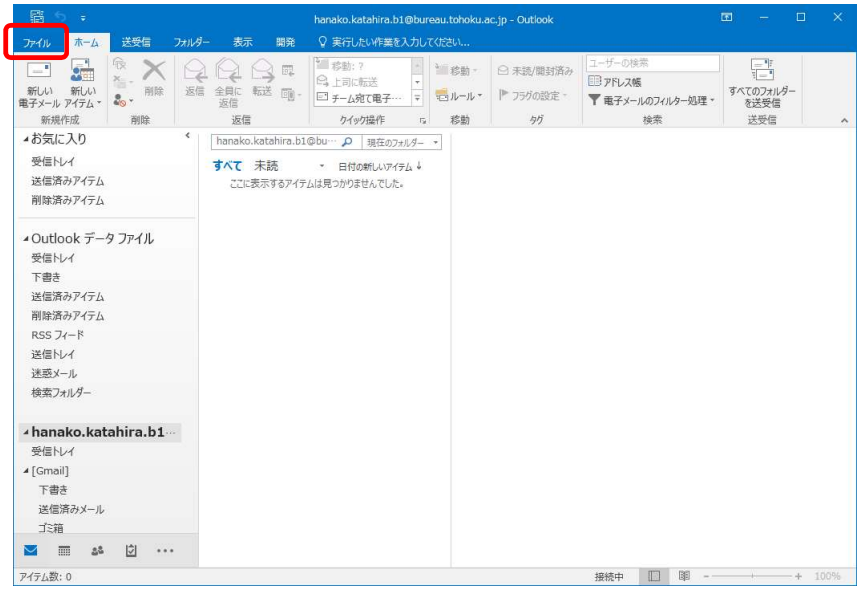
2.2 Email client setting

2.2.1 IMAP reception setting(Outlook-Current TUMail)

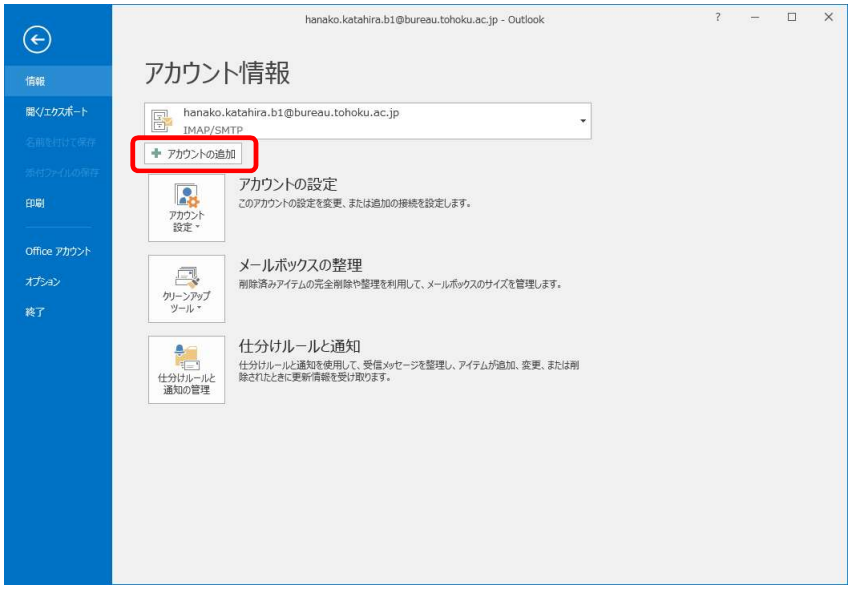
In this section, we will explain how to add a new TUMail (Gmail) account with IMAP settings in the email client Outlook.

2.2.1. IMAP reception setting(Outlook-Current TUMail)

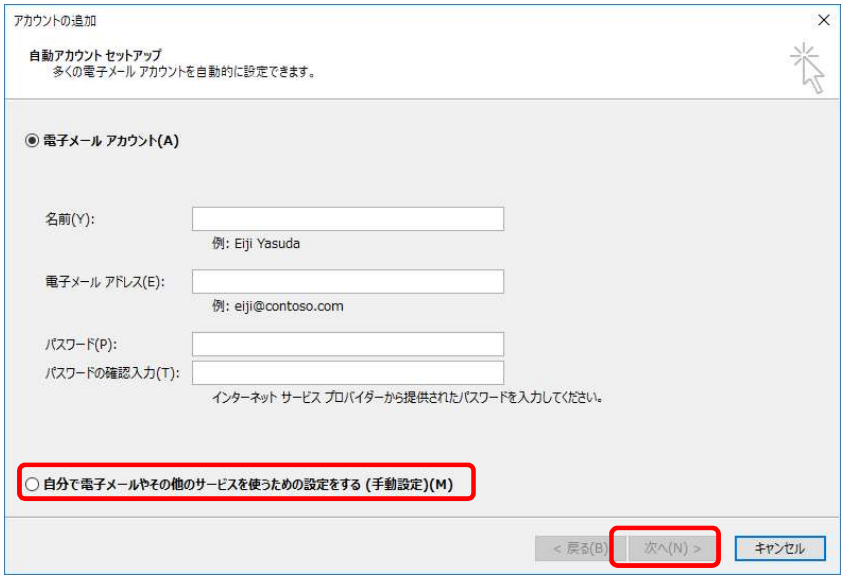
1. Click the File tab.



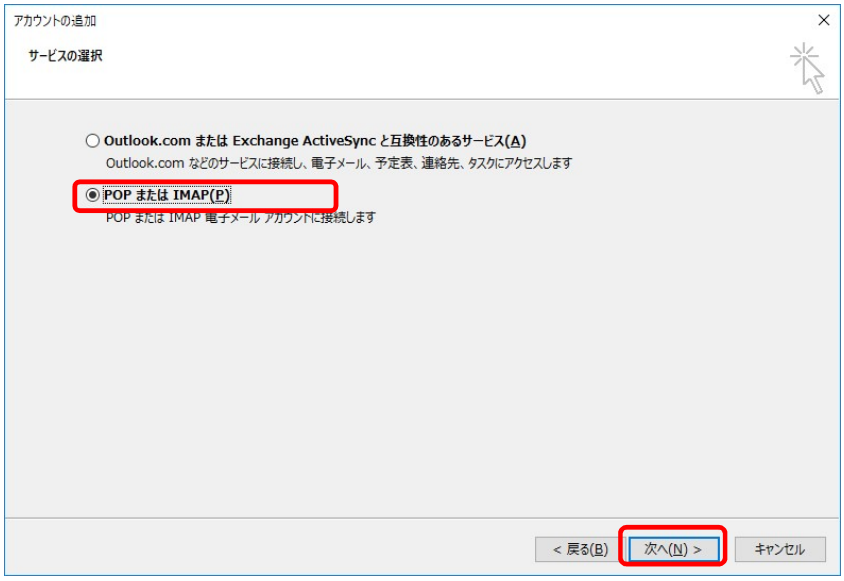
2. Click Add Account.



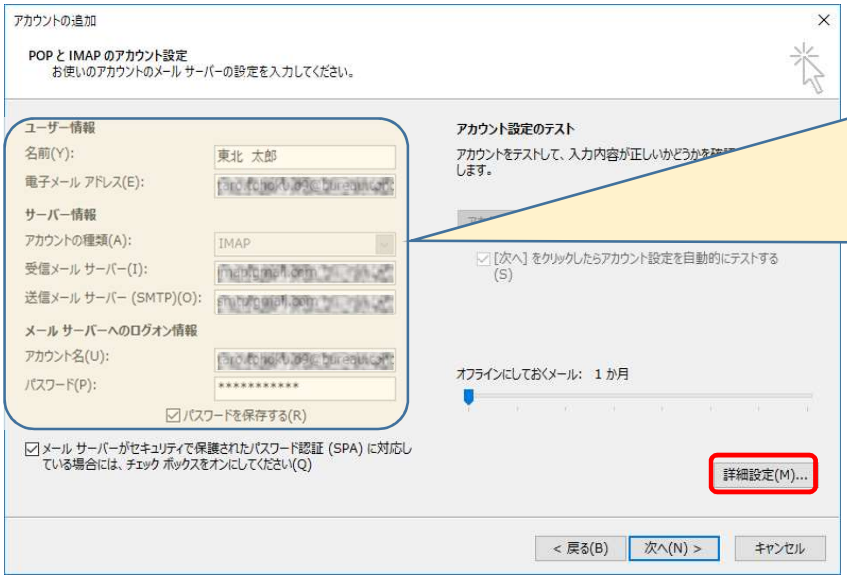
3. Select "Set up to use e-mail and other services yourself", and click "Next".



