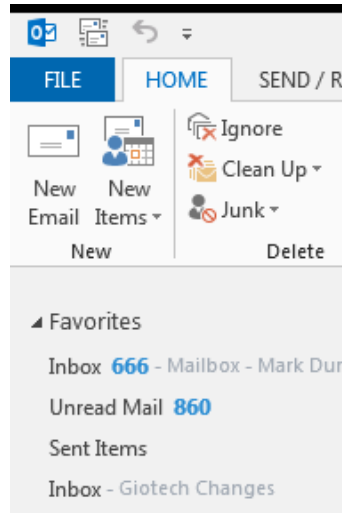
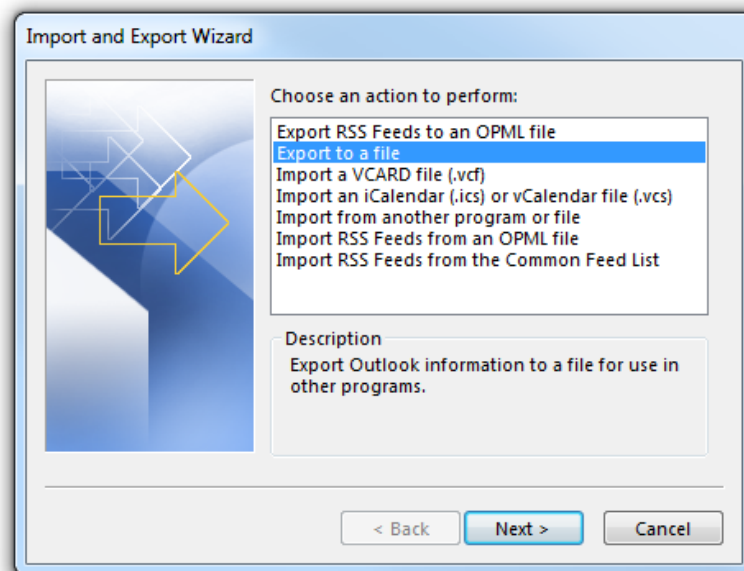


- 1) Log into mail.office365.com with the username/temporary password provided to you and set your own password.
- 2) Open up Outlook and click on **File** at the top left and then click **Open & Export**.

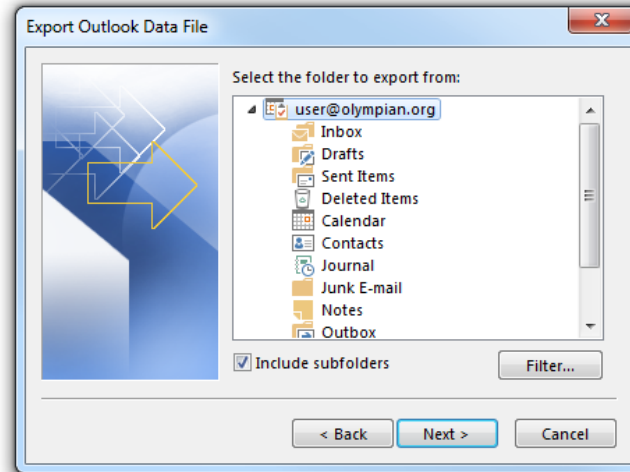


- 3) Then select Import/Export. A new window will open, select **Export to a file** and then click **next**.

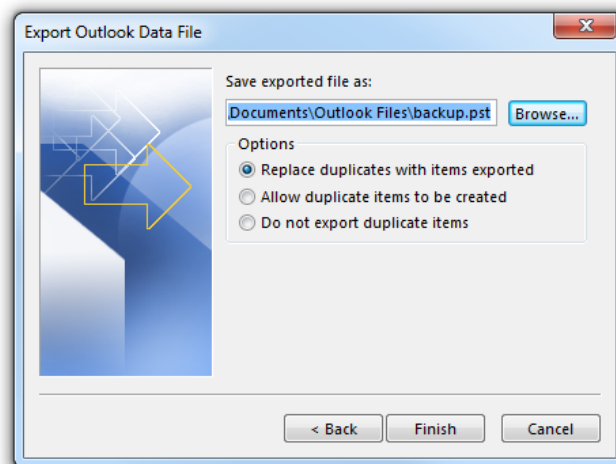


- 4) On the next screen, select **Outlook Data File** from the list and then click **Next**.

