University of Regina

Instructions for moving old student
Webmail messages to GroupWise
(so they can be migrated to new Outlook account)

Deadline: April 15, 2024

A. Open and login to GroupWise desktop software
- Must be on a computer on campus
- Must be connected to the internet by a cable (not wireless access)

B. Create new Cabinet folder for Old Webmail Messages
1. Right-Click on Cabinet
2. Click New Folder
3. Enter name for the folder: **Old Webmail Messages**
4. Press enter
5. Right-click the new folder and choose New Folder again to create subfolders underneath, if you wish to match the folders in your Webmail account

C. Add Webmail account to Groupwise as an IMAP folder
1. Click File – New – Folder
2. Click button "IMAP Folder"
3. Click Next
4. Account name: **Webmail**
5. Click Next
6. Incoming mail server (IMAP4**): imap.uregina.ca**
7. Login name: **<enter your username>**
8. Outgoing mail server (SMTP): **smtp.uregina.ca**
9. E-mail address: **<your username>@imap.uregina.ca** (should auto-populate)
10. From name: **<enter your name>**
11. Click Next
12. Click button "Connect through my local area network (LAN)"
13. Click Next
14. On Create IMAP folder screen, click Next
15. Click Finish

D. Copy Webmail messages from Webmail IMAP folder to Webmail Cabinet folder
1. Click on the new Webmail Icon on left side (will be under 'Mailbox' OR 'Cabinet' depending which window was active when you created the IMAP folder)
2. Enter password to login to Webmail account
3. If prompted for "Certificate Hostname Mismatch", choose ACCEPT
4. Your Webmail messages will be shown in the folder (may take some time to load them all)
5. Select some messages you want to keep
6. Click and drag them to the Cabinet Folder you created for "Old Webmail Messages" or a subfolder you created
7. Continue clicking and dragging until everything you need is copied to your Cabinet folder

E. Remove Webmail account IMAP folder when done copying messages
1. Right-Click on the Webmail icon IMAP folder that was created and choose "DELETE"
   OR Click and drag the Webmail icon to the TRASH icon in GroupWise
2. Click OK to confirm delete Webmail IMAP folder
   NOTE: This does not delete messages from Webmail, it only removes the link in GroupWise