4. Select "POP or IMAP" and click "Next".



5. Make settings as follows, and click "Advanced".



Name : Sender Display name
Email address : TUMail address
Account type :「IMAP」
Incoming server :「mail.tohoku.ac.jp」
Outgoing sever :「mail.tohoku.ac.jp」

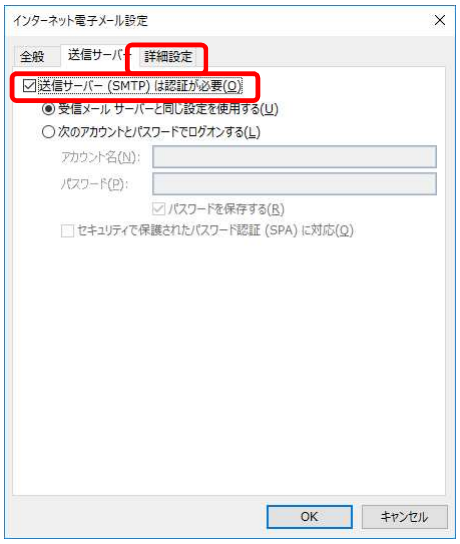
Account : Tohokudai ID

Password : Tohokudai ID Password

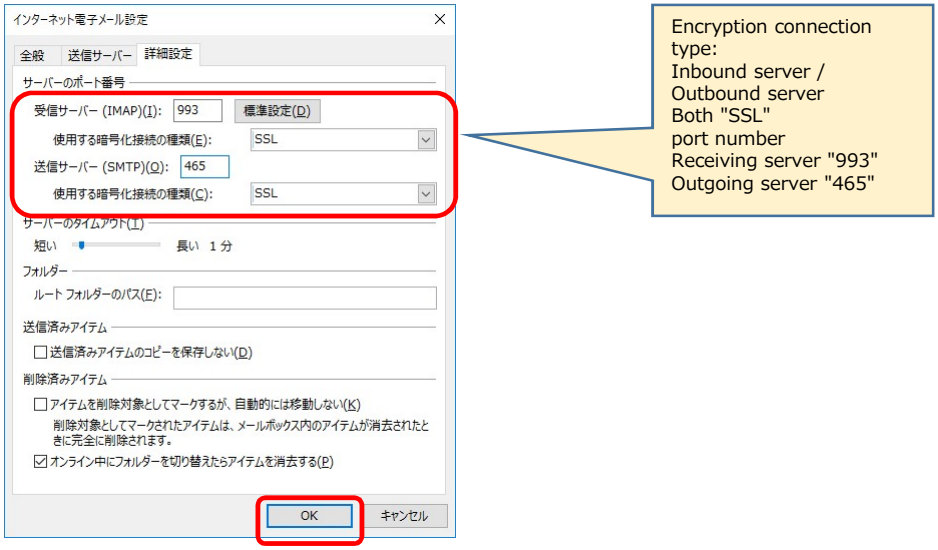
6. Click the Outgoing Server tab.



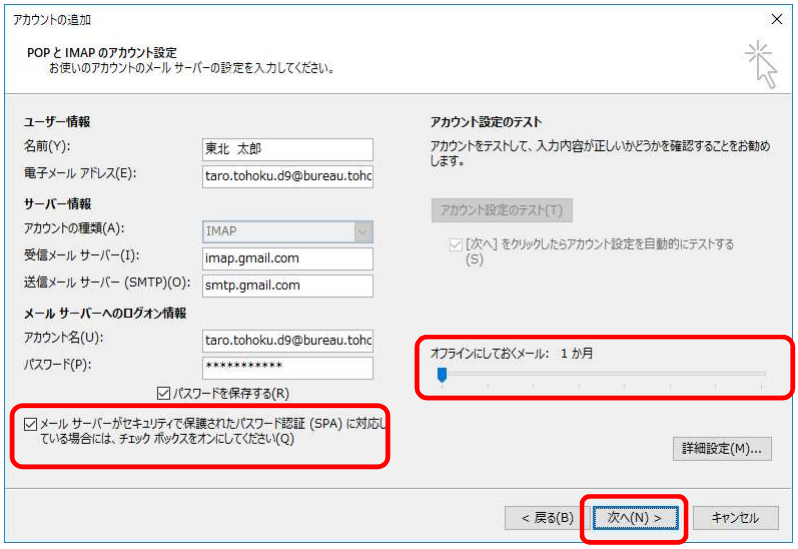
7. Check "Outgoing server (SMTP) requires authentication" and click the "Advanced" tab.



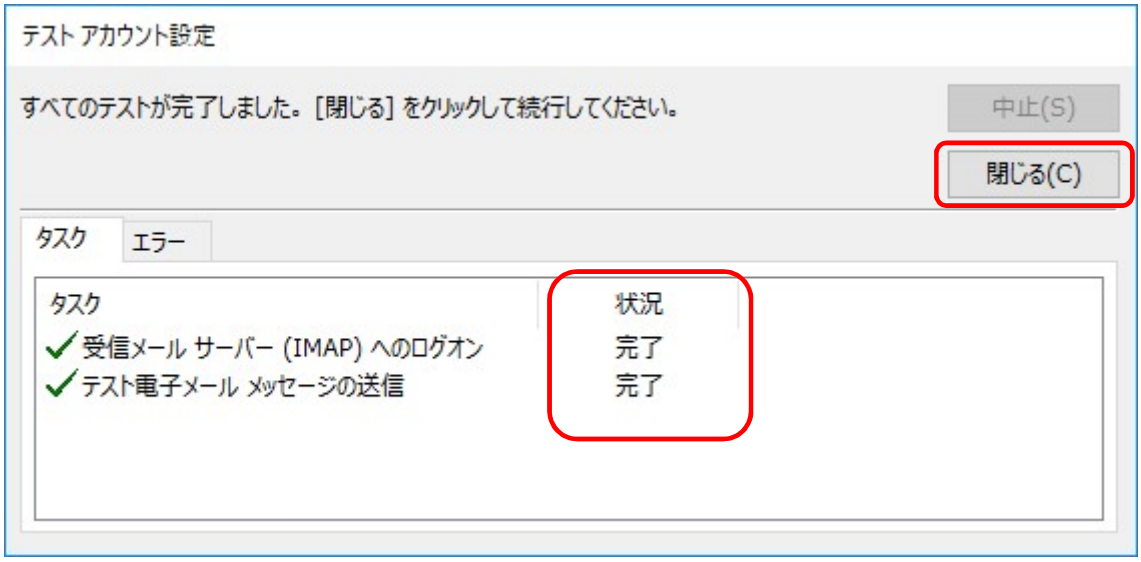
8. Set as below and click "OK".



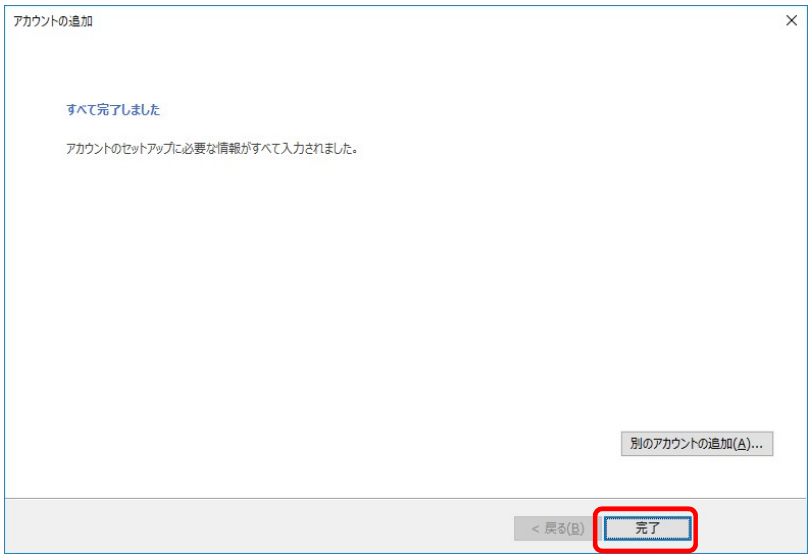
9. Check "Email server is security ...", set the mail to be offline to "1 month" and click "Next".



