



# Migrating from Eudora to Outlook/Exchange

This document is designed for system administrators and advanced Windows users who are migrating from Eudora to the ITCS Exchange server. It provides valuable information on importing e-mail and address books from Eudora to Exchange.

This is a **five-part process**:

1. importing mailboxes from the Eudora server into Outlook Express
2. importing local Eudora mailboxes from the computer into Outlook Express
3. importing Eudora Address Books into Outlook Express
4. importing all of the above from Outlook Express into Outlook
5. moving imported mail into your Exchange account

**WARNING!** You must perform **all five steps** in order to be certain that all the mail and address books previously available through Eudora are now in the user's Exchange account.

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## BEFORE YOU START

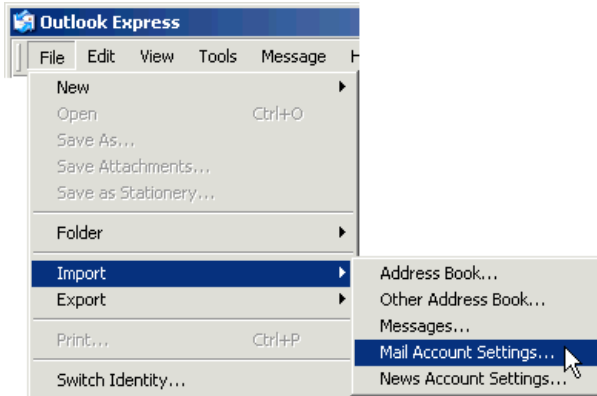
If you have not already created the Exchange account, we highly recommend you do so before starting this migration. *Setting Up Exchange on a Windows Computer* (S4326) (<http://www.itcs.umich.edu/itcsdocs/s4326/>) provides step-by-step instructions.

## Importing Eudora Server Mailboxes into Outlook Express

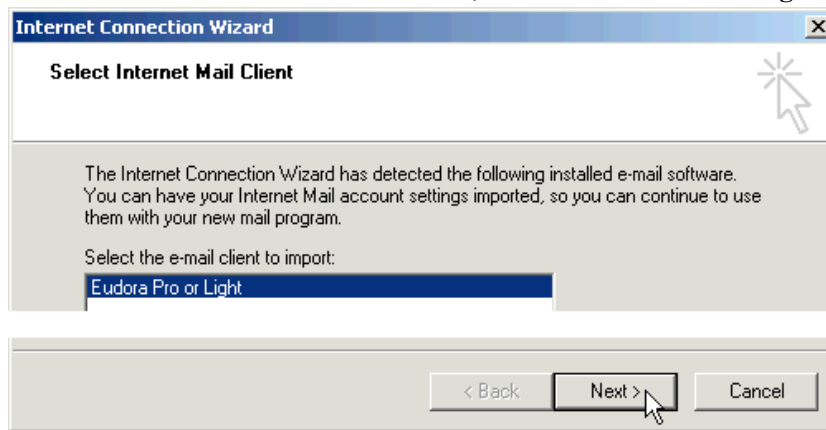
1. Open **Outlook Express**.
2. If you receive either of the following prompts, click **No**:
  - set up an e-mail account in Outlook Express
  - make Outlook Express your default mail client

**NOTE:** You may not need to perform step 3. The Internet Connection Wizard (step 4) may start automatically.

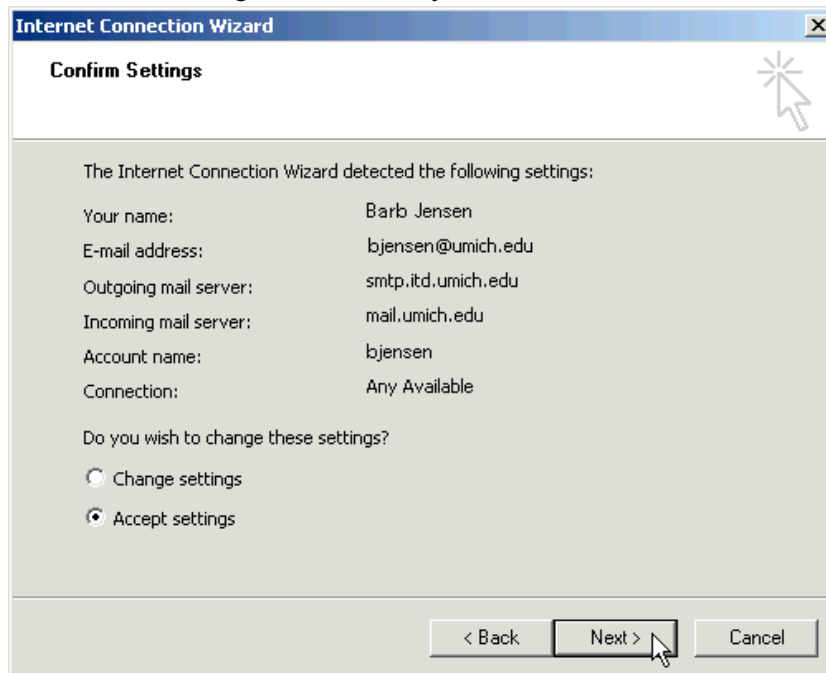
3. Under the **File** menu, select **Import**, and click **Mail Account Settings**.



