

A **Transend Corporation** White Paper



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Standard, Straightforward & Simple Migration Guide

IMAP4 Server → Microsoft Exchange/Outlook (PST)

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Guide for Standard, Straightforward & Simple Migrations

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Section 1. Introduction

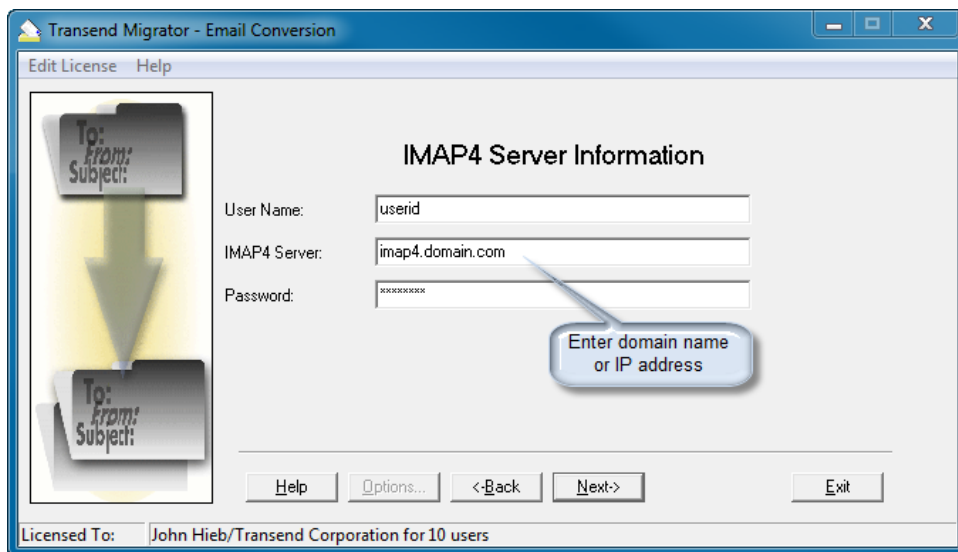
This guide demonstrates how to migrate the following items using Transend Migrator and Transend Migrator Forensic Edition.

- Message Folders

For more detailed information about your specific application, security requirements, and additional program options, please review the Help File. The Transend Migrator help system is context sensitive. Pressing the help button will take you to the specific section related to the screen you are in.

Section 2. Message Folders

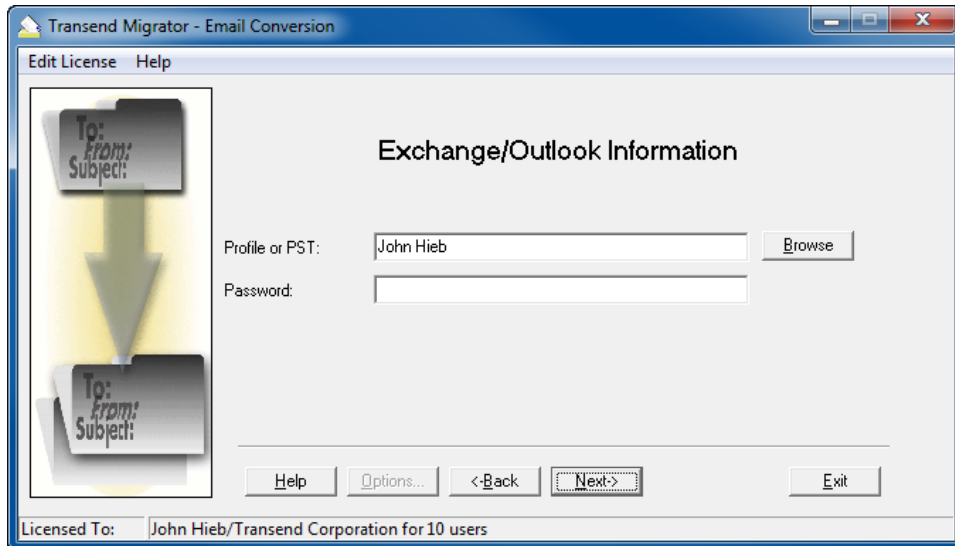
1. Start Transend Migrator and choose Message Folders at the default screen.
2. Press the Options button to set program options.
3. Press the Next button to continue.
4. Choose IMAP4 Server as the source email program from the Convert From drop down selection box.
5. Choose Exchange/outlook as the destination email program from the Convert To drop down selection box.
6. Press the Next button to continue.



7. Enter the required information for the IMAP4 Server account.
 - a. **User Name:** Enter the user name for the IMAP4 account. Some systems require just the username and some require the whole email address.
 - b. **IMAP4 Server:** Enter the domain name, IP address, or DNS name of your email server.
 - c. **Password:** Enter the password for the IMAP4 account. Some IMAP4 systems allow you to enter in the Administrator name to access user accounts. Refer to Transend Migrator Help for more information.

