

# 邮件搬家至【校友邮箱】指南

## How to move mail to 【Alumni Mailbox】

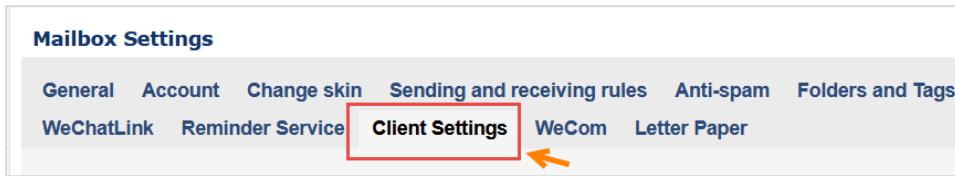
Ver: ITSC2023072401

1. 登录在校时原来的学生邮箱  
Log in to the original student mailbox

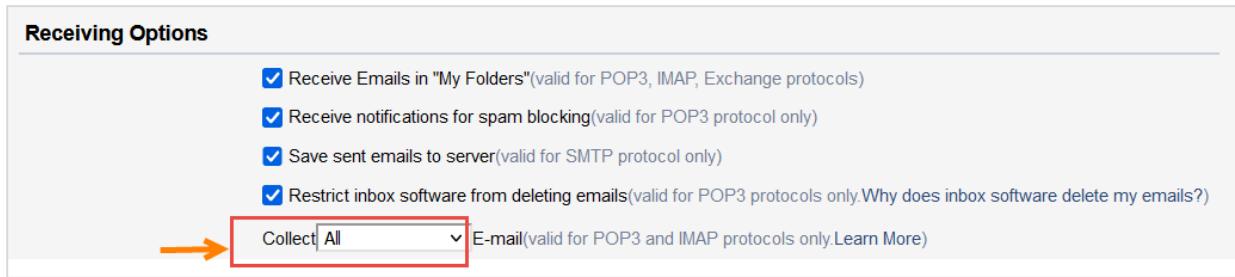
- a) 进入设置  
Click [Set]



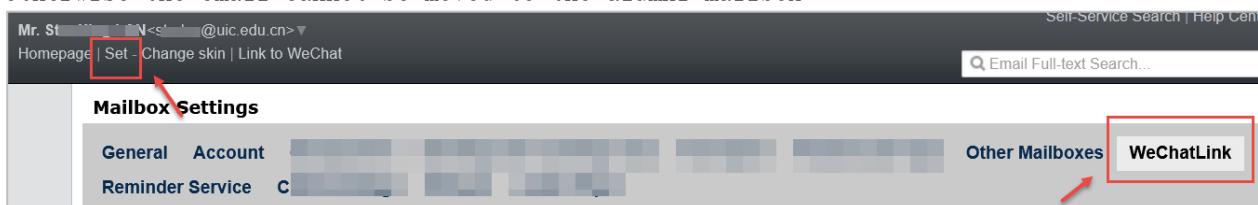
- b) 点击“客户端”设置  
Click [Client Settings]



收取选项，确认选择收取全部邮件，并在页面点击保存  
Receiving option, select collect all emails, and click save on the page



- c) 注意：如果邮箱绑定了微信验证登录的，请取消绑定，否则无法迁移邮件到校友邮箱  
Note: If the mailbox is bound to wechat verification login, please cancel the binding, otherwise the email cannot be moved to the alumni mailbox



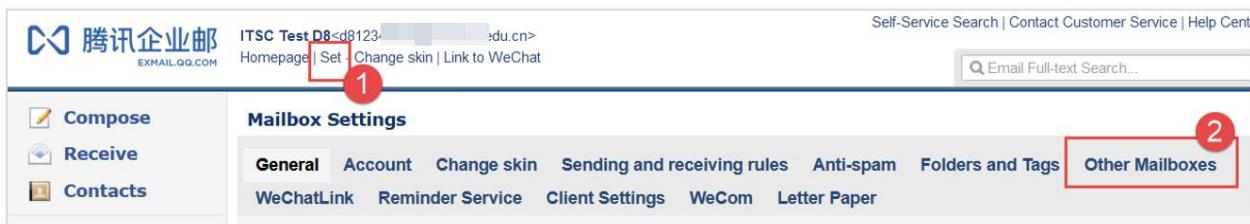
安全登录：取消绑定微信验证  
Secure Login: Disable security login