4. An Internet Connection Wizard starts.
  - a. In the Select Internet Mail Client window, select **Eudora Pro or Light** and click **Next**.

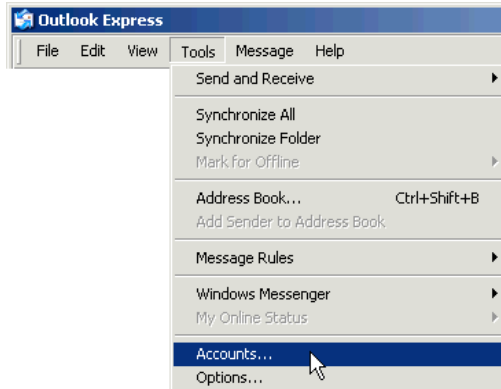


- b. In the Confirm Settings window, verify the information, then click **Next**.

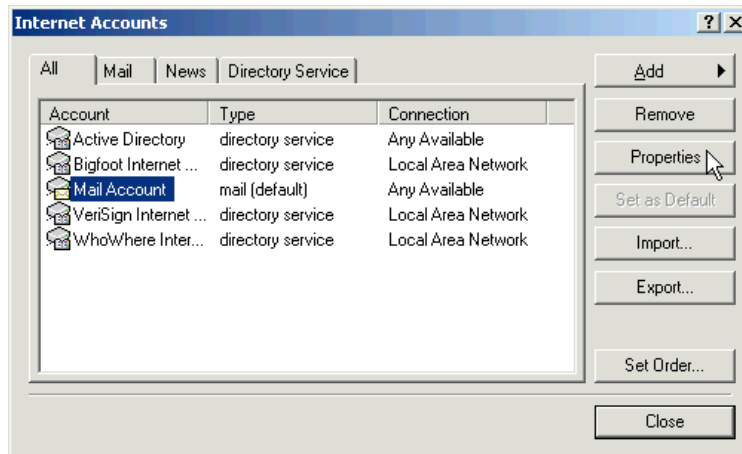


c. In the Congratulations window, click **Finish**.

5. From the **Tools** menu, select **Accounts**.

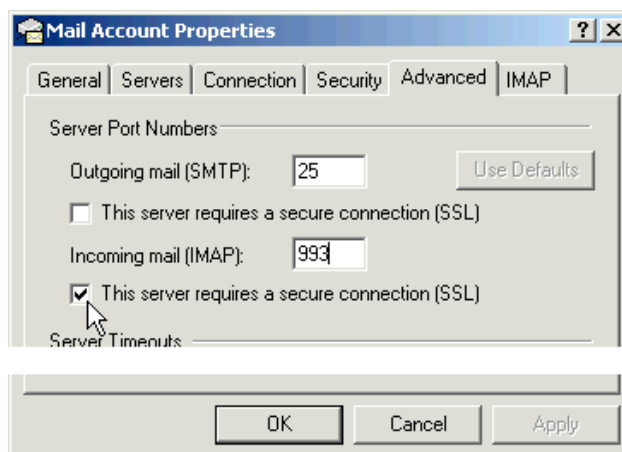


6. In the Internet Accounts window, select **Mail Account** and click **Properties**.



7. In the Mail Account Properties window:

a. click the **Advanced** tab.

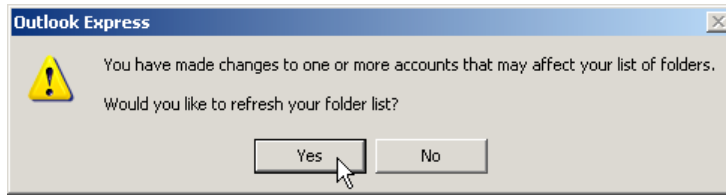


b. click the checkbox next to “This server requires a secure connection (SSL).” The Incoming mail (IMAP) field should reset to **993**. If not, change it to 993.

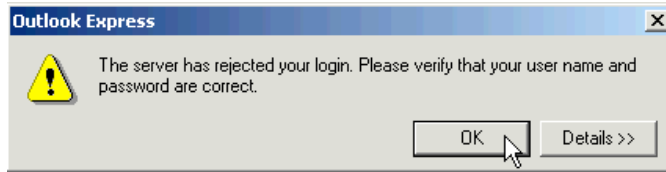
c. Click **OK**.