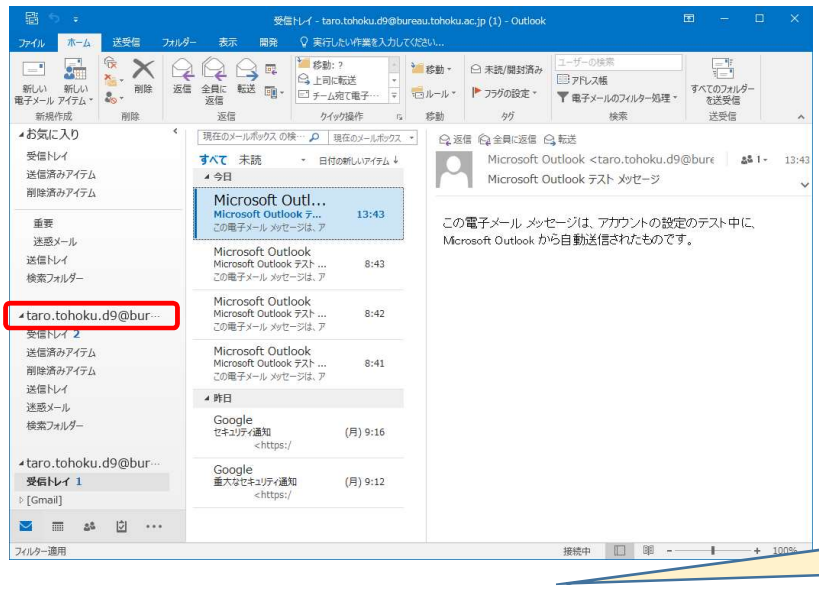
10. The send and receive tests will be performed, so when the status is complete, click Close.



11. Click "Finish".



12. Confirm that the address of Tohoku University Mail has been added.



3.1 Data migration (outlook) when it is over here

2019/6/20更新

2.2. Email client setting (IMAP)

In this item, we will explain the setting method that can be received by IMAP with email client. The manual "1.4 POP / IMAP permission setting" needs to be done in advance.

2.2　Email client setting

2.2.1　IMAP reception setting（Outlook）

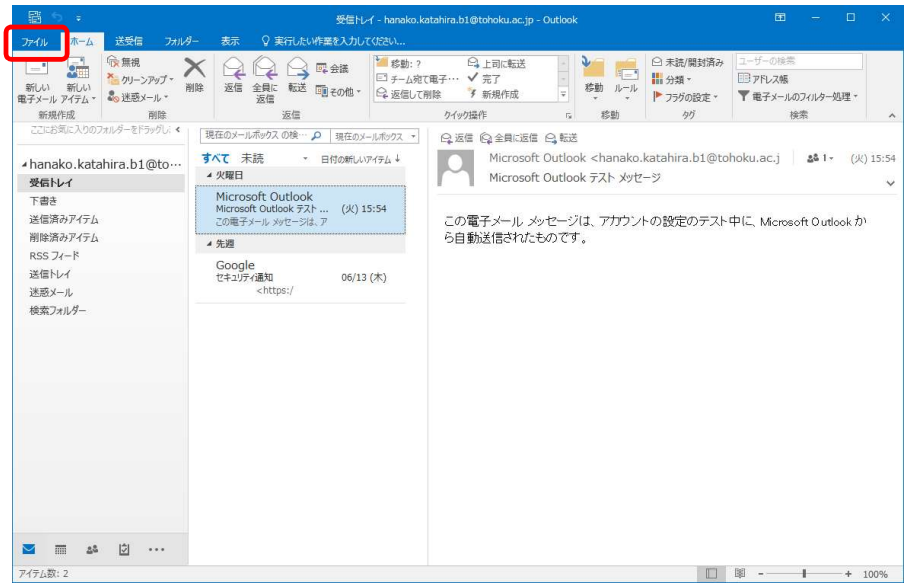
2.2.3　How to set mailing list address as sender

2.2　Email client setting
2.2.1　IMAP reception setting （Outlook）

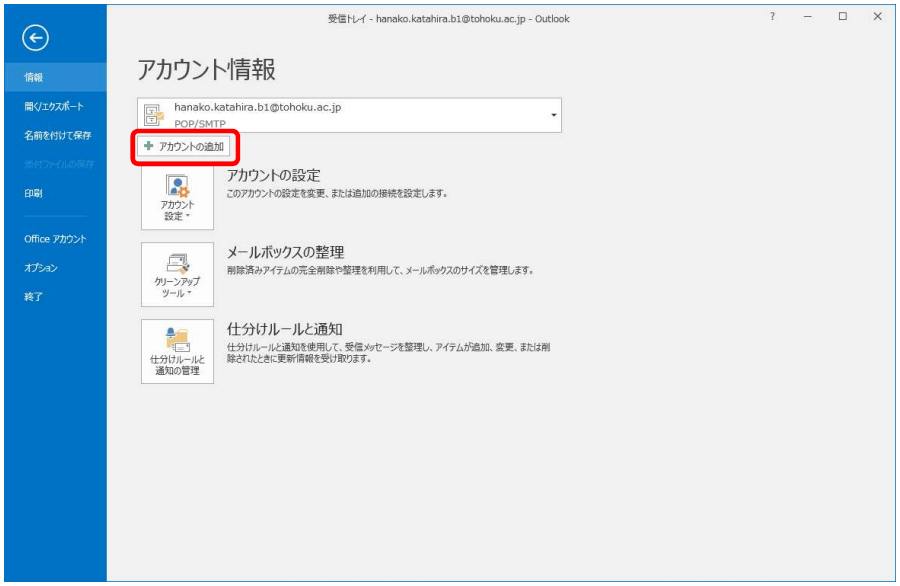
In this section, we will explain how to add a new TUMail (Gmail) account with IMAP settings in the email client Outlook.
The manual "1.4 POP / IMAP permission setting" needs to be set in advance.

2.2.1. IMAP reception setting（Outlook）

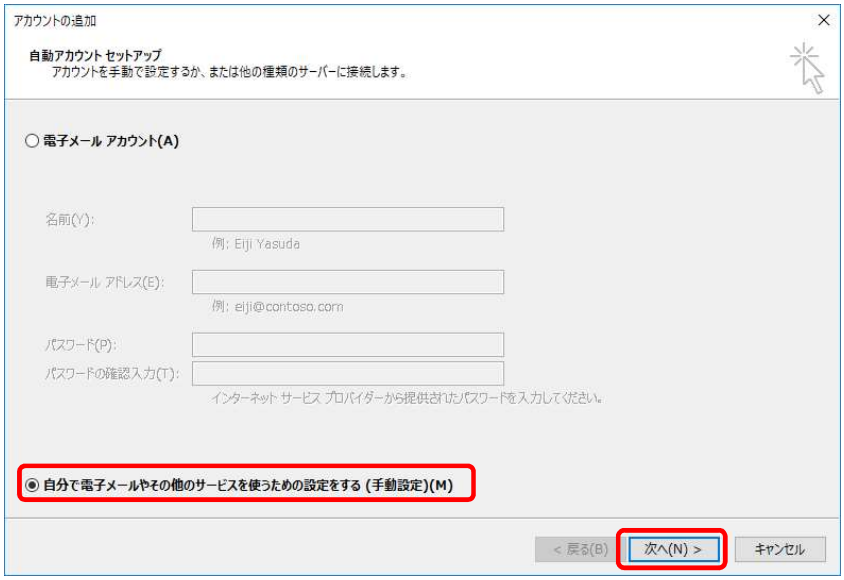
1. Click the File tab.



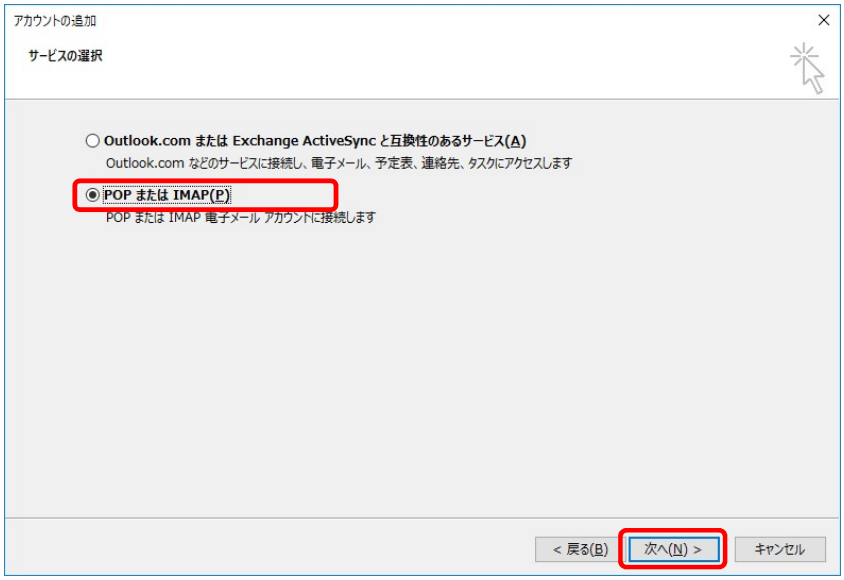
2. Click Add Account.



