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# Transition from Pegasus Mail To Exchange/Outlook 2003

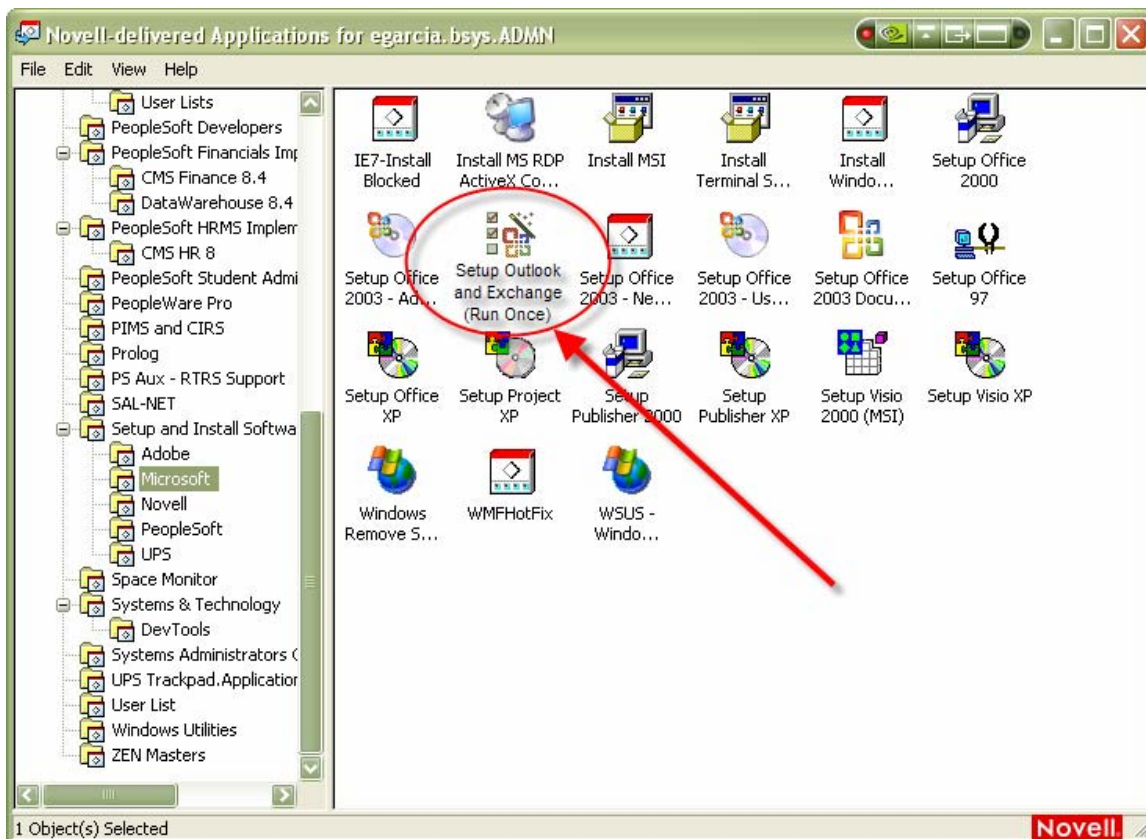
California State University, Northridge  
Systems & Technology for  
Administration and Finance  
Erik Cho

**SETUP OUTLOOK AND EXCHANGE PROFILE:**

**IMPORTANT:** You must exit all Office applications (Word, Excel, etc) before starting installation.

Open the NAL window, then in the tree on the left hand side browse to CSUN > Setup and Install Software > Microsoft

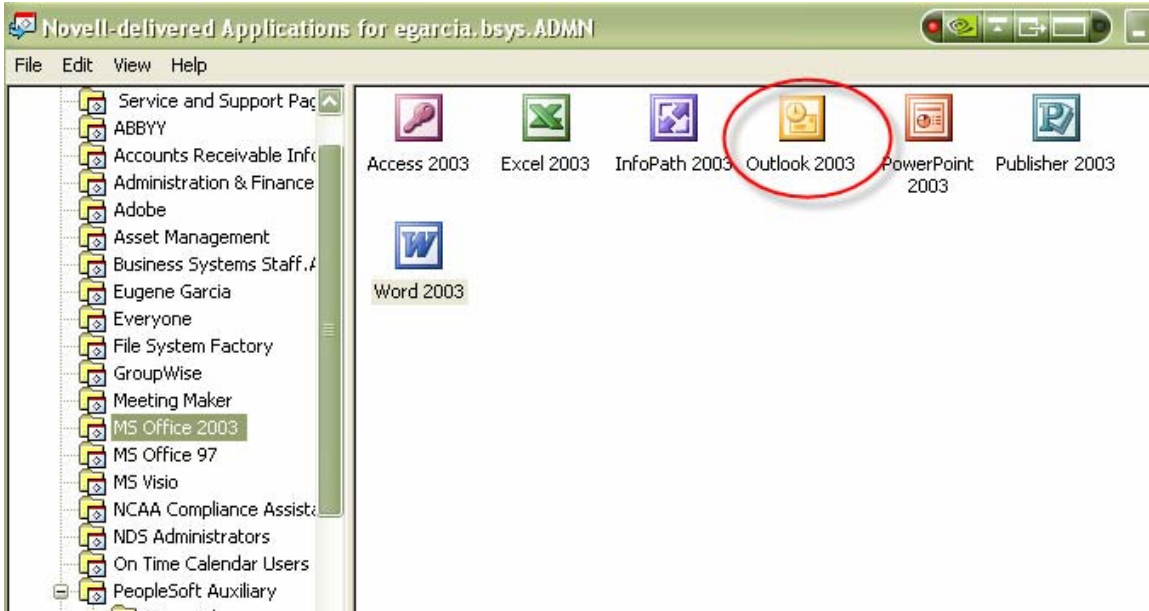
Double click the icon titled “Setup Outlook and Exchange (Run Once)”. This program updates Office to the 2003 version and installs Outlook if it is not already installed. It will run for a few minutes, you will then be prompted to click OK once the installation is complete.



Open the NAL window

On the menu bar, click View > Refresh. Wait a moment for the view to complete the refresh.

You should now see Outlook 2003 icon in your NAL > CSUN > MS Office 2003 folder.



Right-click on the Outlook 2003 icon and select "Verify". If "Verify" is not available select "Open".

Note: if you receive an error message during login, close Outlook and right-click the icon again. The "Verify" option should be available now.

You will be prompted to login:



