

# How to migrate your emails to your MyMail account

Your old student email account has been made read-only, which means you can no longer send or receive emails to/from this account. Your old student email account will still be available until 31 March 2011, so you have time to migrate (move) your important emails to your new MyMail account. Allowing you to manage your own email migration limits the risk of accidental loss of information while allowing you to easily purge unnecessary or outdated emails.

Migrating (moving) your emails from your old student email account to your new MyMail account is a simple 5 step process. Follow these steps in order to successfully move your emails to MyMail.

1. Go to [myuwsauth.uws.edu.au/form.php](http://myuwsauth.uws.edu.au/form.php) and enter your Student ID number and MyUWS password

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## MyUWS Authentication



### Enter your MyUWSAccount and Password to login

Access is provided to you for the official business of the University for which you have authorisation and your use must comply with the IT Acceptable Use of Resources Policy and other relevant UWS policies.

MyUWSAccount

Password

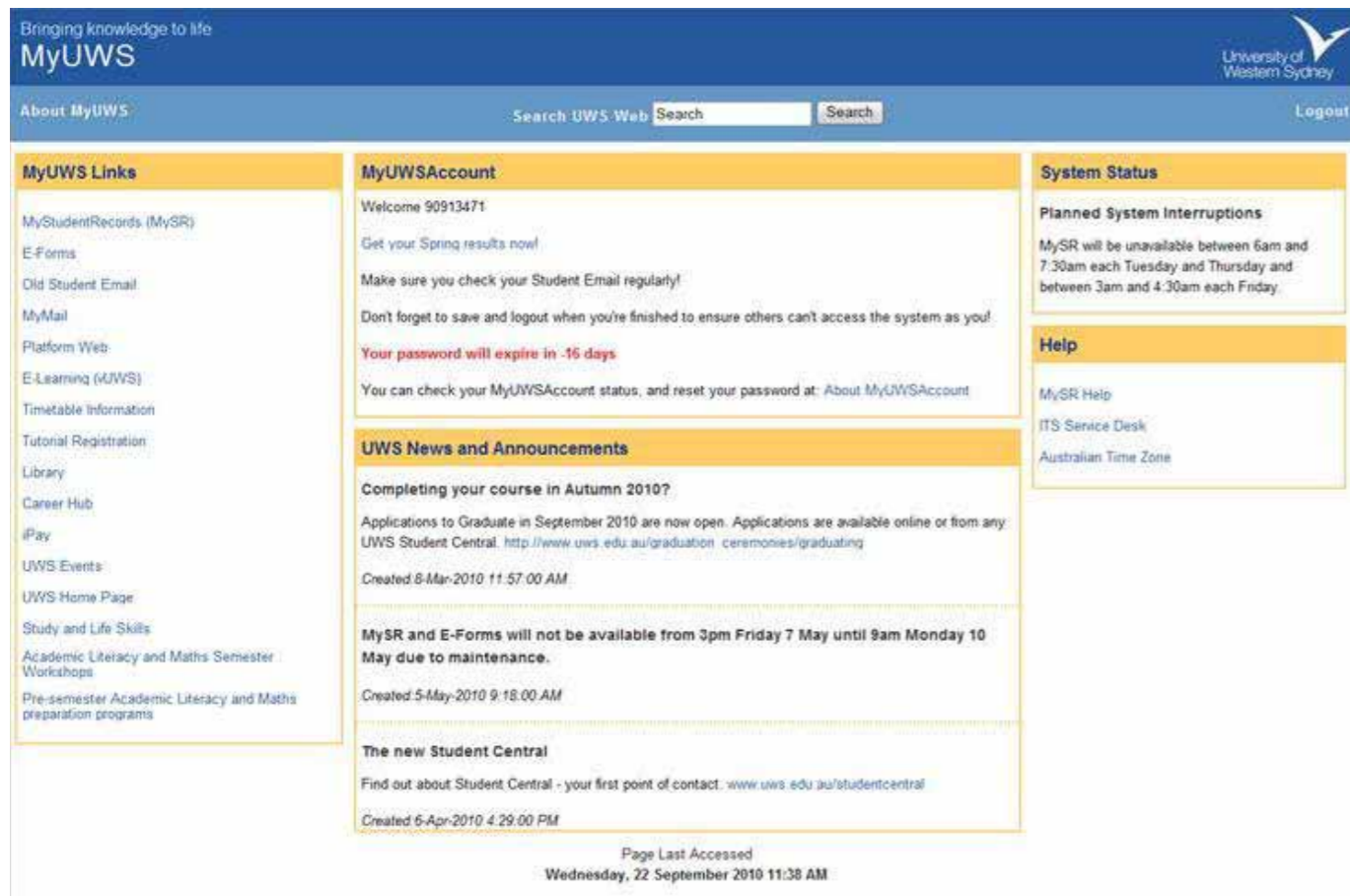
Login

### Having problems logging in?

If you haven't already done so, please activate your MyUWSAccount. If you have, and are still having problems, check that your password hasn't expired, reset it if you need to at Manage MyUWSAccount.

