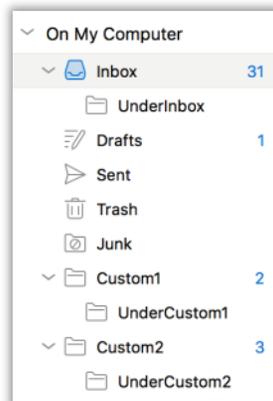


Move Cable Cable messages in POP Client to new Xplornet Account in Outlook 2016 for Mac

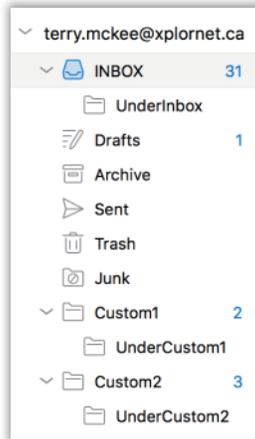
This is for those who are already using Outlook 2016 for Mac for their i-zoom.net email account, and it's connected via POP (not IMAP).

1. Open Outlook
2. Connect to your new Xplornet account via IMAP (see <https://www.xplornet.com/support/troubleshooting/set-up-outlook-2016-on-a-mac-with-xplornet-email/>)
3. Transfer your local @i-zoom.net messages to the Xplornet server
 - a. If you have messages or folders in your old @i-zoom.net POP account that you would like to keep in your new Xplornet account, simply **select them and copy them** to your Xplornet account **by dragging and dropping** them into the appropriate folder. Depending on the number of messages that you copy, it may take several minutes to be uploaded.
 - i. You can select all messages in a folder by **selecting the folder name**, then click **Edit, Select, All**, then drag those messages to the desired folder in the new account
 - ii. You can even **drag a folder** from the old account and drop it in the new account, and it will copy that folder over to the new account, along with all of the messages in that folder
 - Note that folders don't have to be under, or subfolders of, the Inbox folder in your Xplornet account like they are in your Cable Cable account; you can drag them on top of your Xplornet email address and they'll be created at the same level as the Inbox and other system folders.

From something like this:



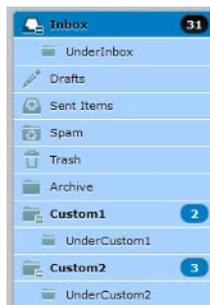
To something like this:



4. Verify that the messages are now in your Xplornet webmail
 - a. Once you have completed copying or moving messages from your Cable Cable account to your Xplornet account using Outlook, log into webmail for your Xplornet account (<https://mail.xplornet.com/>)



- b. Select each folder and verify that the messages that you copied or moved from your Cable Cable account are now there



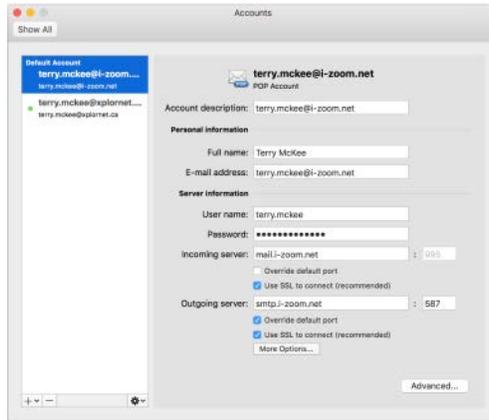
- i. Note the following folders:
 - **Sent** in Outlook is the same as **Sent Items** in webmail
 - **Junk** in Outlook is the same as **Spam** in webmail

5. Delete your old @i-zoom.net POP account

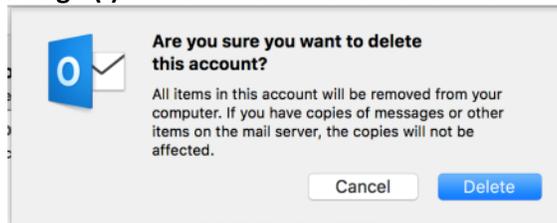
- a. You can delete the i-zoom.net POP account when you are completely sure that you have copied all your important messages to the Xplornet account. **You cannot easily undo this action**, so make sure that you really don't need the messages stored in this account any more.
- b. Go to **Tools > Accounts**



c. Select your **@i-zoom.net** account



d. Click on the **minus sign (-)** in the bottom left corner of the window



- e. Click **Delete**
- f. You can close the Accounts window