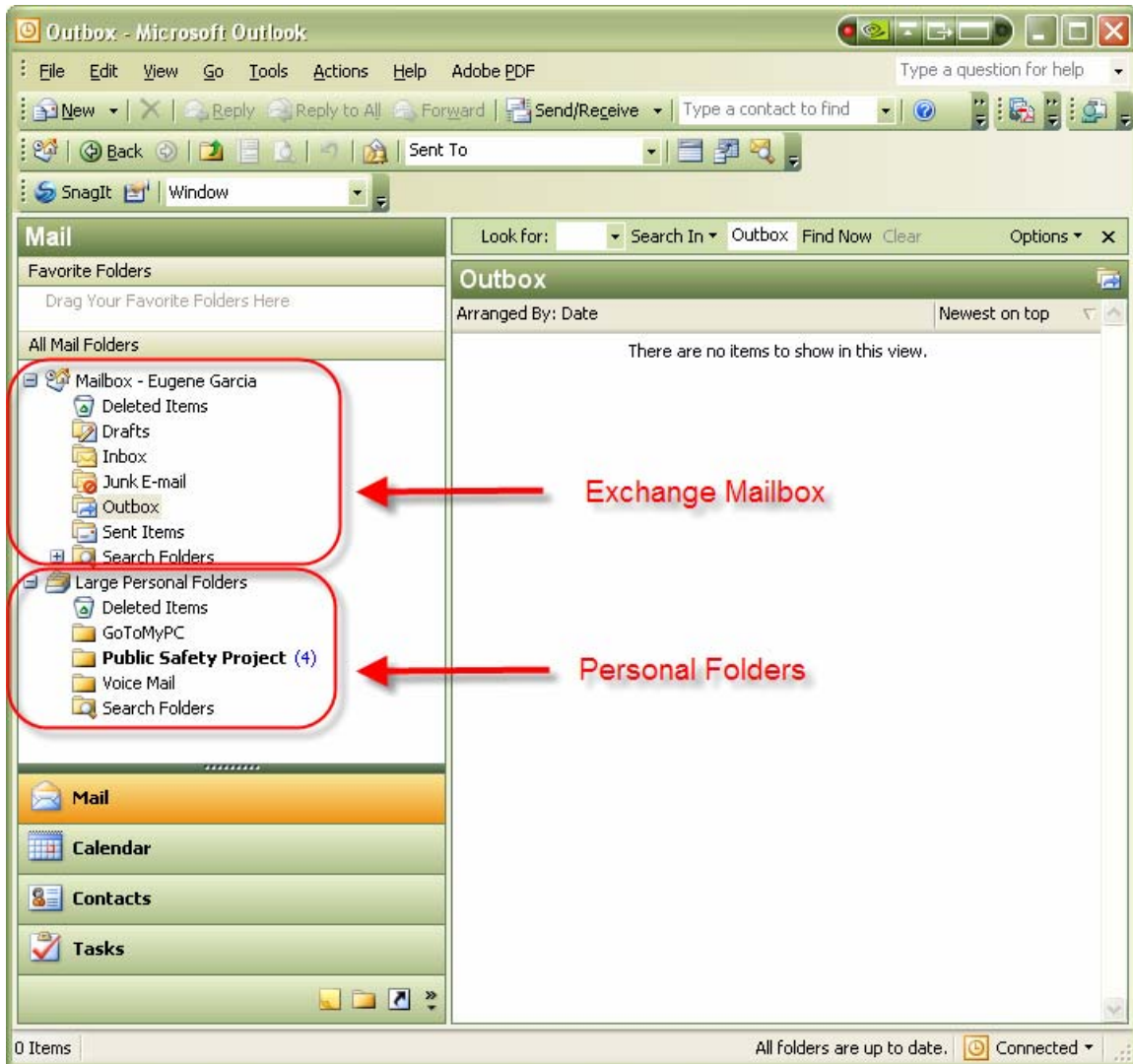
Enter your **portal** userid and password. Your userid must be prefixed with "csun\" as in the above example.

You will be prompted to login at least twice.

**MAKE SURE YOU ARE USING YOUR PORTAL USERID AND PASSWORD; OTHERWISE, IT WILL KEEP PROMPTING YOU TO LOGIN**

After successful login, the Outlook client will display your Exchange mailbox and your Personal Folders. The Exchange mailbox has a 500MB quota. You can use your Personal Folders to archive your email; however, your Personal Folders will not be available remotely from the Outlook Web Access (OWA).

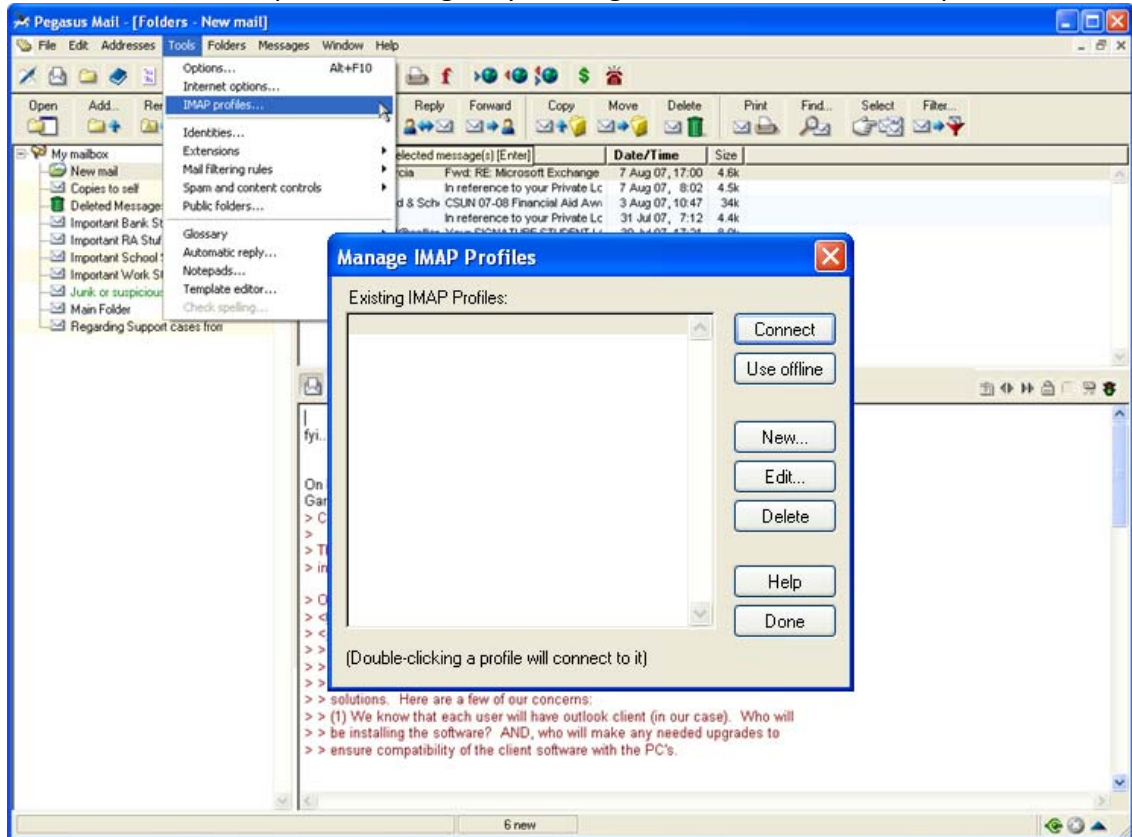
Note: You may be prompted to import Personal Address Books, if so, please click Yes or OK at the prompt.



## PREPAIR PEGASUS MAIL WITH IMAP PROFILE:

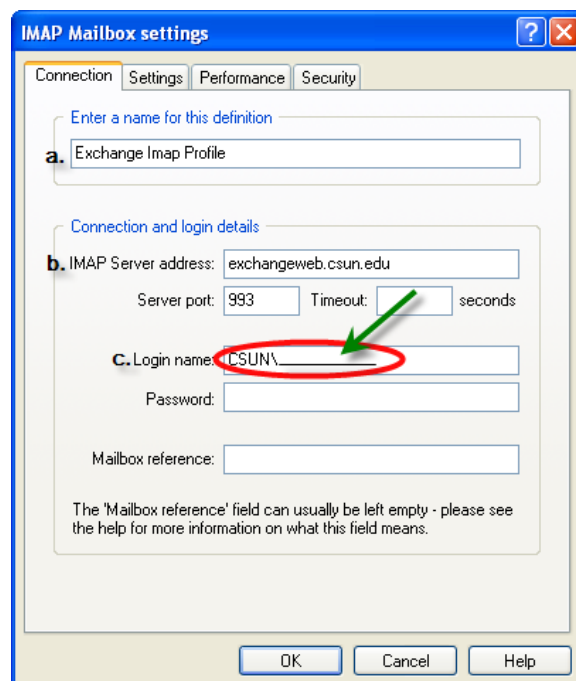
To create the Exchange profile on Pegasus Mail:

1. Start Pegasus while signed on as the user to be converted.
2. If one does not already exist; create an IMAP profile for Exchange. To do so you must:
3. Browse to the IMAP profile manager by clicking the menu Tools > IMAP profiles