8. Close the Internet Accounts window.

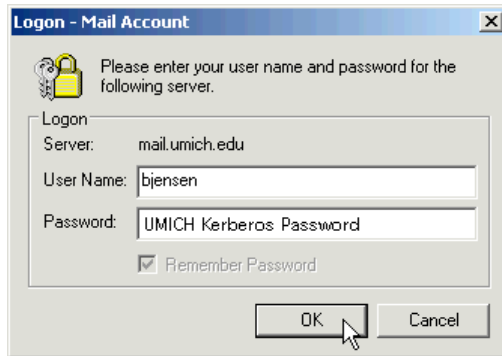
9. Click **Yes** to this message.



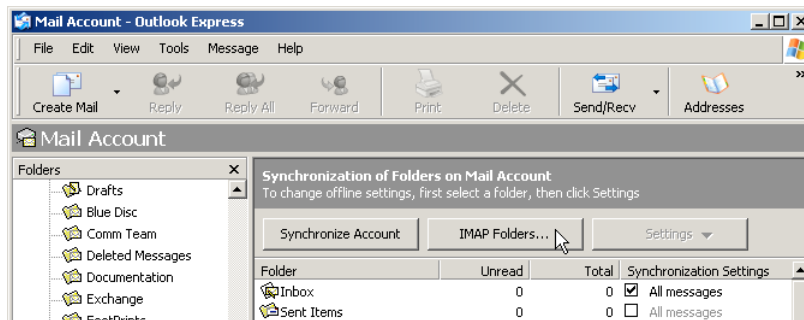
10. Click **OK** to this message.



11. In the Logon - Mail Account window, enter your **username** and your **UMICH Kerberos password**. Click **OK**

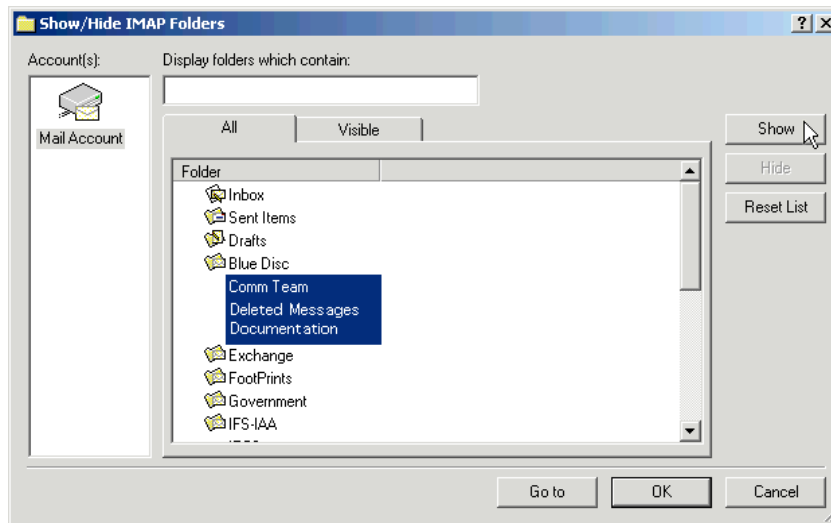


12. In the Synchronization of Folders on Mail Account window, click **IMAP Folders**.

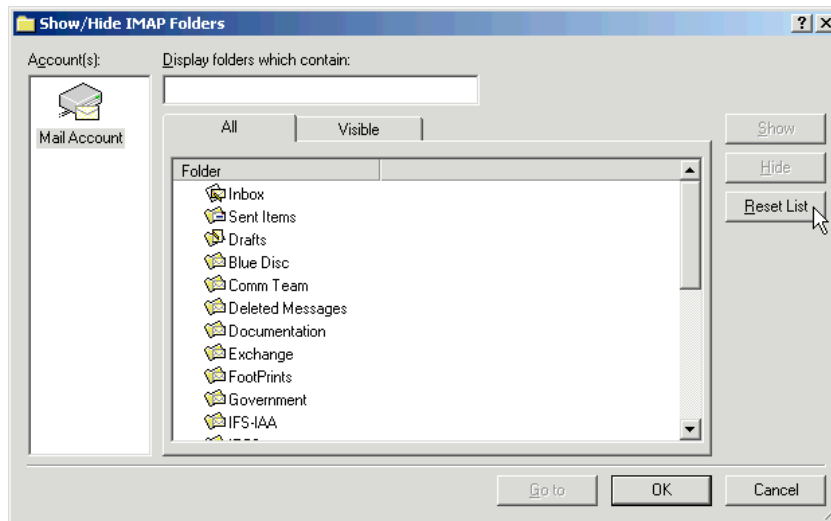


13. In the Show/Hide IMAP Folders window:

- a. hold down the **CTRL** key and select all items that *don't show* mail icons. Be sure to scroll down if necessary.



- b. click the **Show** button. All items should now have mail icons next to them
- c. click the **Reset List** button.