If you are not a permanent staff member and require access to UWS IT services and authenticated UWS web sites, please ask your supervisor to complete a UWS UserID and Services Request.

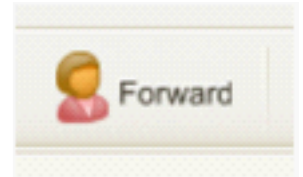
- You will be directed to the MyUWS Student Portal. Click on the “Old Student Email” link listed under MyUWS Links on the left side of the screen.



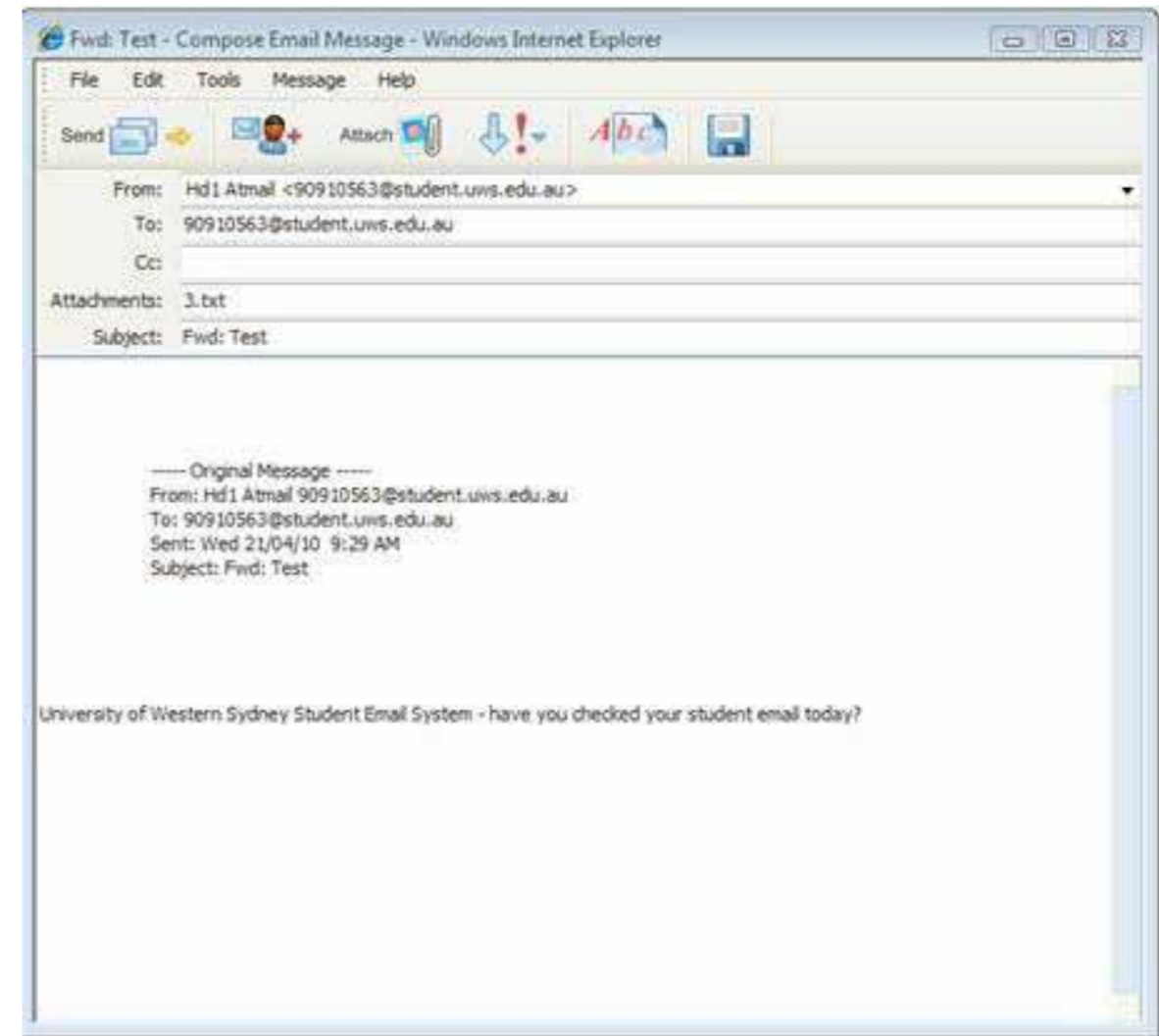
- Type in your student id number and password .



- Click on the email you have selected to forward, click the forward button



A forward window will open. Enter your student email address in the “To” box and hit the send button.



- Check if the below screen appears to make sure you have successfully moved your emails to your new MyMail account.