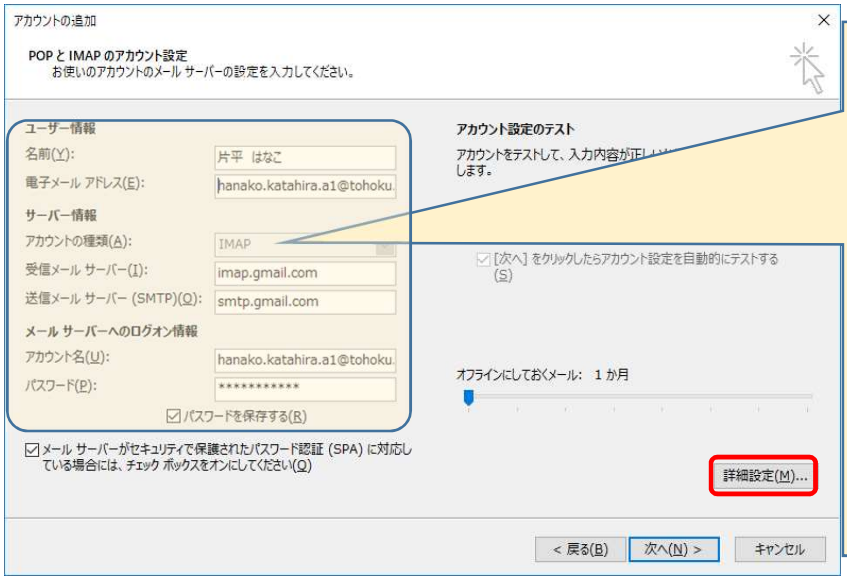
3. Select "Set up to use e-mail and other services yourself", and click "Next".



4. Select "POP or IMAP" and click "Next".



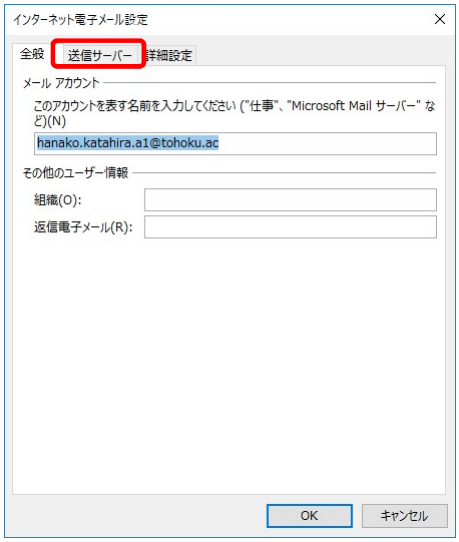
5. Make settings as follows, and click "Advanced".



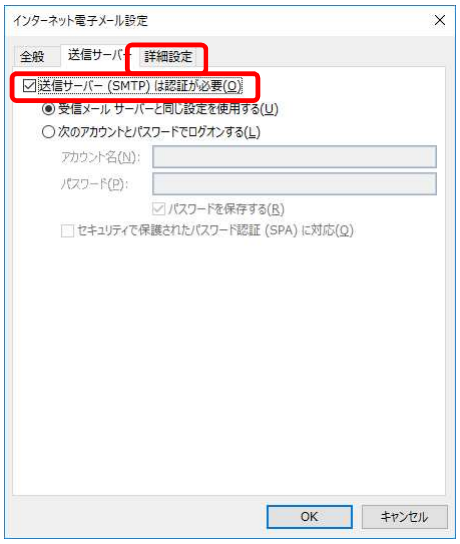
Name : Sender
Display name
Email address :
TUMail address
Account type :「IMAP」
Incoming server :
「imap.gmail.com」
Outgoing server :
「smtp.gmail.com」

Account :
TUMail address
Password :
Set in the manual "1.1 Login to TUMail"
※The 16-digit specification specified in the manual "1.6 App Password Settings" when setting 2-step authentication

6. Click the Outgoing Server tab.



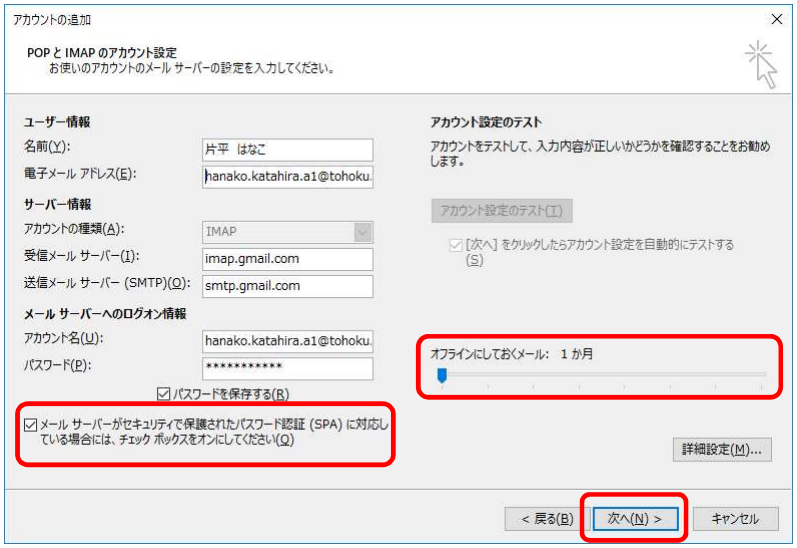
7. Check "Outgoing server (SMTP) requires authentication" and click the "Advanced" tab.



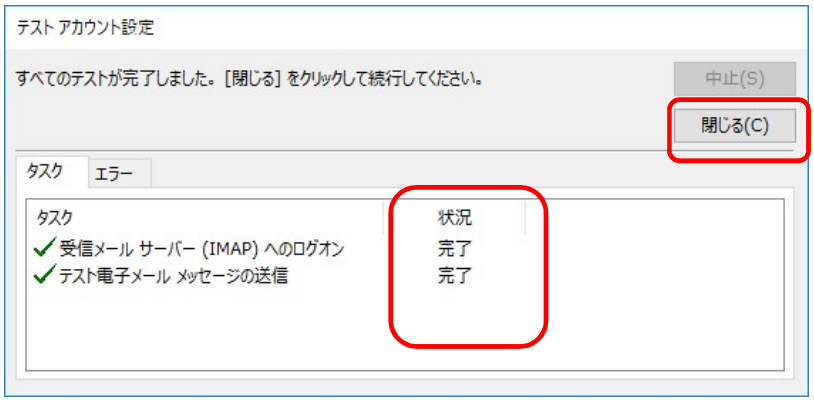
8. Set as below and click "OK".



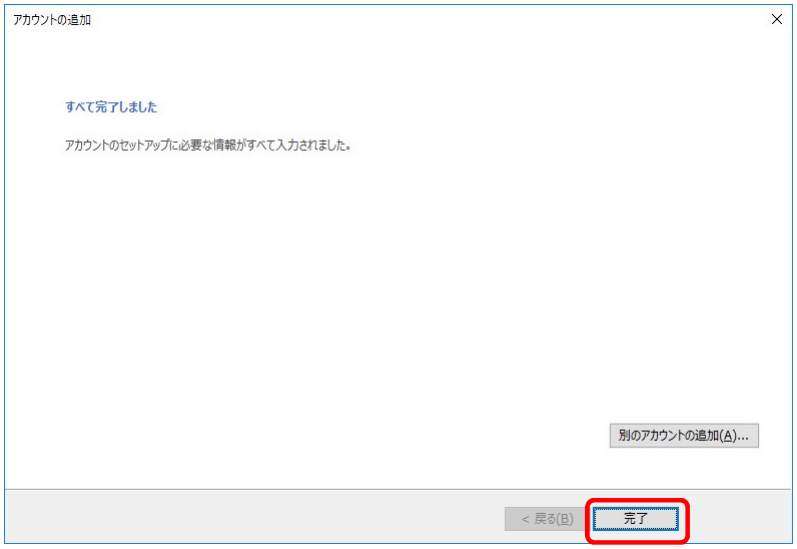
9. Check "Email server is security ...", set the mail to be offline to "1 month" and click "Next".