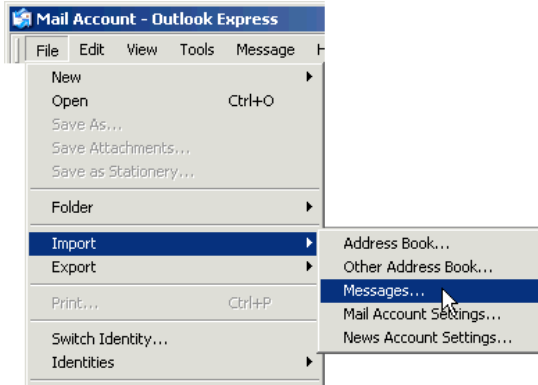


- d. click **OK**.

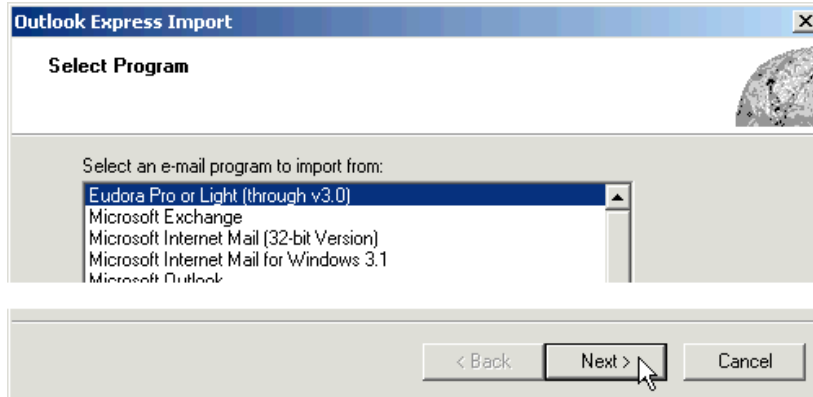
13. You have imported the Eudora server mailboxes into Outlook Express. Please proceed to Importing Eudora Local Mailboxes into Outlook Express.

## Importing Eudora Local Mailboxes into Outlook Express

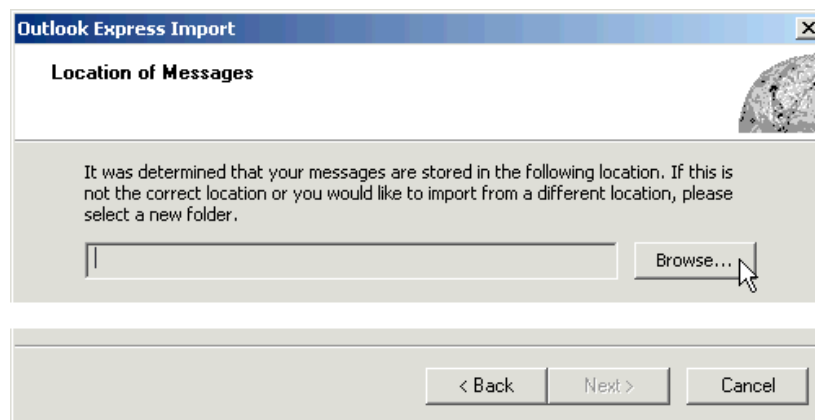
1. Under the **File** menu, select **Import**, and click **Messages**



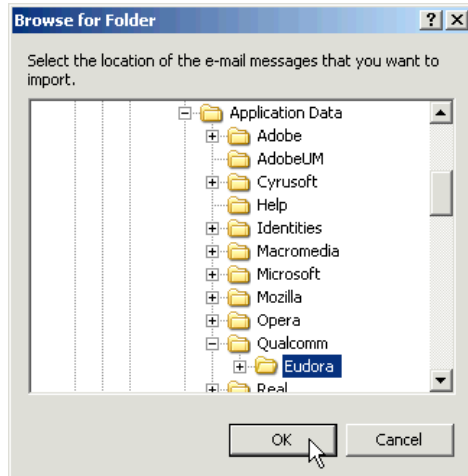
2. In the Select Program window, select **Eudora Pro or Light (through v3.0)**. Click **Next**.



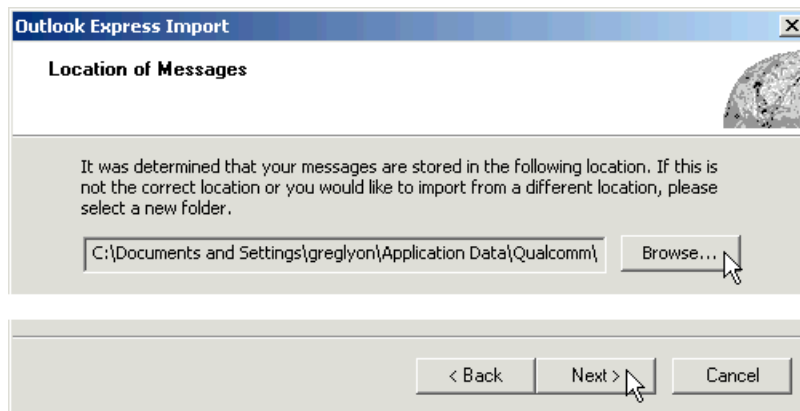
3. In the Location of Messages window:
  - a. click **Browse**.