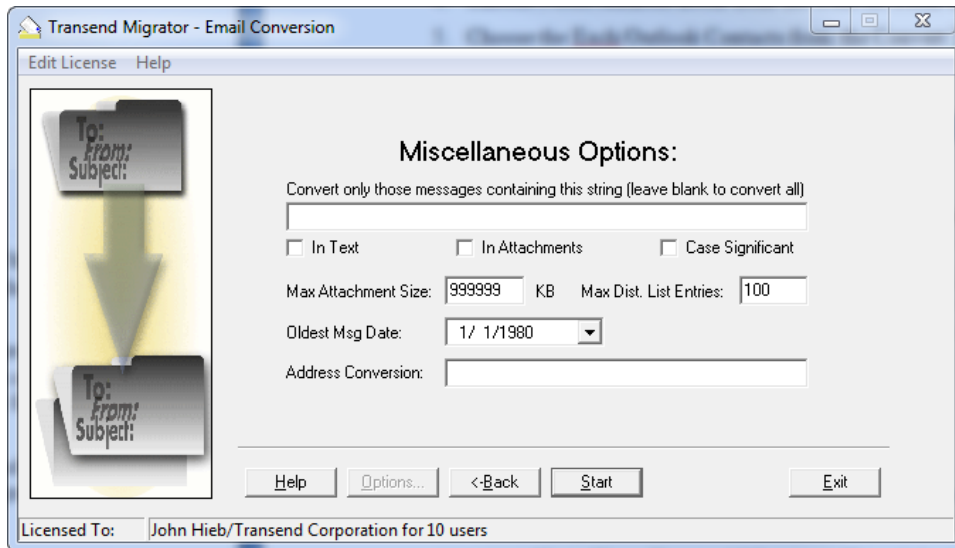
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8. Press Next to continue.



9. Enter the required information for the Exchange or Outlook account. Transend Migrator will normally enter in the default profile created in Microsoft Outlook. Accept the default profile or enter another.
 - a. **Profile or PST:** Accept the default profile, or clear the check box and press the Next button to choose a different profile. Press the Browse button if you are instead migrating into an existing or new PST file. Refer to the help file for more options.
 - b. **Password:** Enter a password only if you are migrating into a PST file and it requires a password. You do not need to enter a password if you are migrating into your own Exchange account.
 - c. Press Next to continue.
10. Select the folders to convert. Hold down the Shift or the CTRL key while clicking folders to select more than one folder.
11. Press Next to continue.
12. Select Miscellaneous Options to limit your migration or accept the defaults to migrate all email messages.

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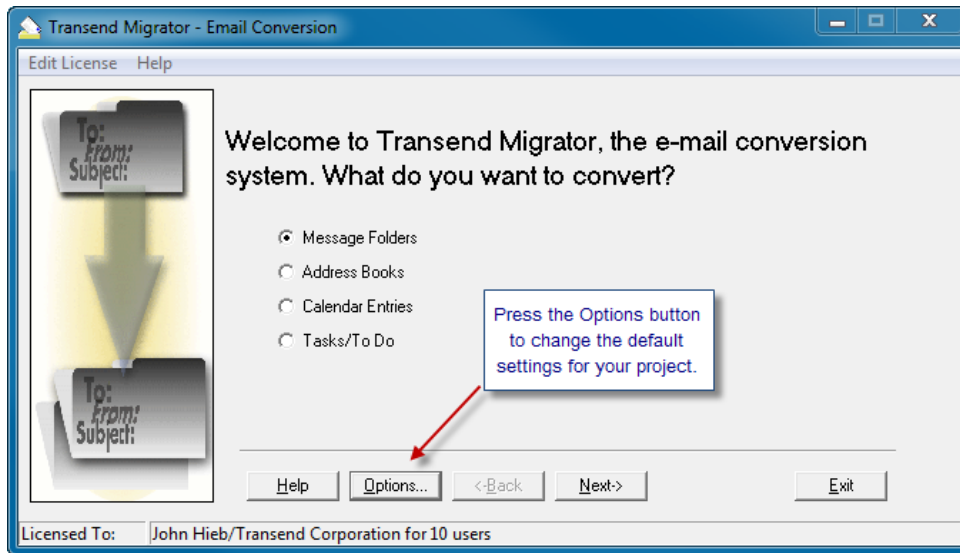


- a. **Convert Only (Text Box):** If you want to convert messages containing a specific word or sentence then enter that information into the text box. Then, check the *In Text*, *In Attachments*, or *Case Significant* check boxes.
 - b. **Max Attachment Size:** Enter in a value here if you want to limit the size of attachments converted.
 - c. **Max Dist. List Entries:** Sometimes, messages contain hundreds of recipients. Enter in a limit here if you do not want to migrate those messages.
 - d. **Oldest Msg Date:** Migrate messages from a specific date or accept 1/1/1980 to migrate all messages.
 - e. **Address Conversion:** If your email addresses will change then enter in the changes here. Review the help file for the syntax.
13. Press the Help button for more information on your optional choices. Accept the default settings for the most common choices.
 14. Press Start to begin the migration.

Section 3. Program Options

Additional options are available to customize your migration project. To review the available program options press the Options button from the bottom of the Transend Migrator user interface.

1. Start Transend migrator



2. Press the Options button to change the default settings for your project. You must be at the beginning of the migration screens. Otherwise, the options button is not enabled. Press the Back button to go to the beginning.
3. Chose the program options available to you for your migration project. Review the General tab, the IMAP tab, and the tab for Outlook/Exchange.