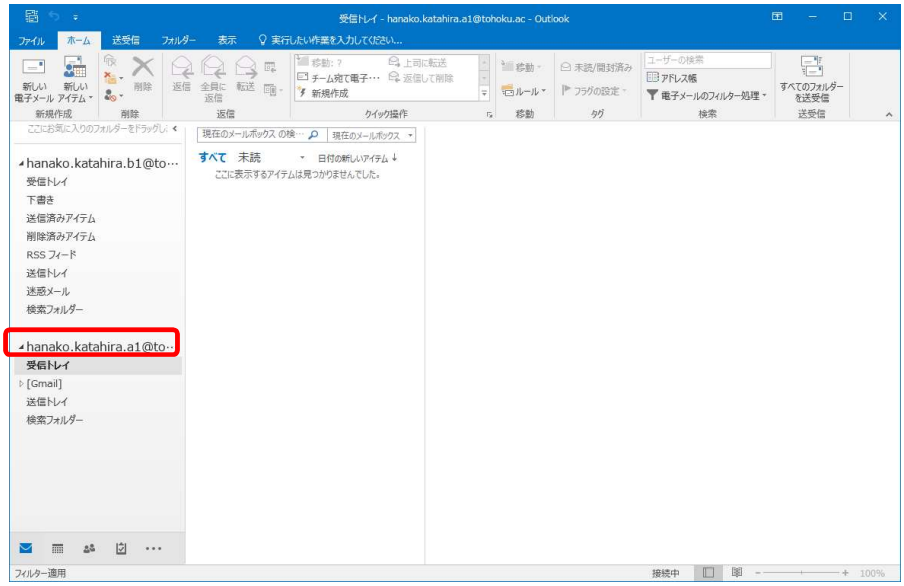
10. The send and receive tests will be performed, so when the status is complete, click Close.



11. Click "Finish".

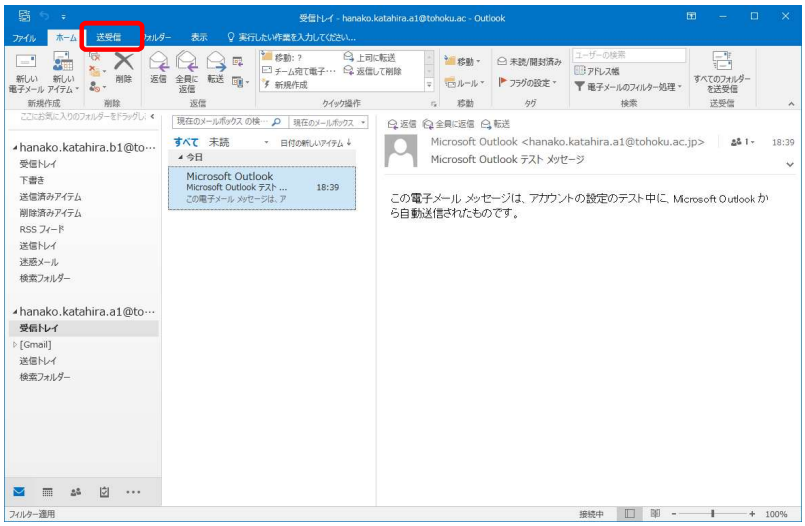


12. Confirm that the address of TUMail has been added.

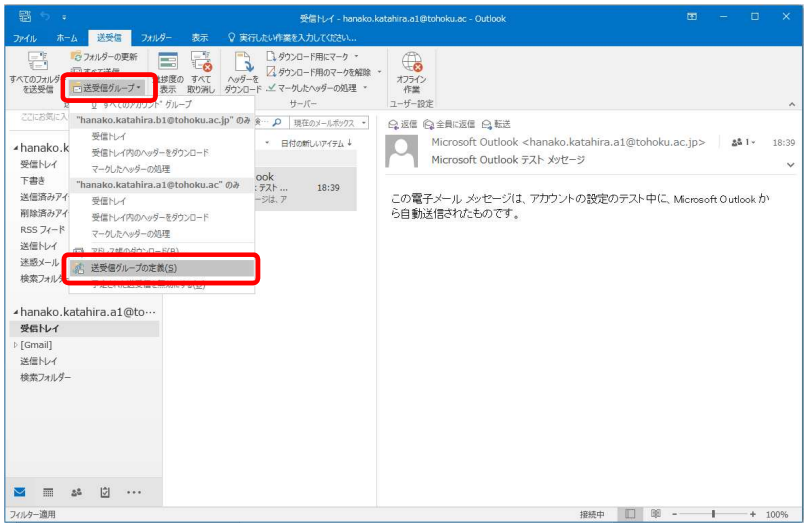


If current TUMail receiving setting is POP, please set to turn off POP reception according to the items on the following pages.
If the current TUMail receiving setting is IMAP, refer to the manual "3.1 Data Migration Method Using email client", and do data migration and deletion of current TUMail settings.

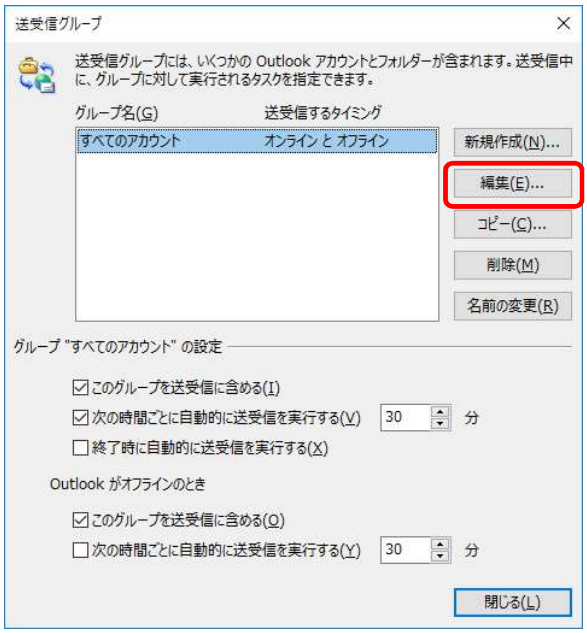
13. Click the "Send / Receive" tab.



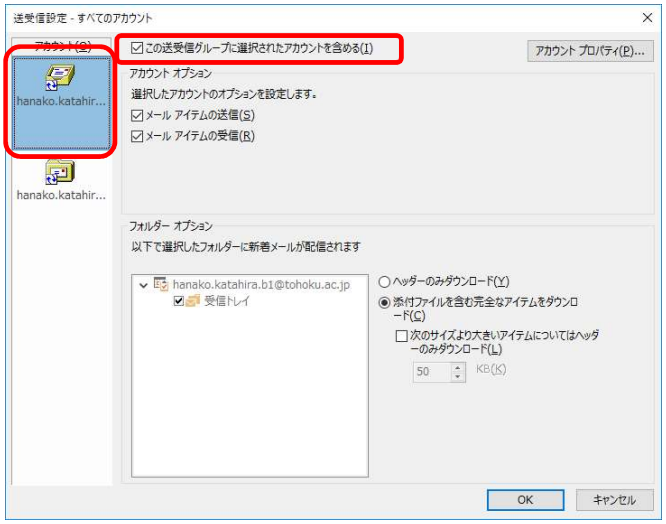
14. Click "Transmit / Receive Group" and "Define Send / Receive Group".



15. Click "Edit".



16. Select the old account, click "Include selected account in this send / receive group" and uncheck it.



17. Confirm that the old account is marked with "x" and click "OK".



2019/6/27更新

3. Data migration (Outlook→TUMail(Gmail)

In this section, we will explain how to import the email data of the former TUMail into the New TUMail.