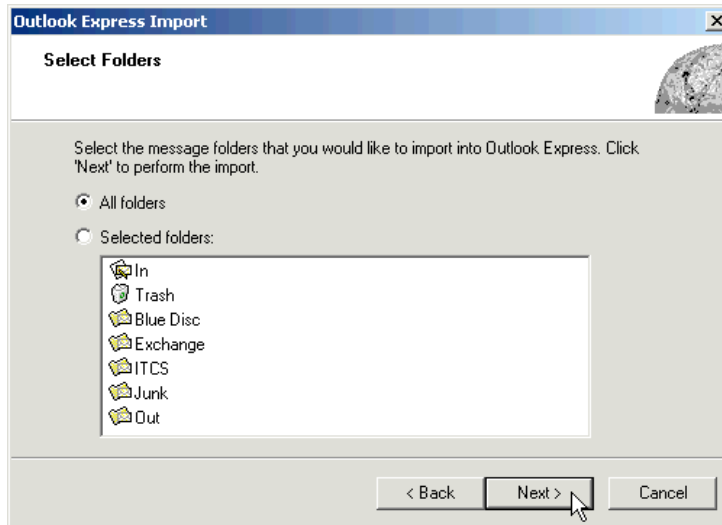
- b. navigate to your local mail folder, select it, and click **OK**.  
**HINT:** The most common location is **Local Disk (C:) \Documents and Settings\<your user name> \Application Data \Qualcomm \Eudora**.



- c. Back in the Location of Messages window, click **Next**.



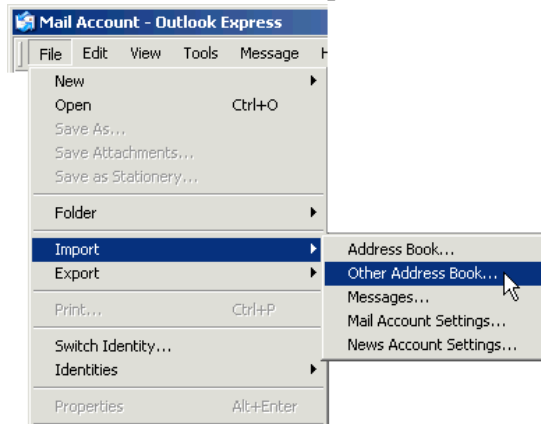
4. In the Select Folders window, click **Next**.



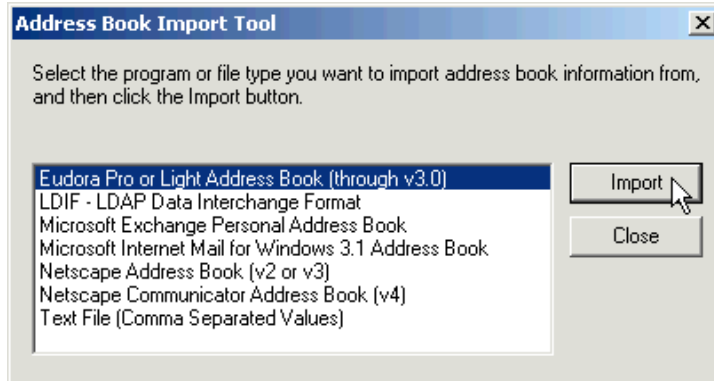
5. In the Import Complete window, click **Finish**.
6. You have imported the Eudora local mailboxes into Outlook Express. Please proceed to Importing Eudora Address Books into Outlook Express.

## Importing Eudora Address Books into Outlook Express

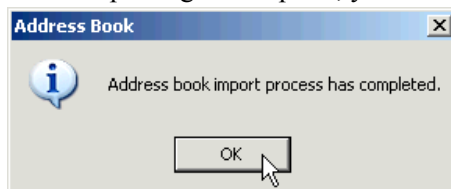
1. Under the **File** menu, select **Import**, and click **Other Address Book**.



2. In the Address Book Import Tool window, select **Eudora Pro or Light (through v3.0)**. Click **Import**.



3. When the importing is complete, you'll receive the following window. Click **OK**.

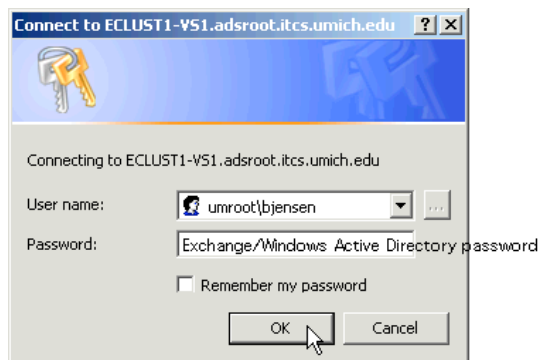


4. You may close Outlook Express now.
5. You have imported the Eudora Address Books into Outlook Express. Please proceed to Importing from Outlook Express into an Exchange Account.