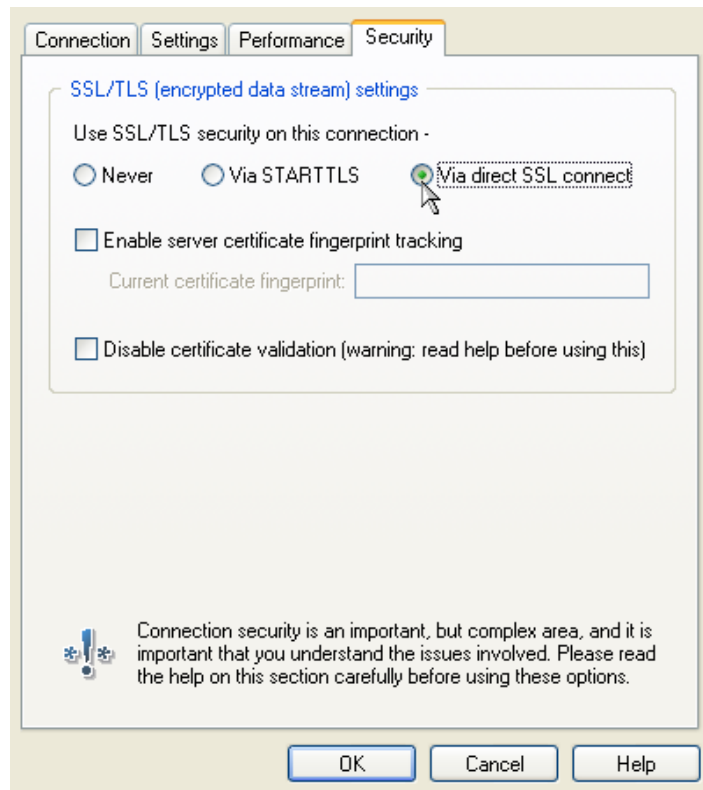


4. Then click "New..."

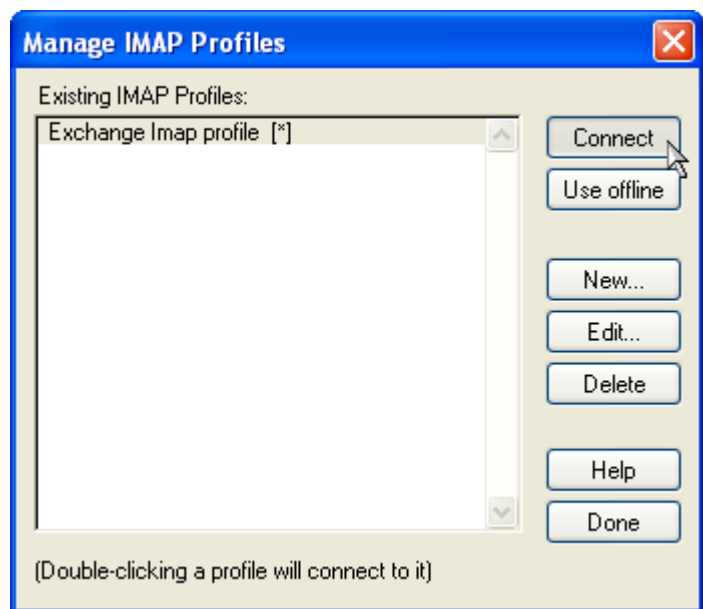
- a. The name for the definition can be a random name as long as it is recognizable to you.
- b. The "IMAP Server address" should be: **exchangeweb.csun.edu** and the "server port" should be: **993**
- c. Your login name and password for Exchange is your Portal userid/password. (NOTE: "CSUN" must be typed before your login name for a successful connection)



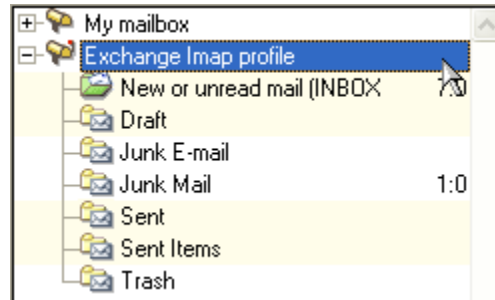
5. Under the “Security” tab select the SSL connect option.



6. Then click “OK” to close that window.
7. Select the Profile you just created to and click “Connect” and then “Done” to close the Profile Manager.