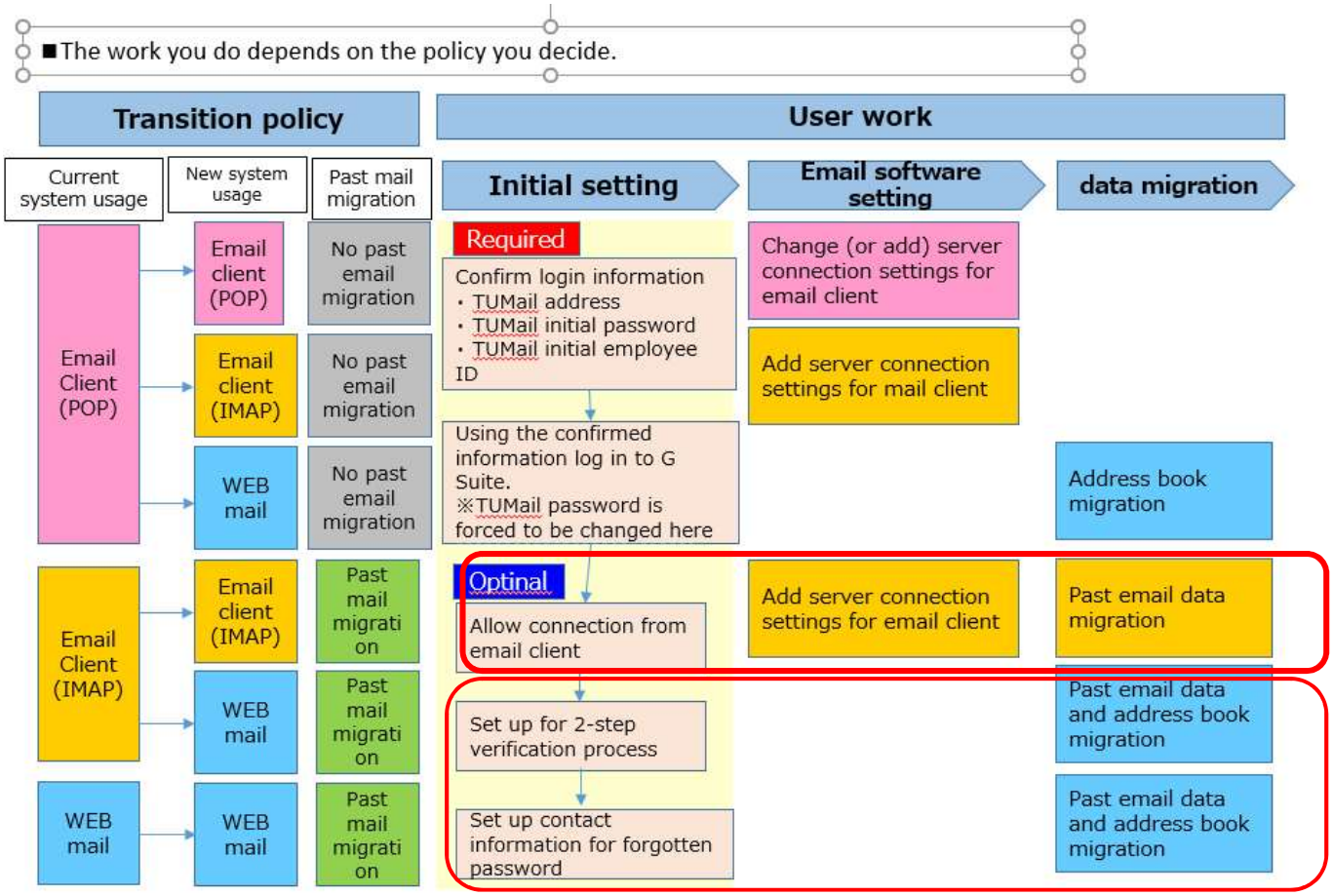
Current TUMail data is not migrated. If you need current TUMails, you need to migrate data on your own.

【Note】
The current TUMail server will be discontinued in mid-December, 2019. After that, if you do not migrate current email data, you will not be able to view current email data.

3. Data migration
3.1 Data migration using email software(Outlook)

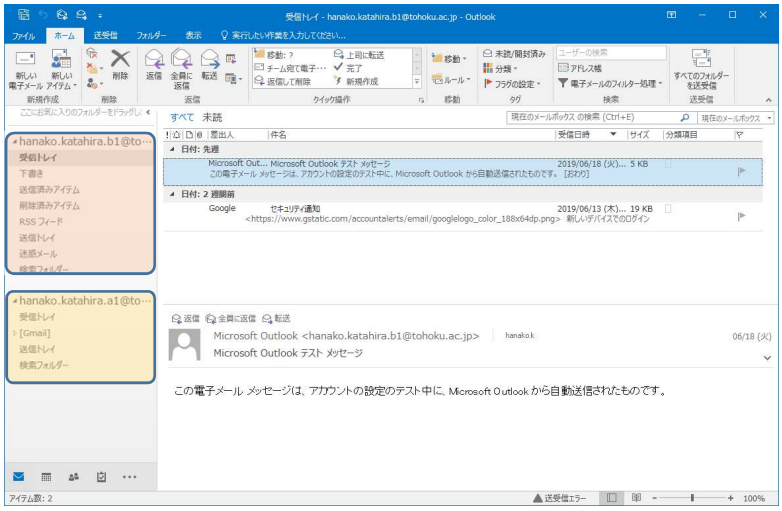
This item explains how to migrate current email data received by email client to New TUMail. The transition pattern in red frame is the target of this migration process.

・It is necessary to set the manual "2.2.1 IMAP reception setting(Outlook)" in advance.
・ If an error occurs during migration, the email data may be lost. This section explains how to delete the original data after checking the copied email data.

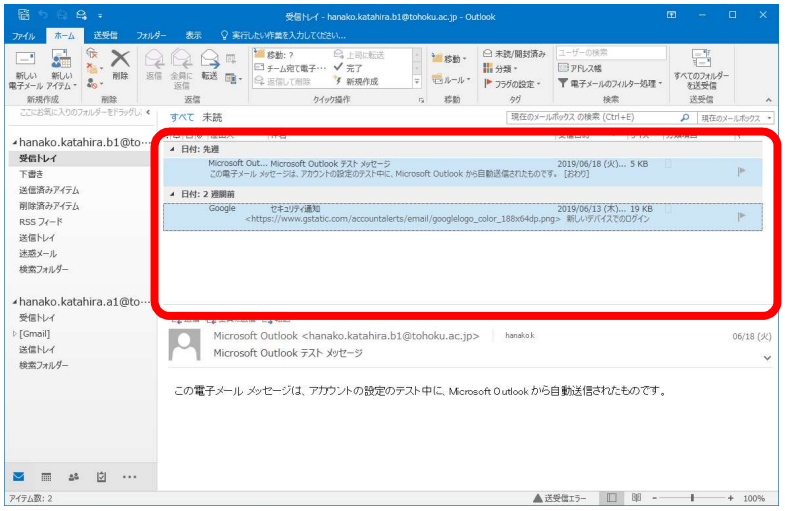


3.1 Data migration(Outlook→TUMail(Gmail)

1. Start Outlook

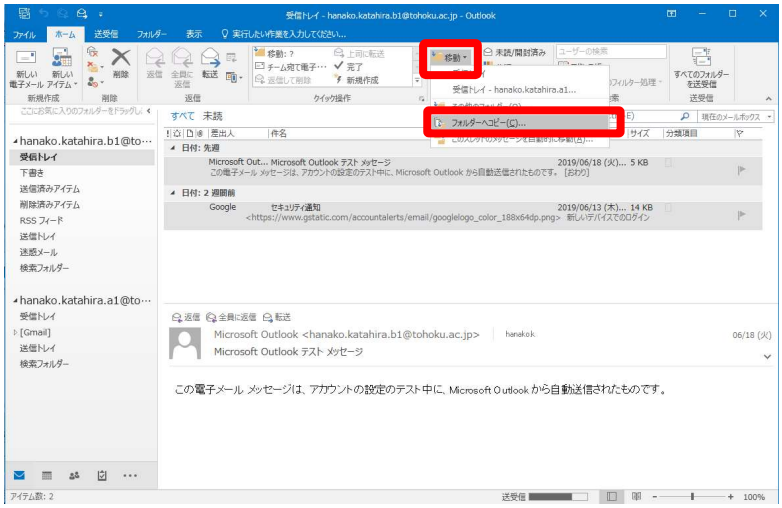


2.Select your inbox and select the data to be migrated.
※ If there is a large amount of data, an error may occur or it may take time.
※ If you want to migrate the data of other folders, please follow the same procedure in 2 ~ 10.

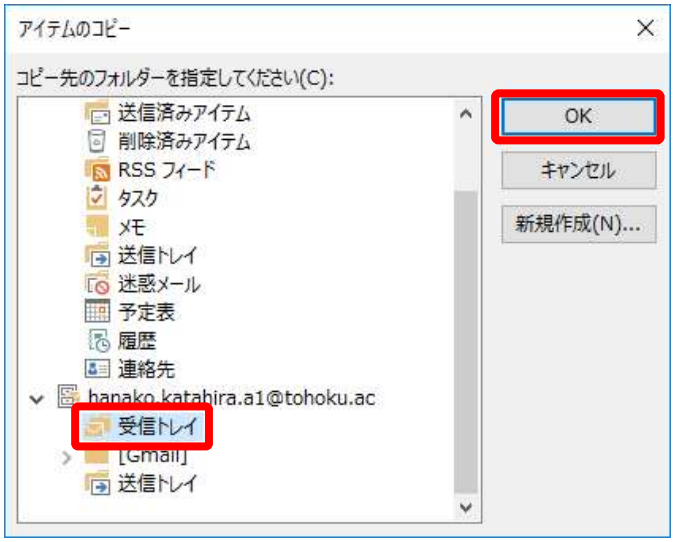


Please select migration data up to 6/14. Do not select
If there are duplicate email data in the migration destination.

