

## MEMORANDUM

**TO:** All Employees With Access to New E-mail System  
**FROM:** Jenny Vir  
**SUBJECT:** Instructions for Setting Up New E-mail Account  
**DATE:** November 20, 2012

Earlier this month, we had a new e-mail system installed that will be used beginning December 1, 2012. This memo provides instructions on how to set up your new e-mail account and how to migrate all of your archived e-mail so that it will be ready for use when the new system goes into effect.

← Gives clear purpose.

Please follow the step-by-step instructions below for proper setup of your e-mail and migration of your saved e-mail to the new system:

← Identifies result of steps.

1. Double-click the **E-mail** icon.
2. Use the **Username** and **Password** that you have used most recently with the old e-mail system.
3. Select the **Accounts** menu.
4. Select the **Account Options** submenu.

← Limits each step to one action.

**RESULT:** A window will open that prompts an **Account Name** and **Account Type**.

← Separates results from actions.

5. Enter a name (e.g., "Mail").
6. Use the drop-down menu to select **IMAP4** as the account type.
7. Click **Next**.

**RESULT:** You will be prompted to enter an **Incoming** and **Outgoing Mail Server**.

8. Enter as follows:  
**Incoming:** www.imap.mglobal.com  
**Outgoing:** www.smtp.mglobal.com
9. Click **Next**.

**RESULT:** You will be asked for your e-mail address.

10. Use: yourlastname@mglobal.com
11. Click **Next**.
12. Click the radio button that reads: **Connect through my local area network (LAN)**.
13. Click **Next**.
14. Name your "New Folder" (e.g., "Old Mail")
15. Click the **Finish** button.

Your new account access should now be available, and your old e-mails will move to the new folder that you just named.

← Gives results if instructions have been followed correctly.

If you encounter any problems while performing the steps listed above, please contact a member of our IT staff for assistance.

← Shows reader how to get more information.

## Model 8-2 M-Global instructions: E-mail