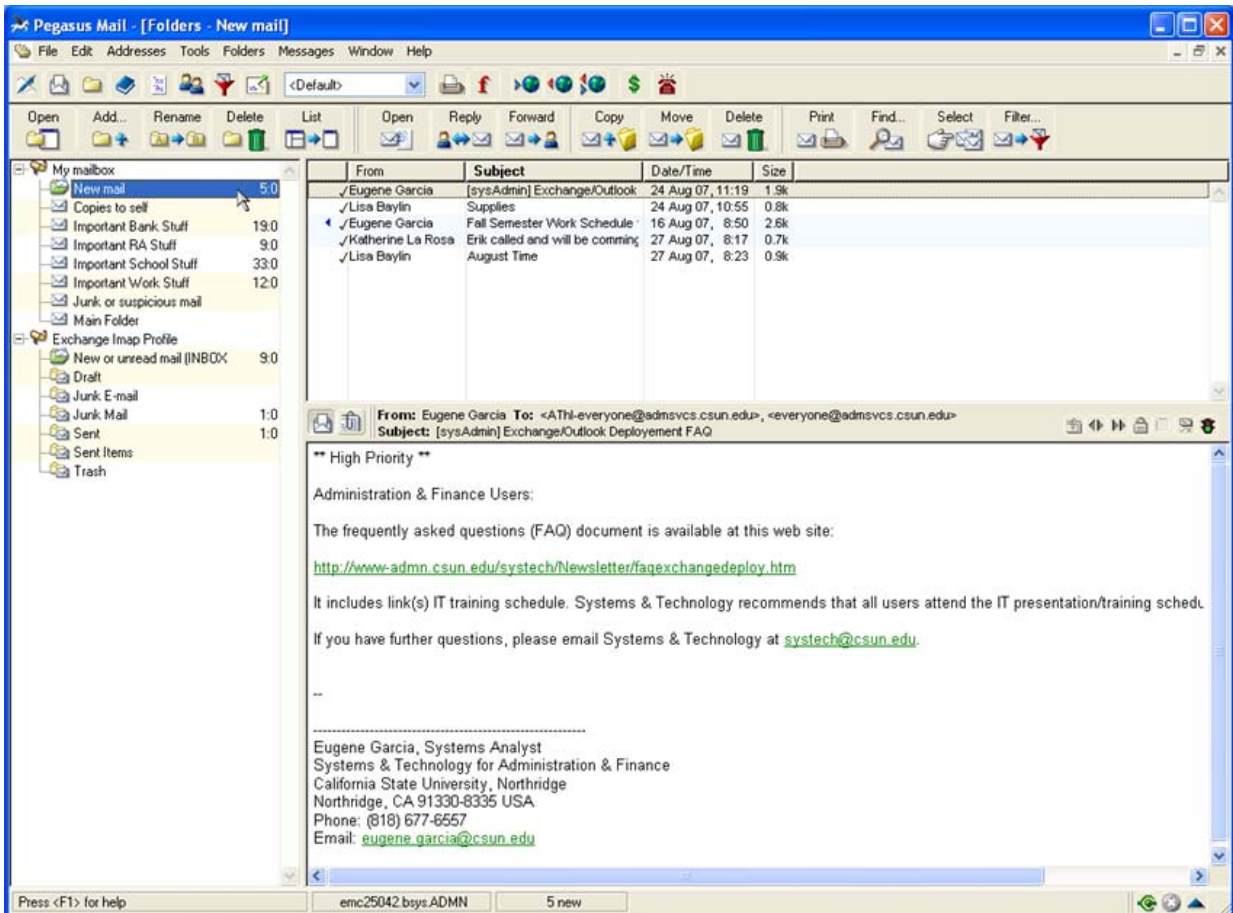


8. You should now see the EXCHANGE profile listed under “My Mailbox”.

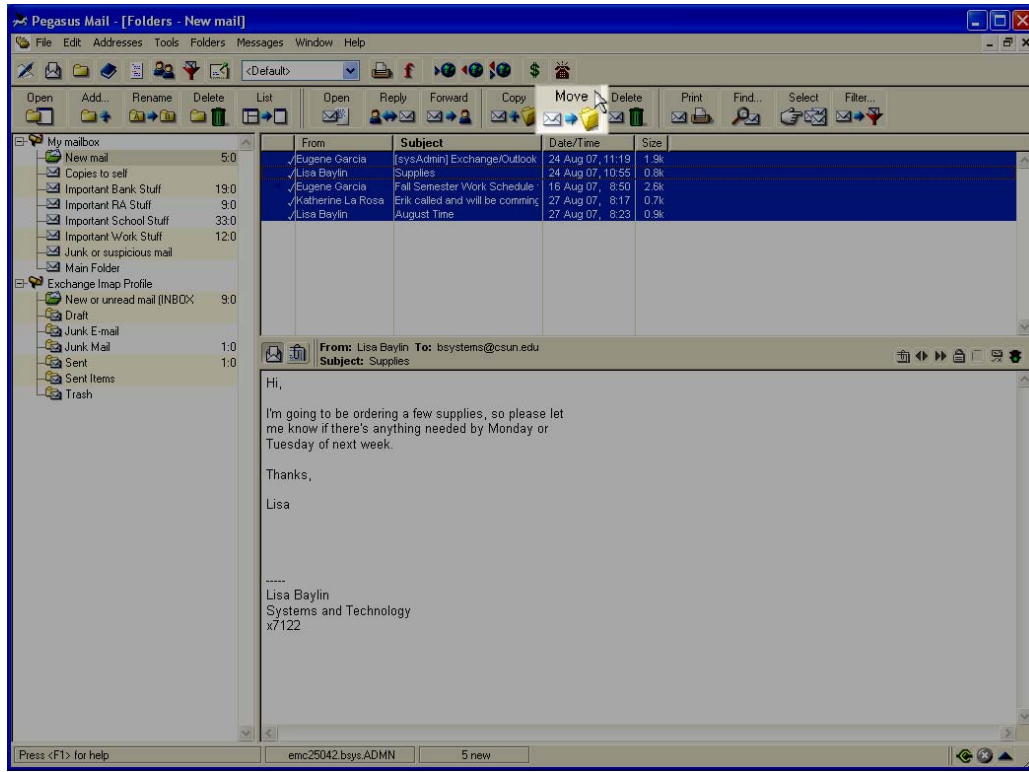


### TRANSFERRING EMAILS TO OUTLOOK FROM PEGASUS MAIL:

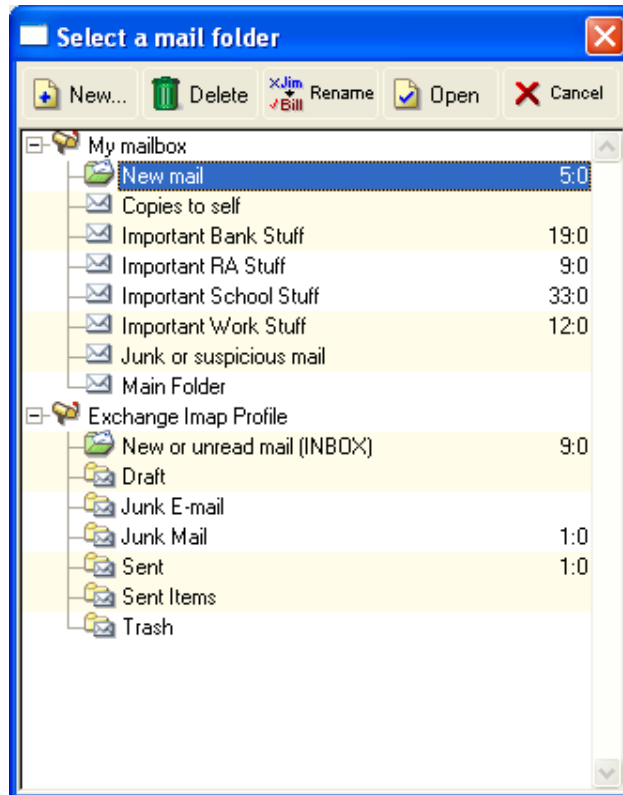
1. With the Pegasus Mail window open, select one of the folders containing the emails you would like transferred. In this example the “New Mail” box is selected.



2. Assuming that all the emails in the “New Mail” box would like to be transferred, select all (Cntrl-A) the emails in the “New Mail” box and click the “Move” button located just above the list of emails.

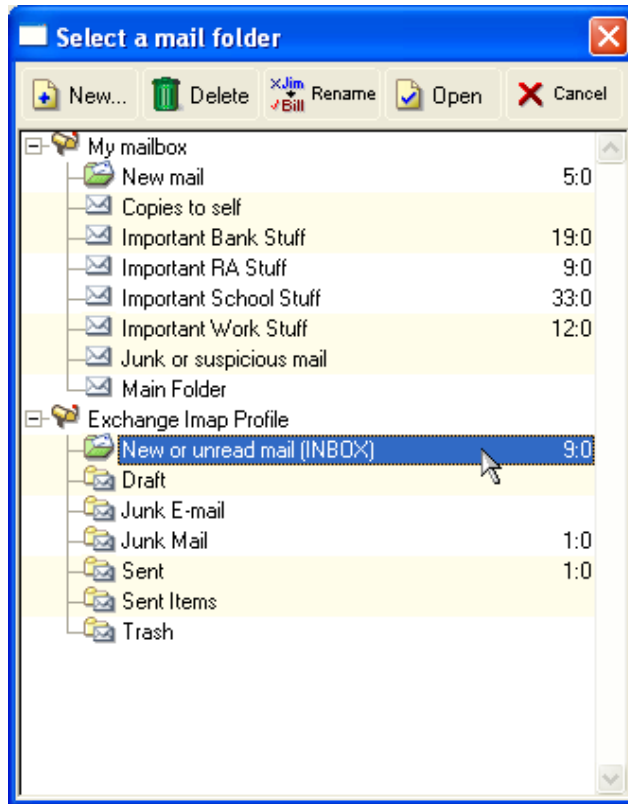


3. You should now see this window:

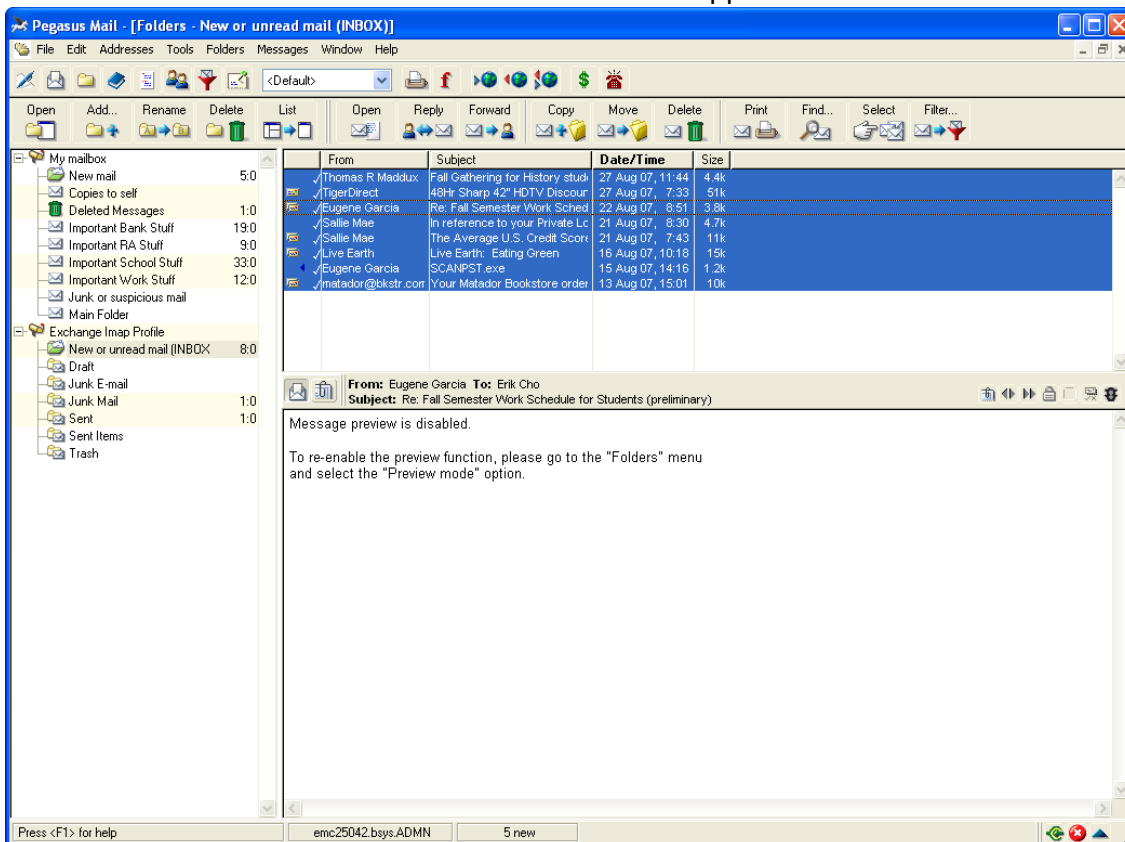




- Double click the folder you would like to move the emails to under the EXCHANGE profile. In the case of this example, the location folder being the "New or unread mail (INBOX)" folder.