3. Click "Copy to Folder" under "Move" on the "Home" tab.

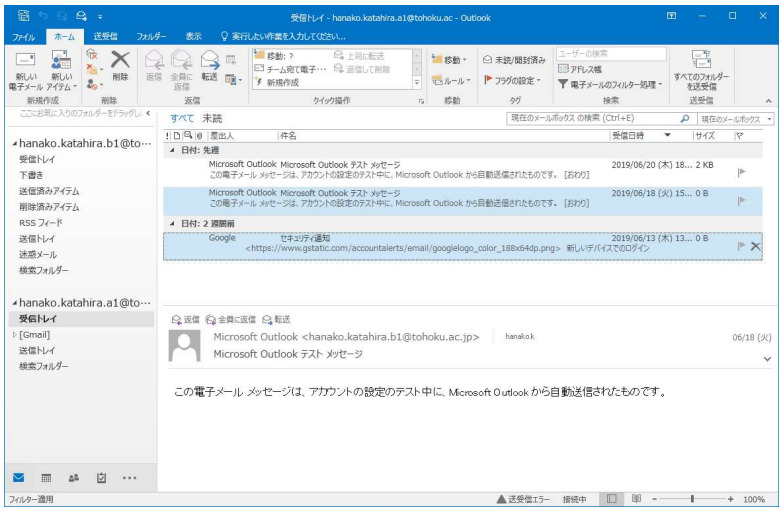


4. Select a copy destination and click "OK".



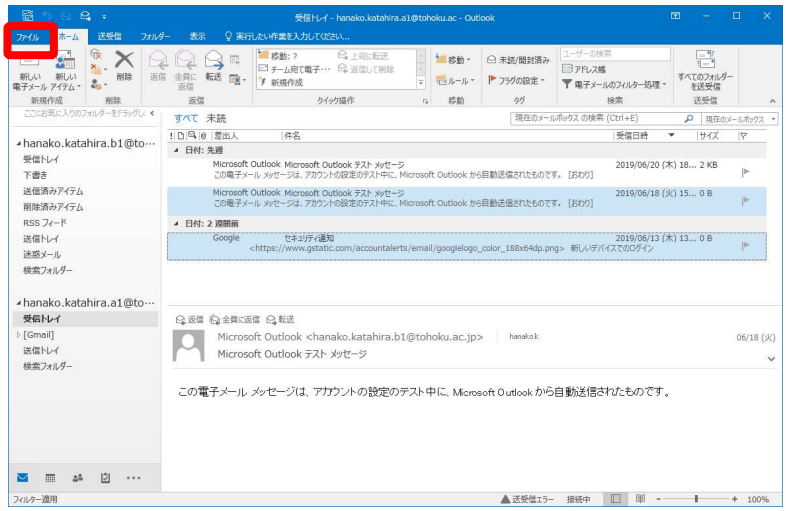
A copy of the email will be implemented. It takes about 50 times per minute.

5. Confirm that mail data has been copied to the migration destination.

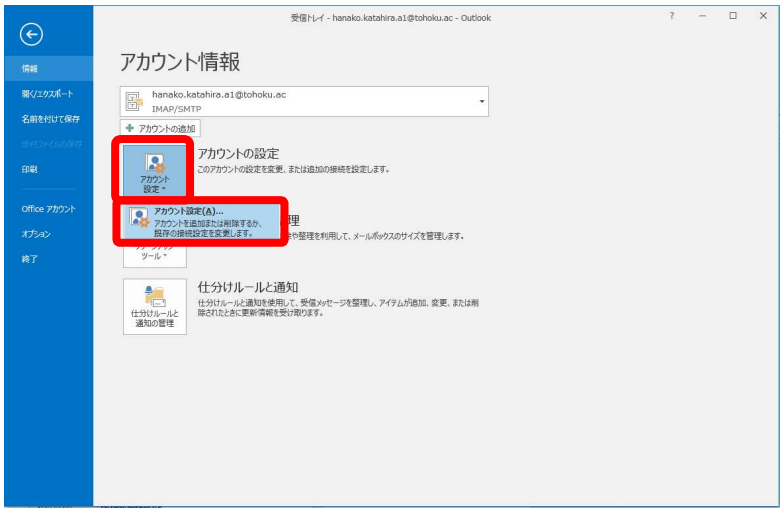


※Folder settings are managed as tags in New TUMail.

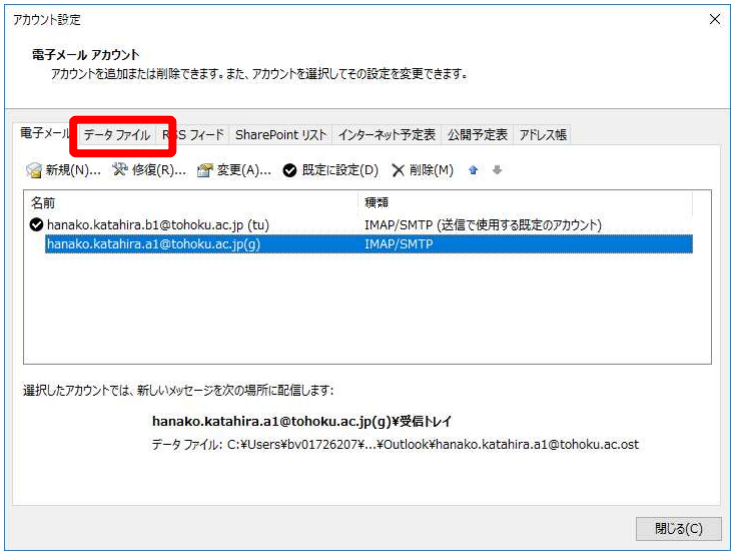
6. Click "File".



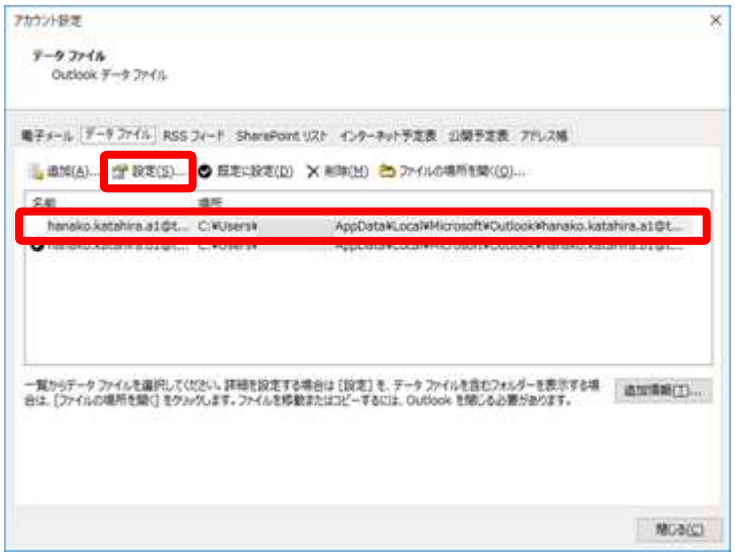
7. Click "Account Settings" under "Account Settings".



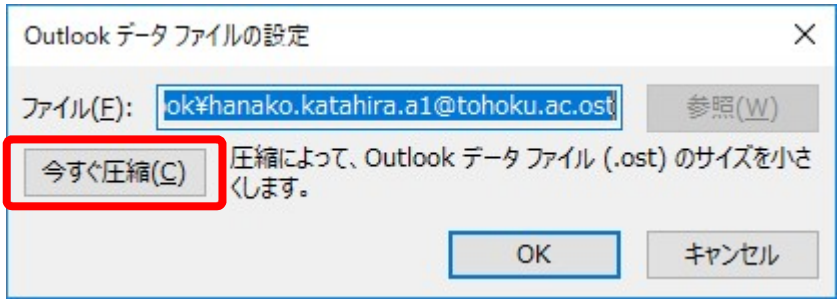
8. Click the Data File tab.