- 5) Then select the Olympian.org email account like below, make sure **Include subfolders** is ticked and click **next**.

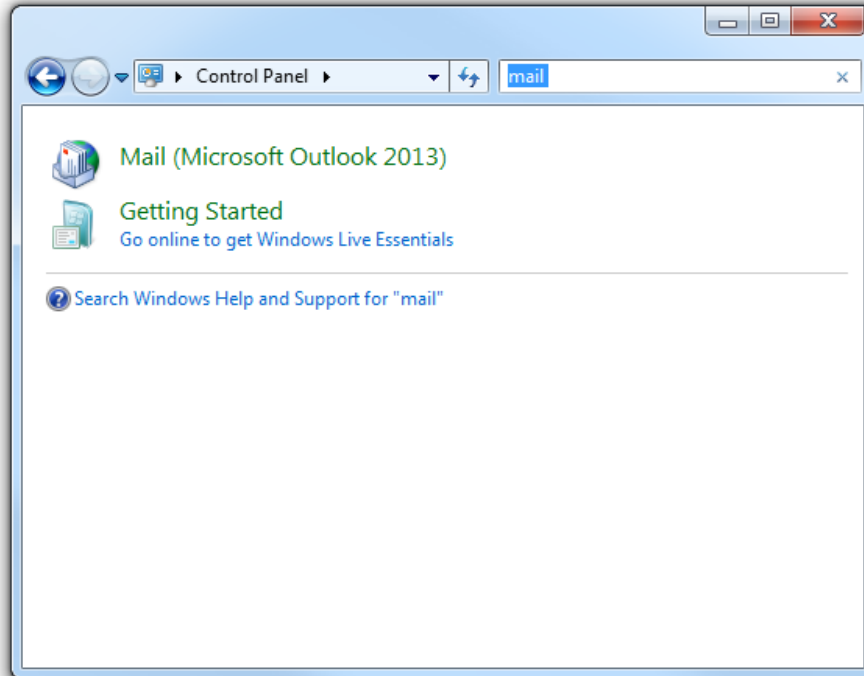


- 6) On the following screen, click on Browse. A save dialog will appear, navigate to your desktop and then click OK to save the email. Click Finish and it will save all your Olympian.org email to a file on your desktop.

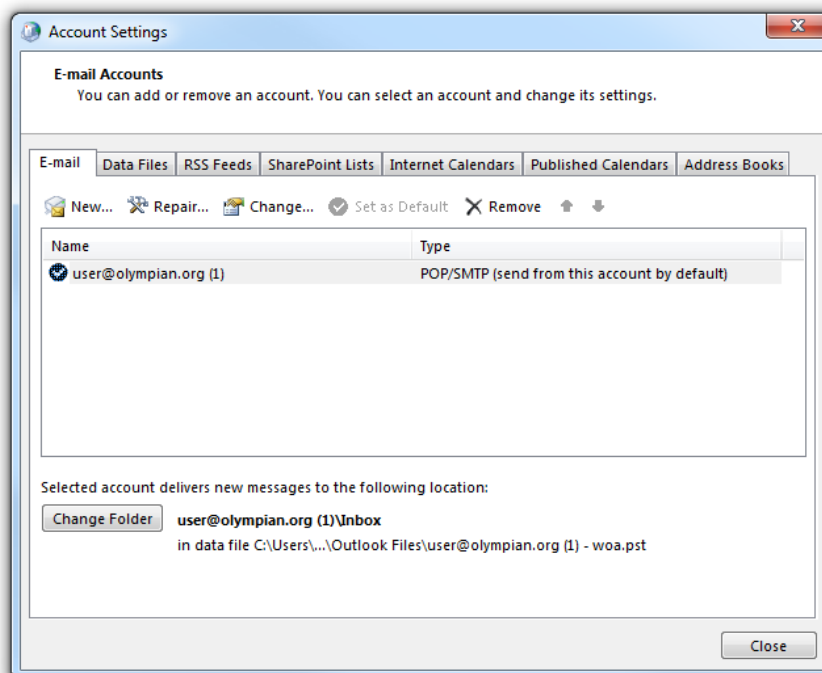


- 7) Once done, close down Outlook.
- 8) Go to the Start Menu > Control Panel.