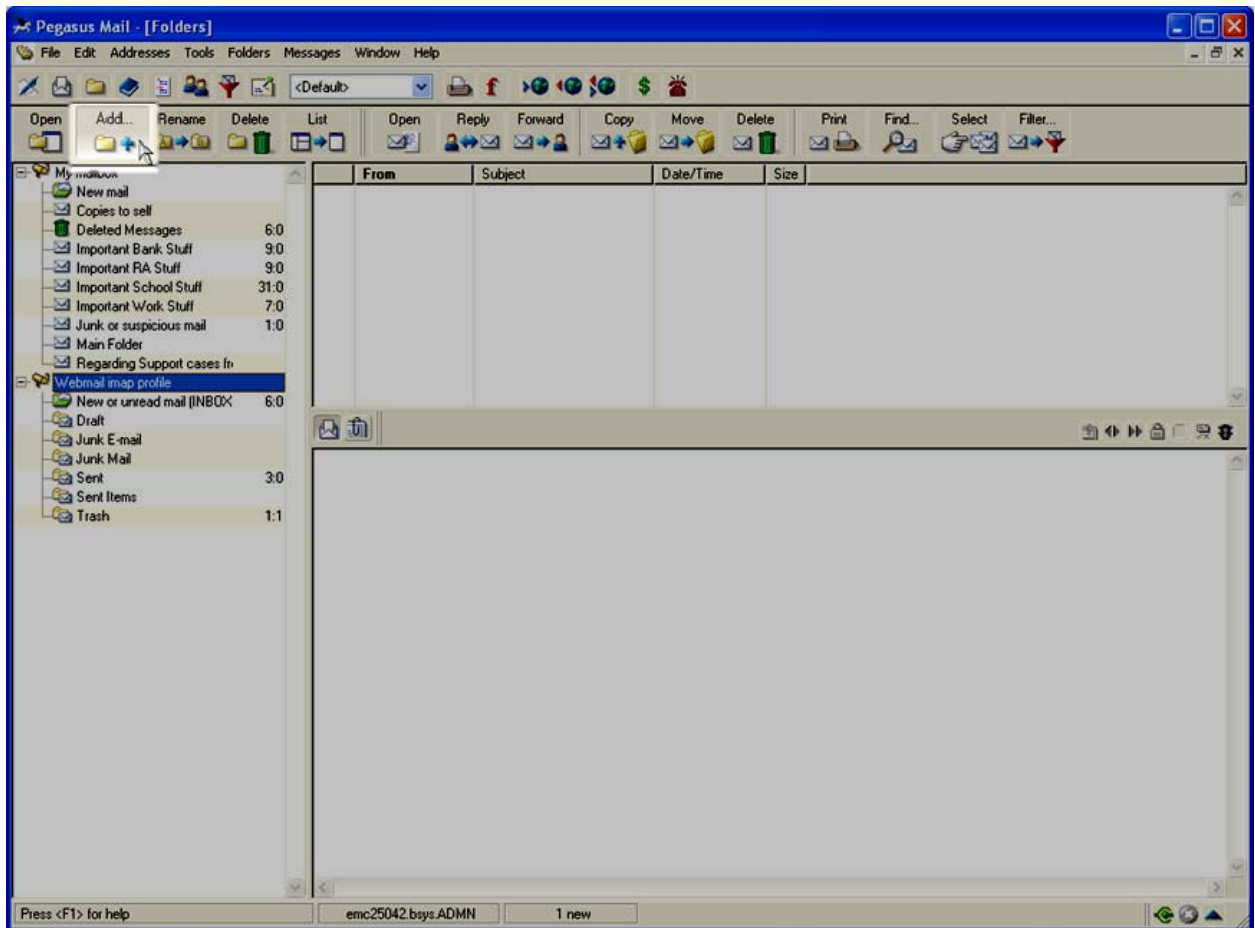
- The emails that were selected should now have appeared in the new location.



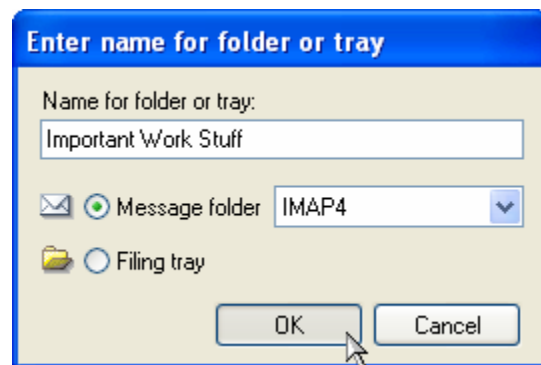
OR

You can recreate the folders that exist in Pegasus Mail in the EXCHANGE profile so as to transfer the emails into their respective folders.

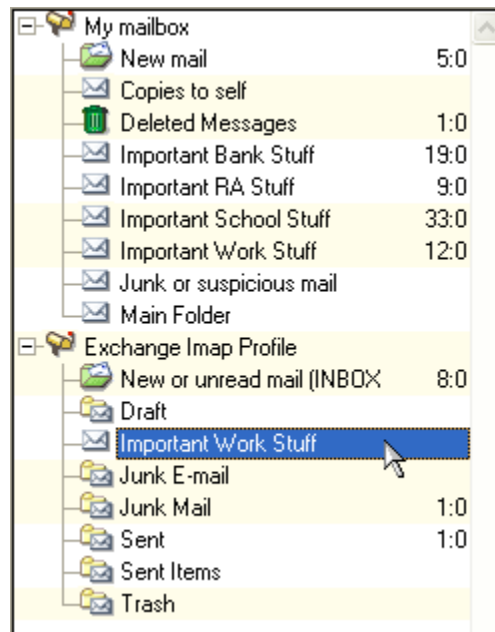
6. To do this, select the EXCHANGE profile in the folder window and click the “Add...” button in the toolbar.



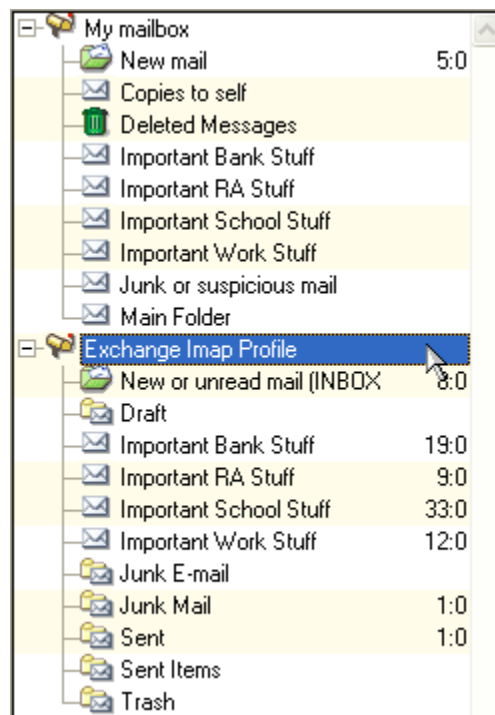
7. Then type in the name of the folder to be transferred and then click “OK”, leaving “IMAP4” selected as the message folder in the drop down menu.