## Importing from Outlook Express into an Exchange Account

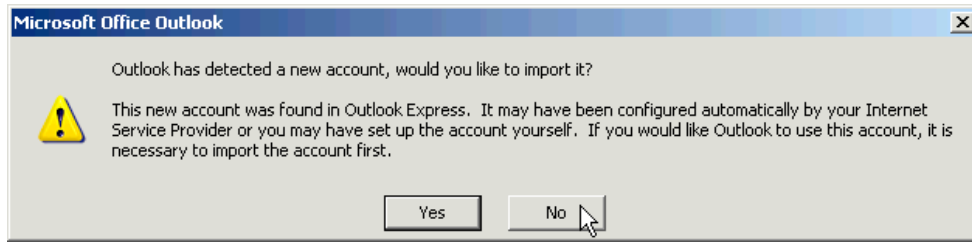
**NOTE:** If you have not already set up the Exchange account, you must do so now. *Setting Up Exchange on a Windows Computer (S4326)* (<http://www.itcs.umich.edu/itcsdocs/s4326/>) provides step-by-step instructions.

1. With the user's Exchange account established, launch Outlook 2003.
2. At the Connect to... window:
  - a. in the User name field, enter **umroot\** followed by the user's **username**  
**NOTE:** Be sure to use a back slash (\) to separate umroot from the username.
  - b. in the Password field, enter the user's **Exchange/Windows Active Directory** password.

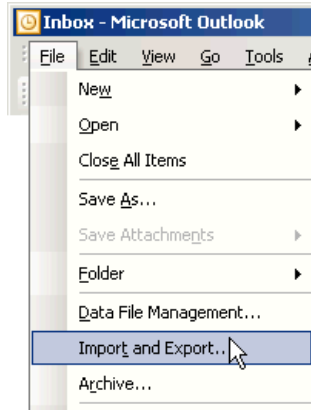


- c. click **OK**

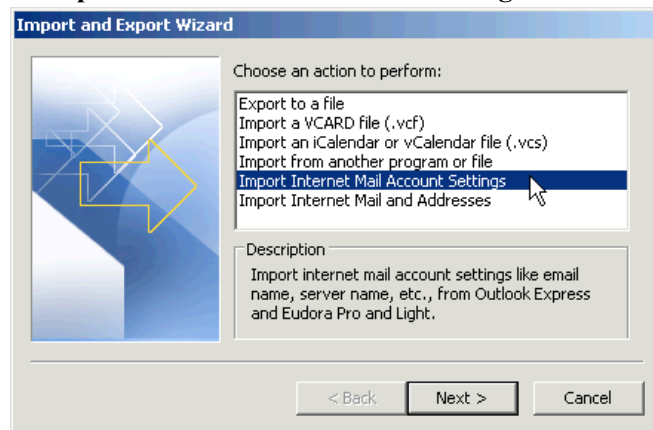
- At the following window, click **No**.



- Under the **File** menu, click **Import and Export**.

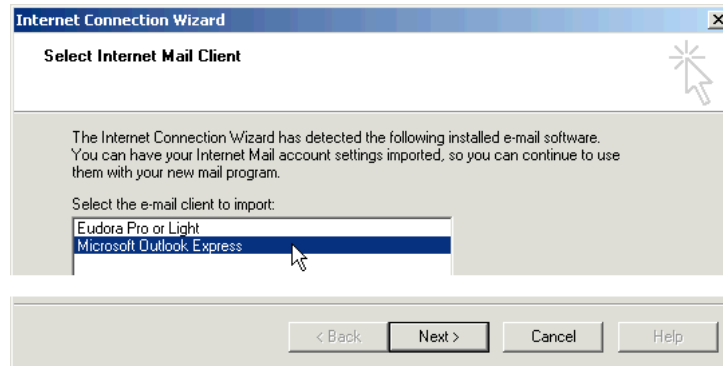


- The Import and Export wizard will start.
  - Select **Import Internet Mail Account Settings** and click **Next**.

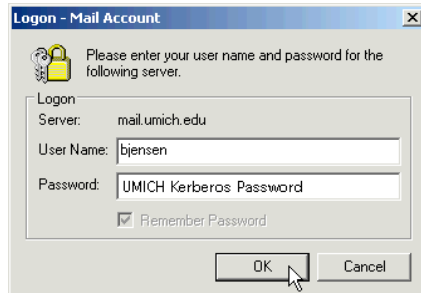


- b. In the Select Internet Mail client window, click **Microsoft Outlook Express** and click **Next**.