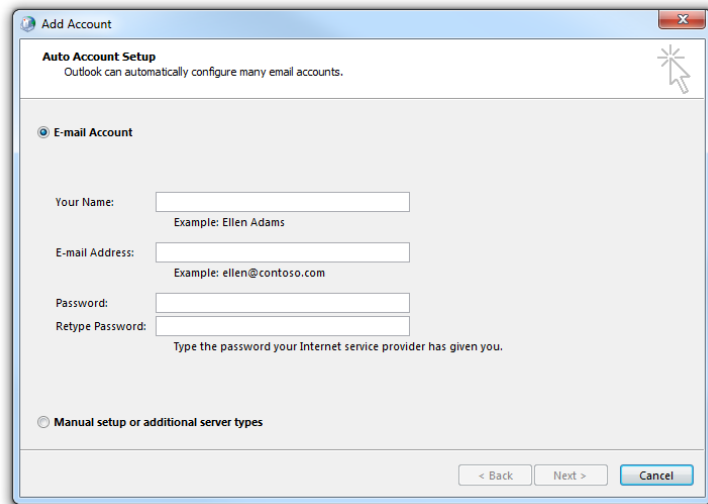
9) In the top right search box, type mail and then open the **Mail** control panel.



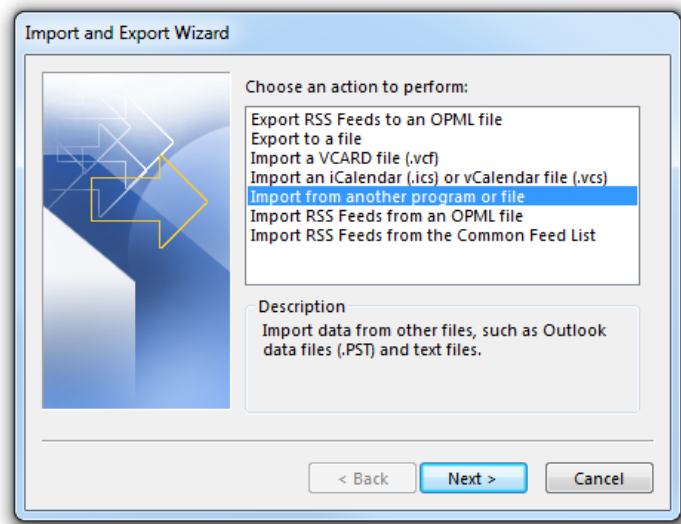
10) Click on email accounts, then select your current Olympian.org email account and click **remove**.



- 11) Next click new, a new screen will appear, enter your name, email address and password you specified earlier. Then click next and it will automatically detect all the email settings for you.

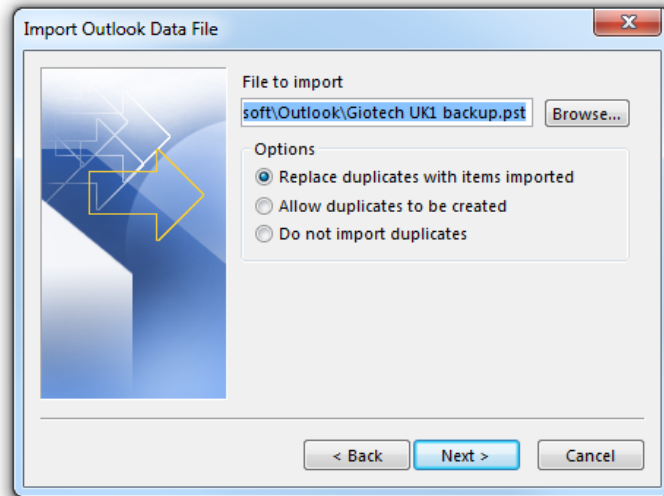


- 12) Once complete, click finish and open up Outlook again.
- 13) In Outlook, click on **File** at the top left again and then select **Open & Export**.
- 14) Select Import/Export, a new Window will appear, then select **Import from another program or file** and click **Next**.