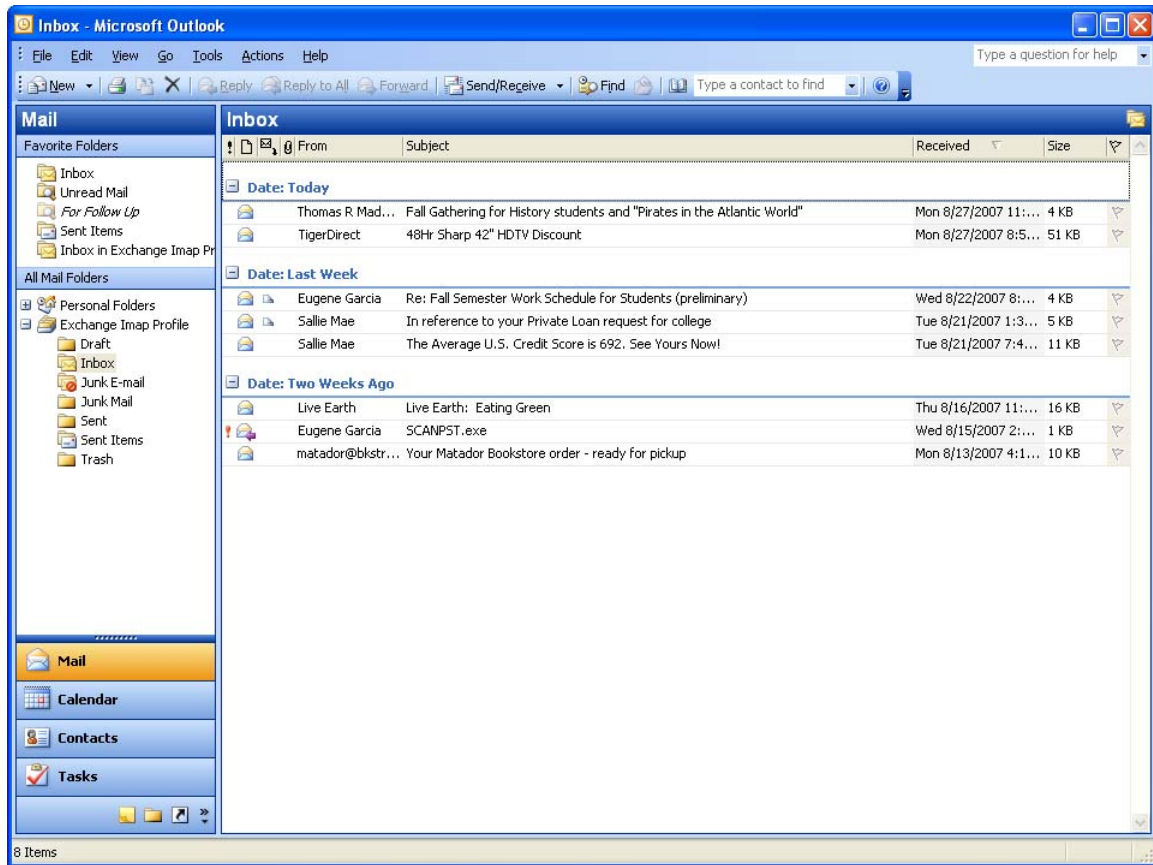
8. The newly created folder should now have appeared under the EXCHANGE profile.



9. Repeat steps 3-5 until all emails are transferred.



10. Start Outlook 2003 to verify that the folders and emails have been transferred into the Exchange mailbox successfully.



*Note:* The newly added folders may not be visible until after you click the "Send\Receive" button a couple times. (located on the tool bar towards the top of the window)



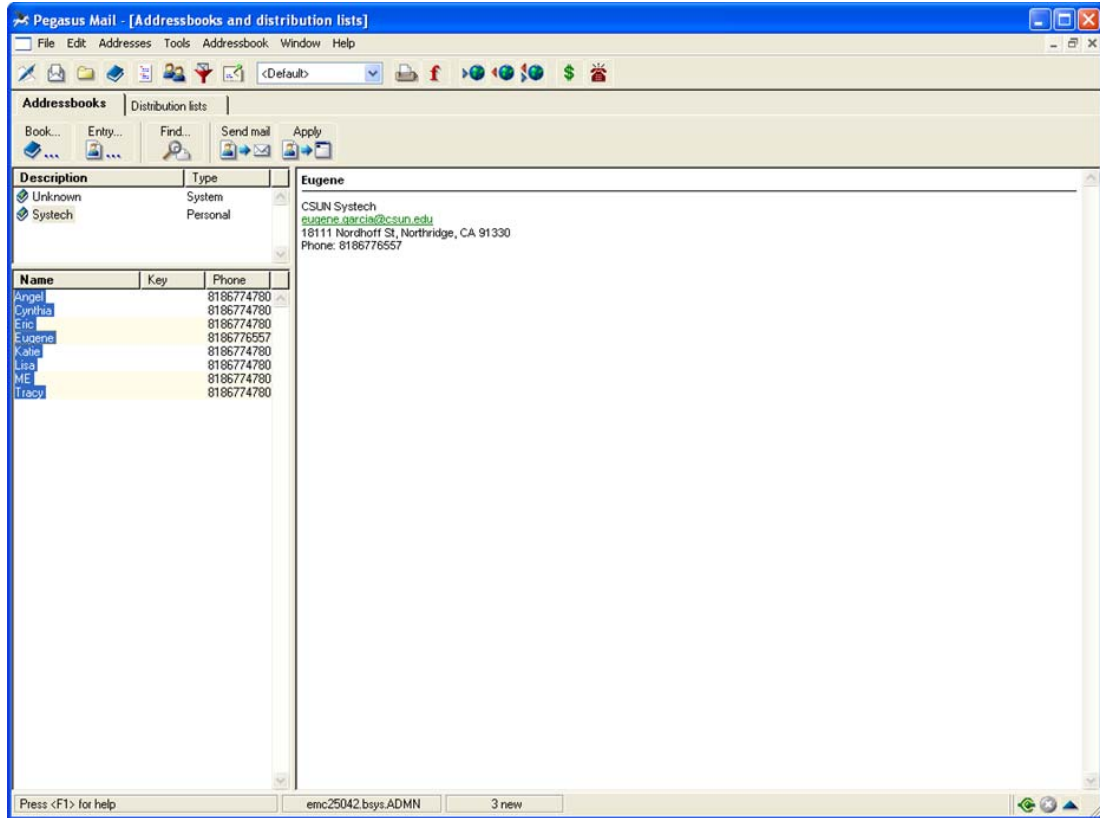
It may take some time for the folders to download completely depending on the quantity and size of the emails, but once they have finished all Pegasus Emails will have been converted to Outlook successfully.

**IMPORTANT NOTES:**

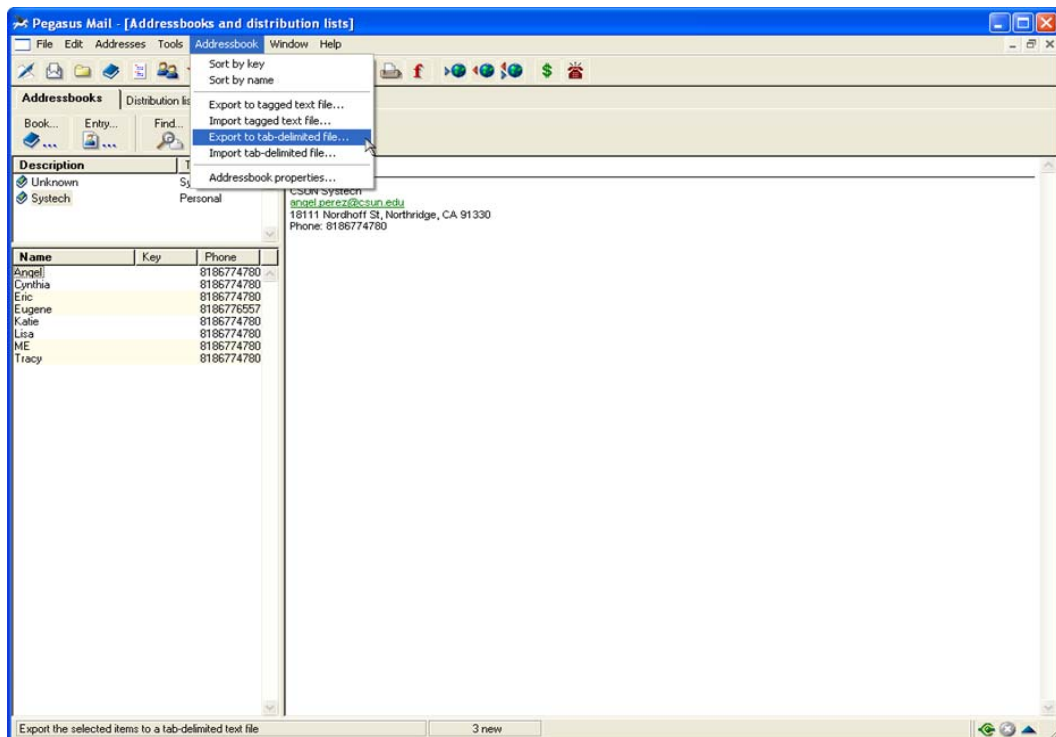
1. If you have WebMail IMAP profile, emails from that mailbox must also be migrated to your Exchange mailbox.
2. There is a limit or quota of 500MB for your Exchange mailbox. Please be **discriminating** as to which emails you are going to migrate. Emails with attachment will take up the most space. We recommend that you save the attachment and delete the email if all possible so that it does not take up space in your mailbox.
3. Emails from your Exchange mailbox may be off-loaded to your Personal Folders to free up space. Please note there is a limitation that only emails in your Exchange mailbox will be available from OWA (Outlook Web Access).