**NOTE:** The “Eudora Pro or Light” option does not reliably transfer mail within the U-M computing environment.

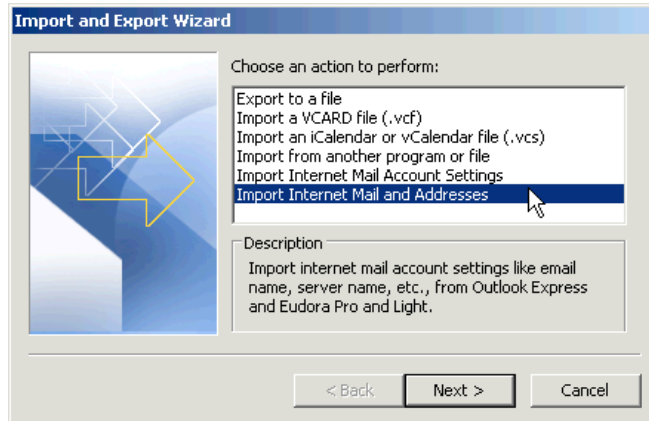


- c. In the Your Name window, click **Next**.
- d. In the Internet E-mail Address window, click **Next**.
- e. In the E-mail Server Names window, click **Next**.
- f. In the Internet Mail Logon window, click **Next**.
- g. In the window about Internet connection method, click **Next**.
- h. In the Congratulations window, click **Finish**.
5. At the Logon – Mail Account window, enter your **username** and **UMICH Kerberos password**. Click **OK**

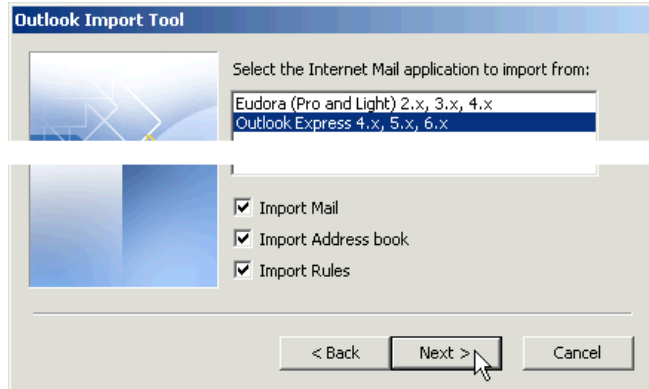


6. Back in Outlook 2003, under the **File** menu, once again click **Import and Export**.

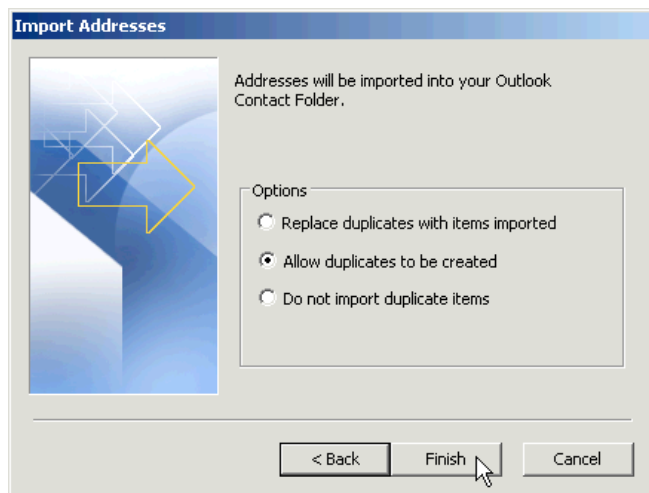
7. The Import and Export Wizard will start.
- Select **Import Internet Mail and Addresses** and click **Next**.



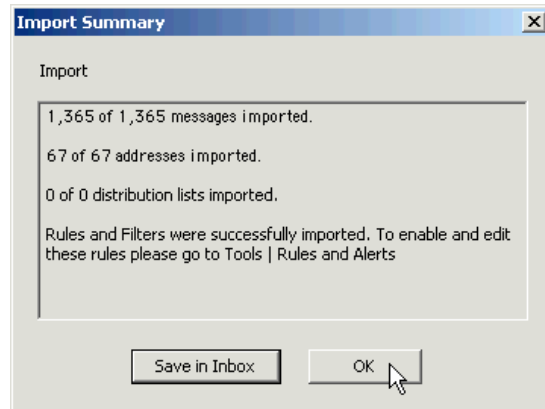
- In the Outlook Import Tool window, select **Outlook Express 4.x, 5.x, 6.x**. Click **Next**.  
**NOTE:** Although there is an Import Rules option, Outlook will not import Eudora rules.



- In the Import Addresses window, we recommend you select the **Allow duplicates to be created** radio button. It's always easier to remove duplicates than to add addresses that aren't there. Click **Finish**.



- d. In the Import Summary window, click **OK**.

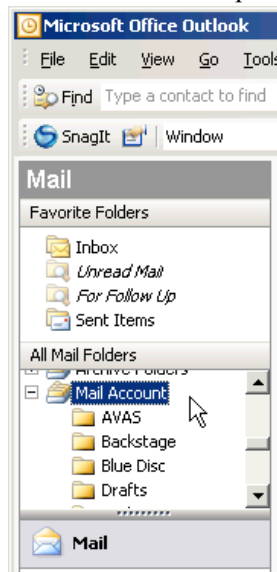


5. You have imported into Outlook all of the items from Outlook Express. Please proceed to Moving Imported Mail into the Exchange Account.