2. 登录校友邮箱

Log in to the alumni mailbox

a) 点击【设置】，然后点击【其他邮箱】

Click [Set], and then click [Other Mailboxes]



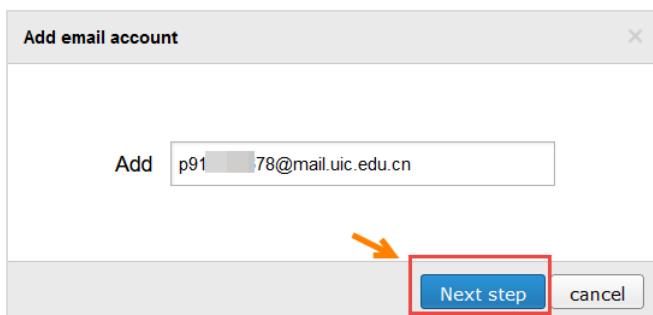
b) 点击【添加其他邮箱账户】

Click [Add other email accounts]



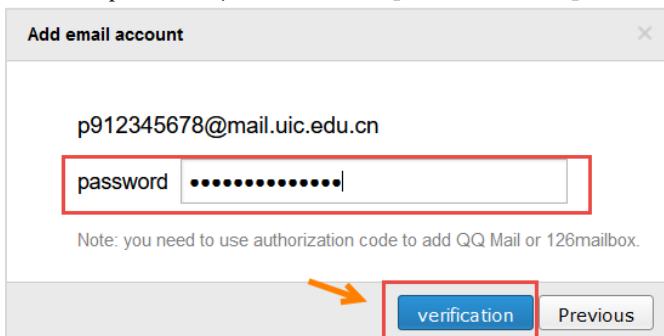
填写在校时原来的完整邮箱地址：（例如：xxxxxxxx78@mail.uic.edu.cn）

Fill in the original student full email address



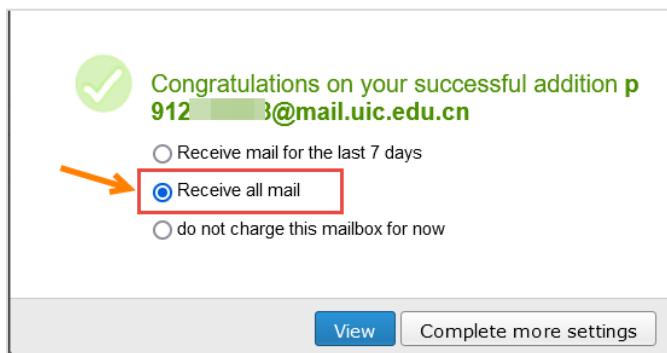
点击下一步，输入密码，点击【验证】：

Click Next step, enter the password, and click [Verification]:



c) 验证成功后看到以下窗口, 请选择: 收取全部邮件:

After the verification is successful, you will see the following window, please select:  
Receive all email:



d) 点击[View]查看, 完成。

Click [View] and finish.

在邮箱首页左边菜单, 其他邮箱, 可看到迁移过来的邮件:

In the left menu of the mailbox homepage, other mailboxes, you can see the migrated mail:

Compose

Receive

Contacts

Inbox

Starred Email

Notice

Draft

Sent

Trash

Spam

Other Mailboxes(5)

p9123... (5)

ITSC Test D8<d812...78@mail.uic.edu.cn>

Total 5 seal, among them Unread

Last Week (2seal)

Earlier (3seal)

Select: All - None - Read - Unread

The End.  
Prepared by ITSC