## **TRANSFERRING ADDRESS BOOKS FROM PEGASUS MAIL TO OUTLOOK 2003:**

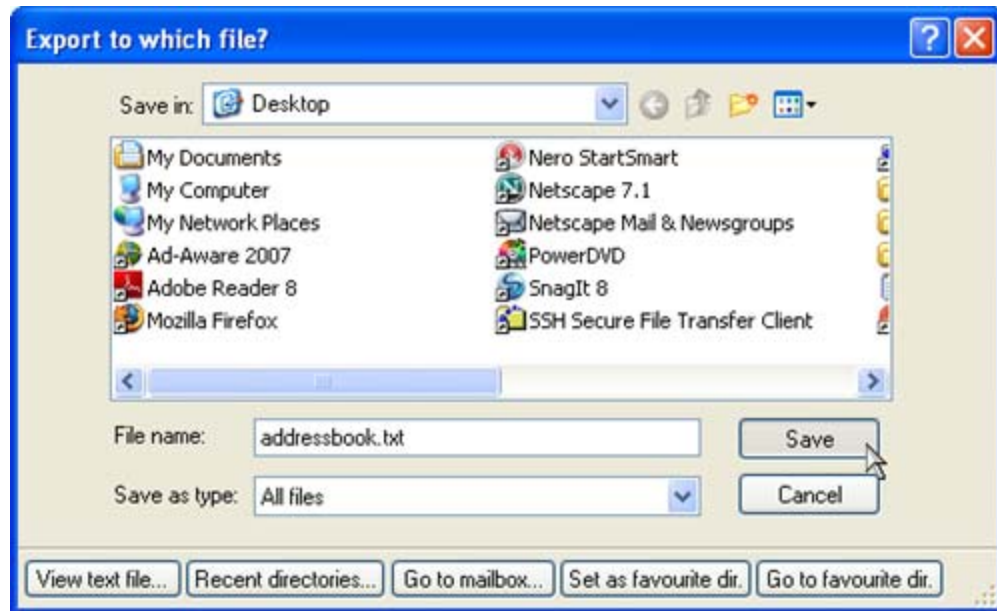
1. Run Pegasus Mail and open the Address book.
2. Select all the contacts.



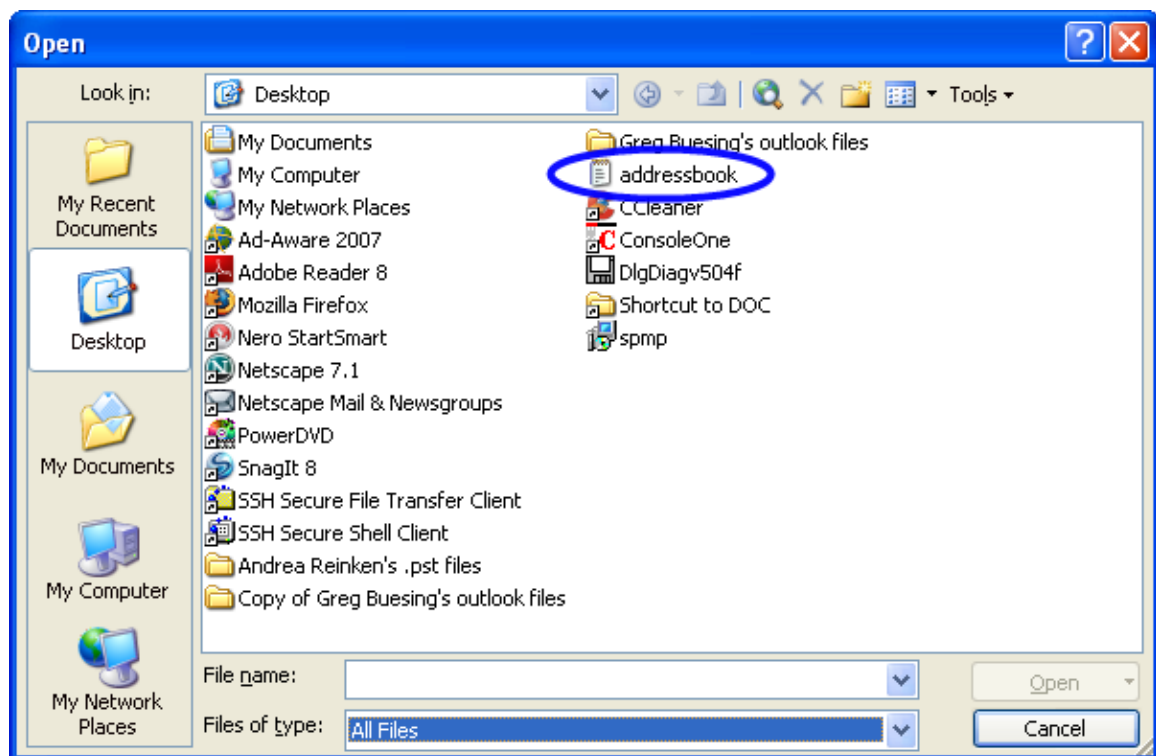
3. Then click "Addressbook" in the toolbar at the top of the screen and select the "Export to tab-delimited file" option.



4. Type in a unique file name ending with .TXT (which commands Pegasus Mail to save the file as text) and select a location to save the file.

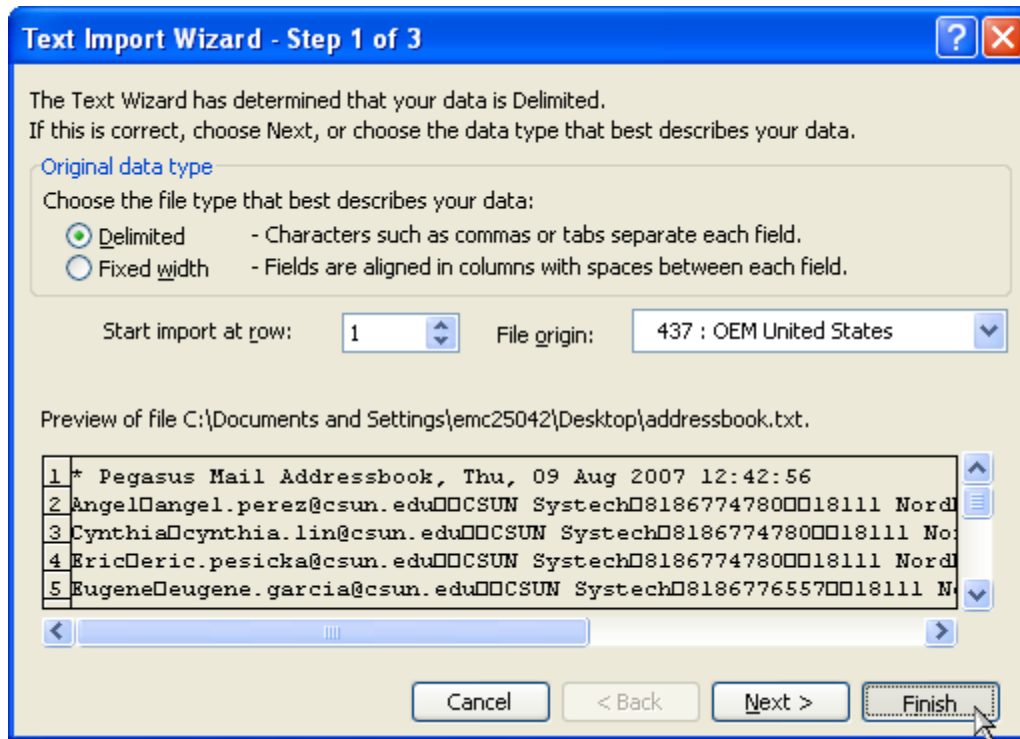


5. Once the file is saved, run Microsoft Excel.
6. Click File > Open and change the "Files of Type:" field to "All Files". You should