## Moving Imported Mail into the Exchange Account

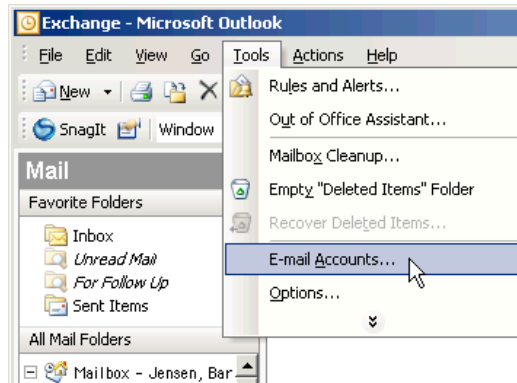
Imported mailboxes appear in a separate e-mail account named Mail Account. You'll want to move them into your Exchange account.

1. With the Exchange account's Mail active:
  - a. in the All Mail Folders pane, scroll down until you see Mail Account.

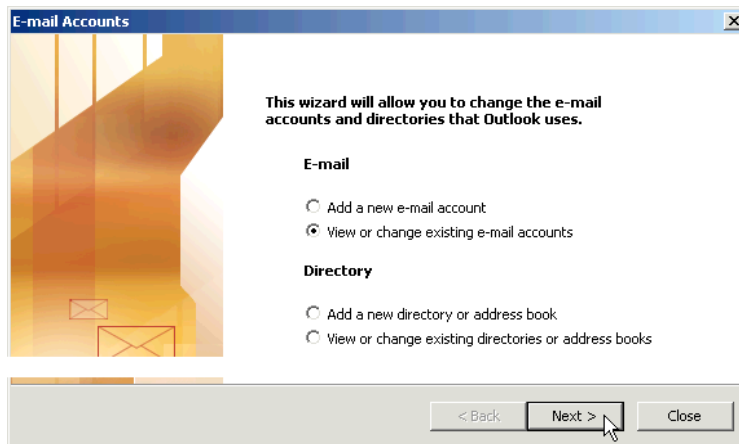


- b. if it is not already, expand Mail Account.
- c. **right-click** each folder and copy it to the Exchange server account by dragging it on top of the account name.  
**WARNING!** Moving — not copying — folders will *remove* them from the user's IMAP account.

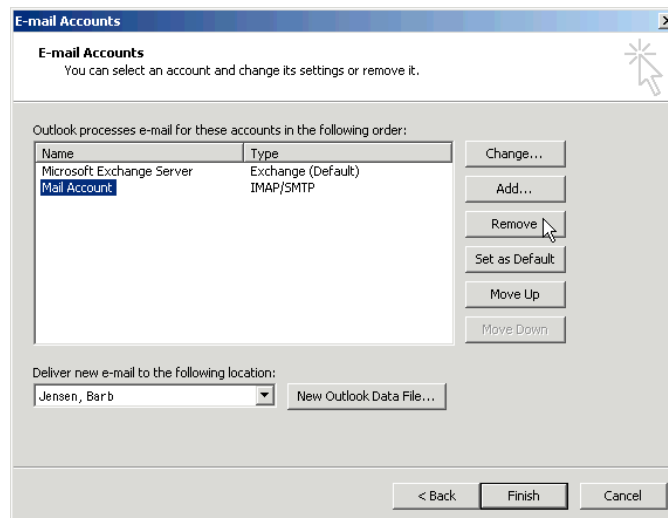
2. You can now delete the Mail Account. Doing so does not remove the folders in the user's IMAP account.
  - a. In Outlook, click the **Tools** menu and select **E-mail Accounts**.



- b. In the E-mail Accounts window, under E-mail select **View or change existing e-mail accounts**. Click **Next**.



- c. In the next E-mail Accounts window:
          - i. select **Mail Account**.



- ii. click **Remove**.

- iii. click **Finish**.
  - d. Back in the first E-mail Accounts window, click **Close**.
- Congratulations! You're done.

## Additional Resources

Visit **ITCS's Information System** (<http://www.itd.umich.edu/itcsdocs/>) to obtain ITCS computer documentation and other resources. A list of relevant documents follows.

*Setting Up Exchange on a Windows Computer* (S4326)

*Using Exchange at U-M [Windows]* (S4327)

*Setting Up Exchange on a Macintosh* (S4328)

We welcome your comments; please send e-mail to [itcs.docs@umich.edu](mailto:itcs.docs@umich.edu).

**ITCS's Online Help Desk** (<http://www.itd.umich.edu/help/>) provides a variety of computing help resources.

**For further help** with Exchange, send e-mail to [online.consulting@umich.edu](mailto:online.consulting@umich.edu) or phone **(734) 764-HELP**.