Unlock your potential

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own email migration limits the risk of accidental loss of information while allowing you to easily purge unnecessary or outdated emails.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 and enter your Student ID number and MyUWS password
2. 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.

3. Type in your student id number and password.

4. 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.

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