9. Select the address of New TUMail, and click "Set".

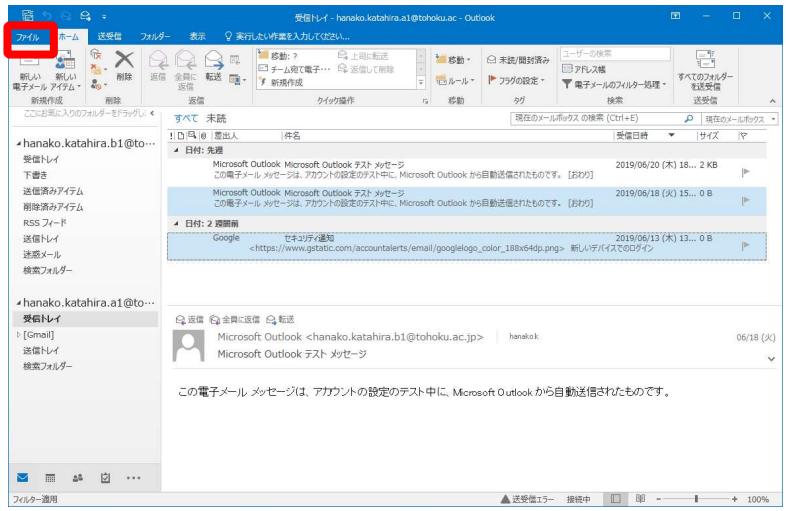


10. Click "Compress Now".

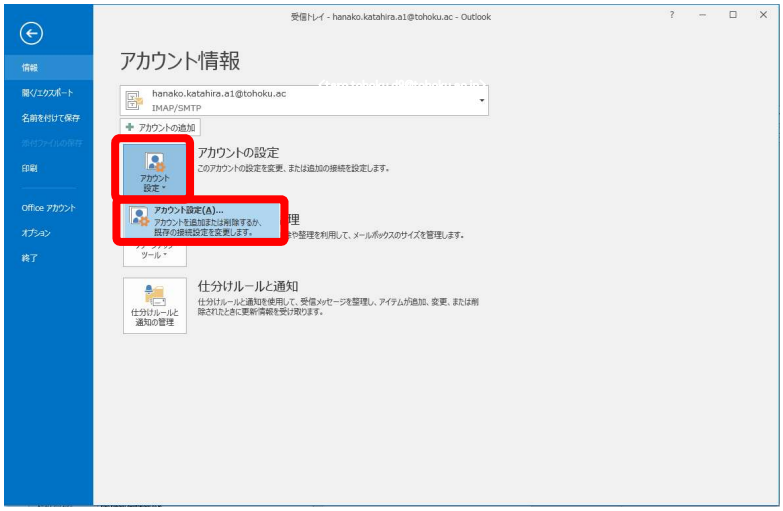


11. If you want to migrate the data of other folders, please follow the same procedure from 2 to 10.
If migration of all folders is completed, please delete the existing IMAP settings according to the item number on the next page.

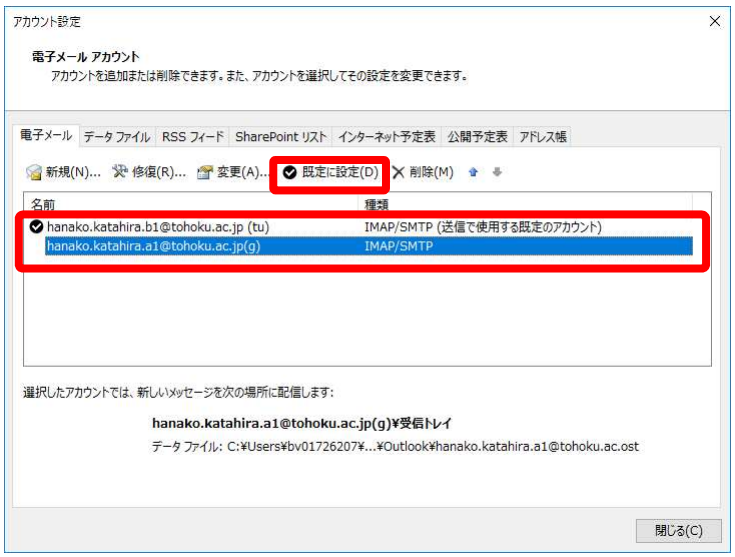
12. The old Tohoku University Mail account information and the New Tohoku University Mail account information are both registered, so delete the old Tohoku University Mail account information. Click "File".



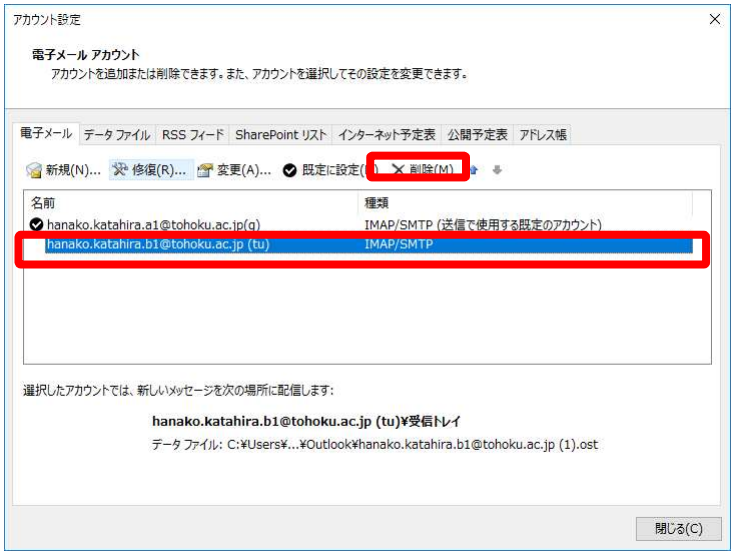
13. Click "Account Settings" under "Account Settings".



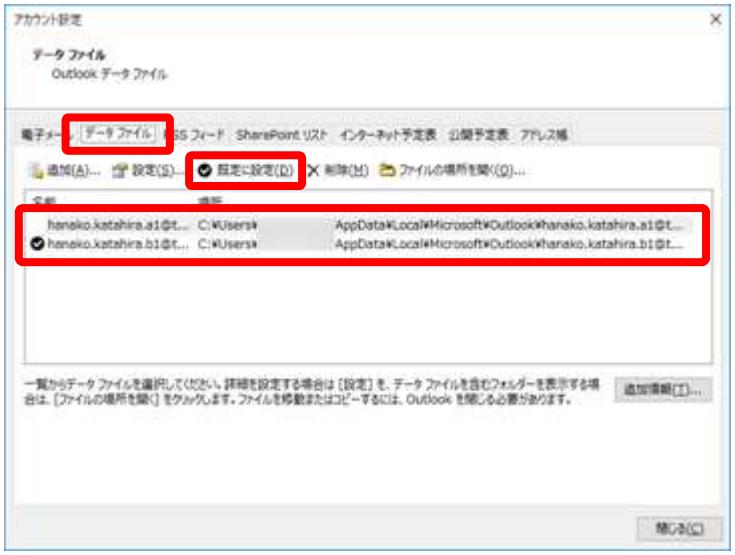
14. If the old system settings include ☑, select the new system settings and click Set as Default.



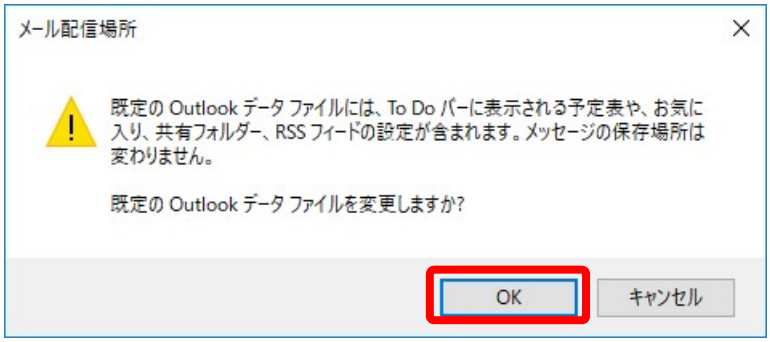
15.Select the old system settings and click Delete.



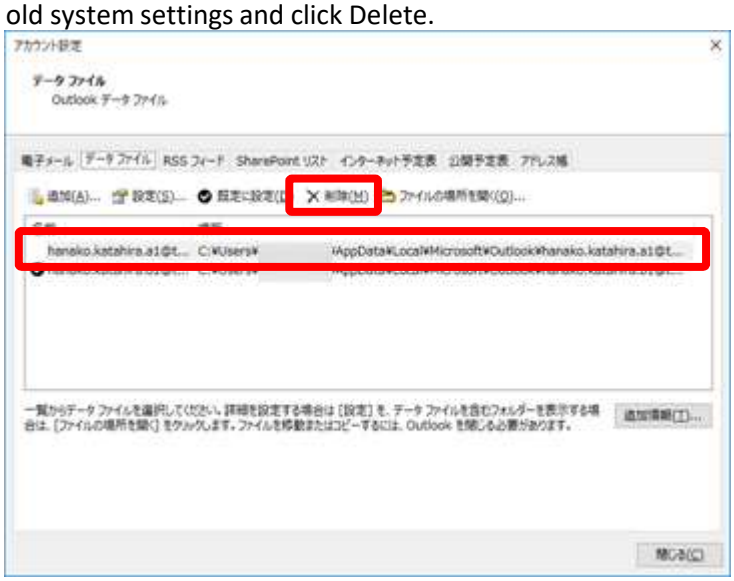
16. Also in the "Data File" tab, if the setting of the old system contains ☑, select the one of the new system setting and click "Set as default".



17. If the following screen is displayed, click "OK", exit Outlook once, and restart it, and then perform the following items.



18. Select the old system settings and click Delete.



19. Make sure that the old TUMail setting has disappeared and that the New TUMail setting has been set.