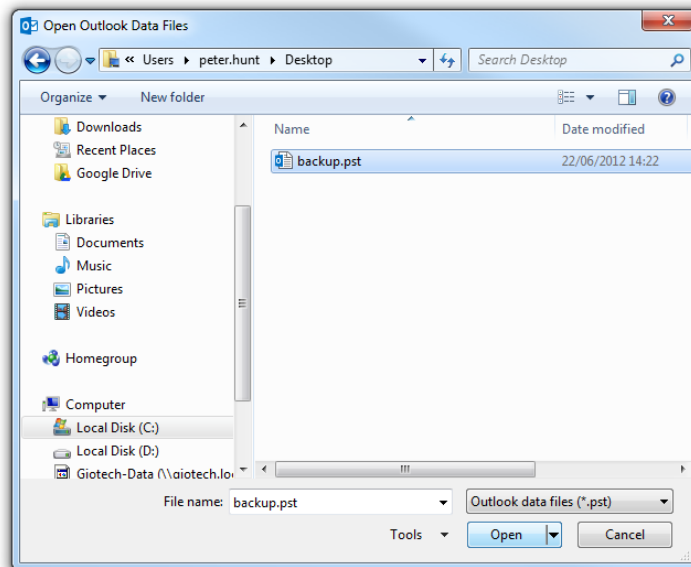


- 15) Select **Outlook Data File** and then click **Next**.

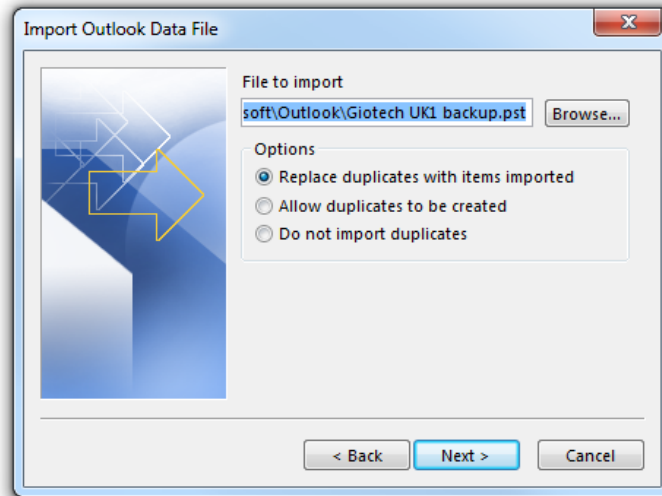
16) On the following screen, select **Browse**.



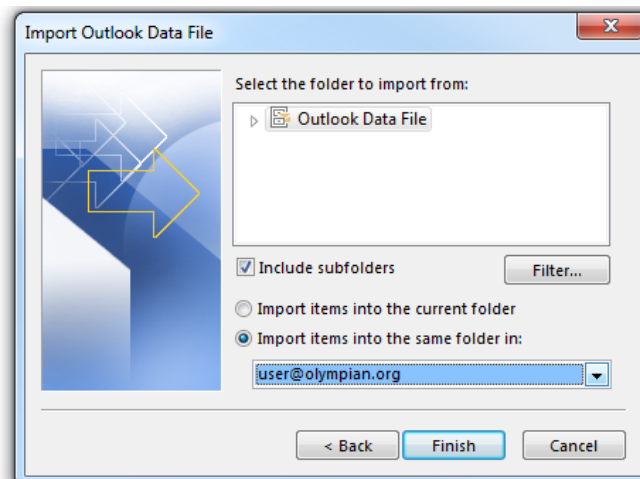
17) Navigate to the email file you saved previously and select **Open**.



18) Once back on the following screen, select **Next**.



19) In the drop down menu at the bottom of the screen below, make sure your Olympian.org account is selected and then click **Finish**.



20) It will now import all your old email into your new Olympian.org account, once it is complete, you can use your email as normal.