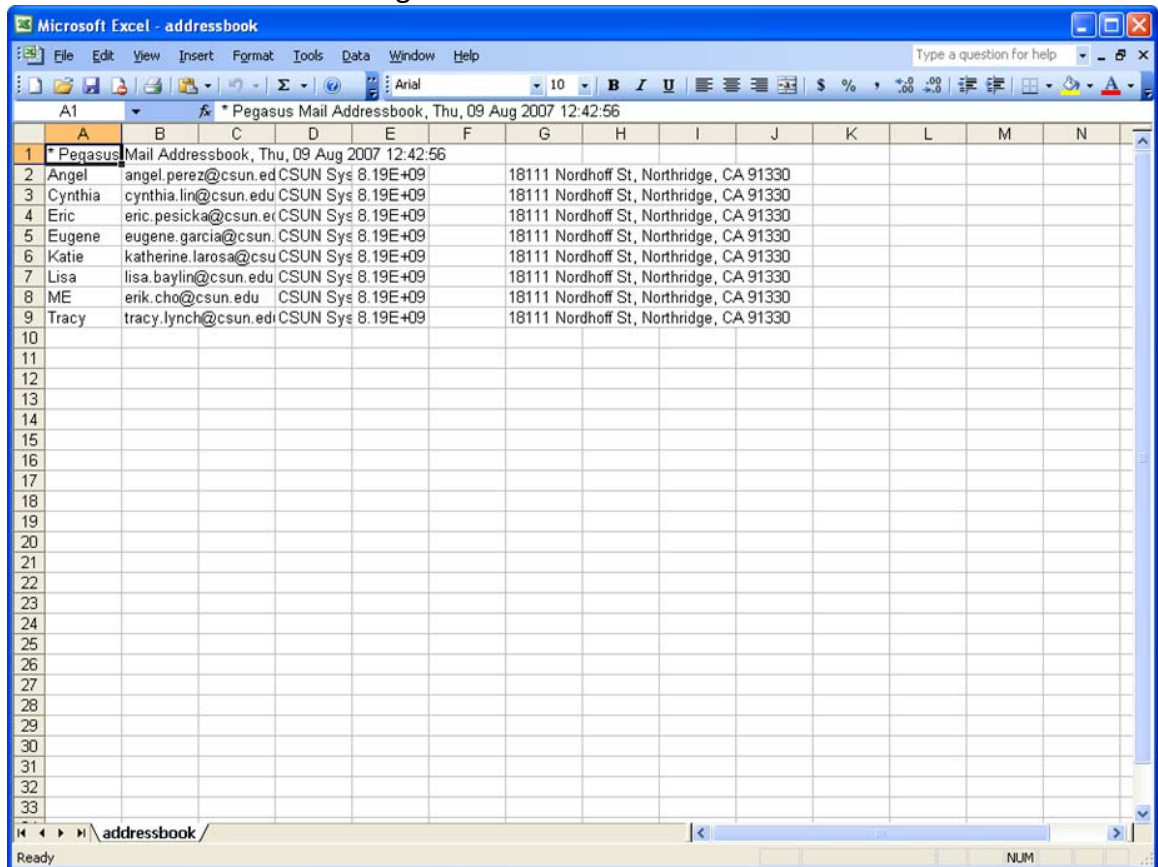


now be able to see the file that you saved. Select it and open it.

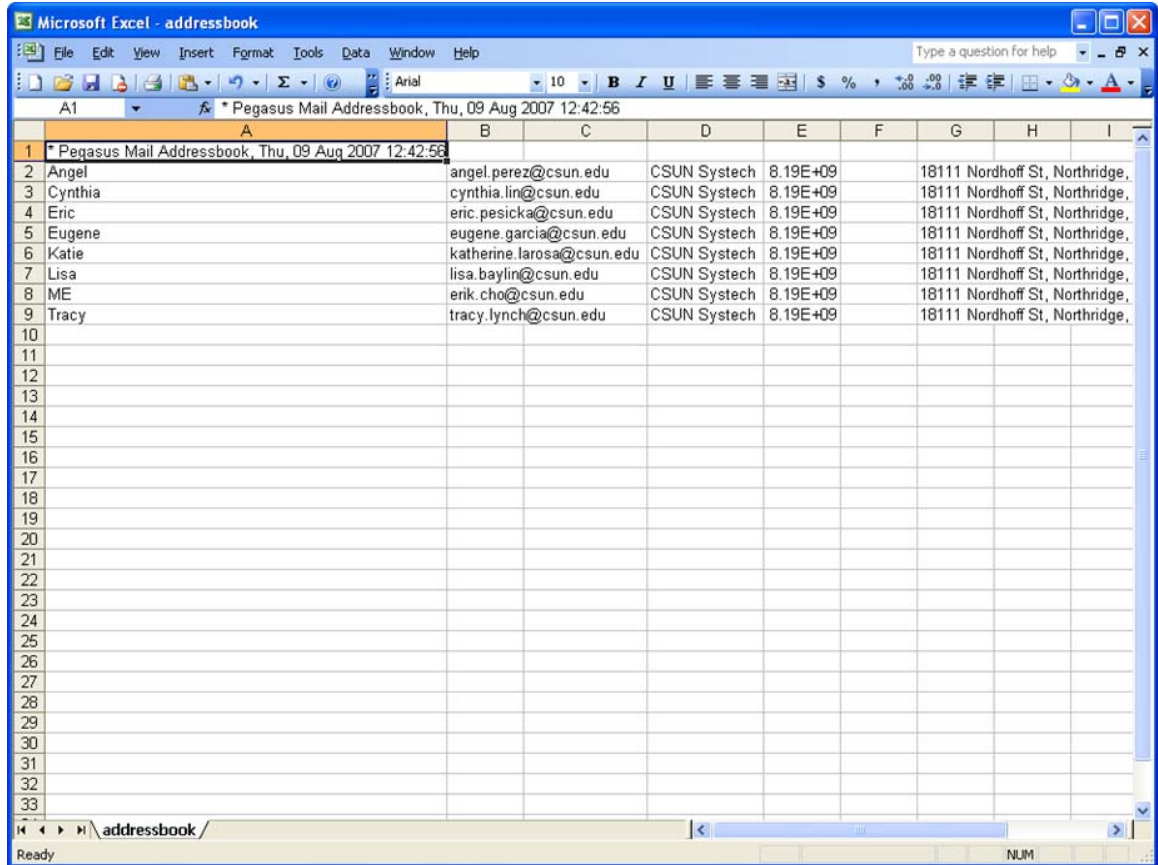
- When the text import wizard comes up, leave all settings as is and click "Finish".



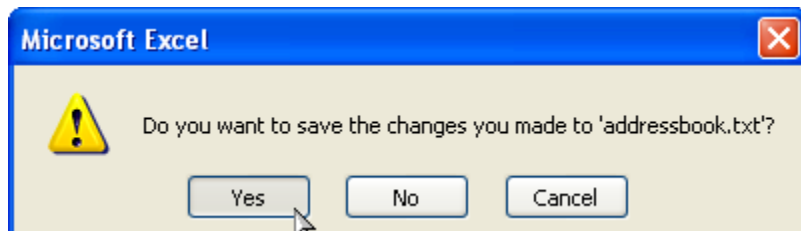
- You should now see something like this on excel:



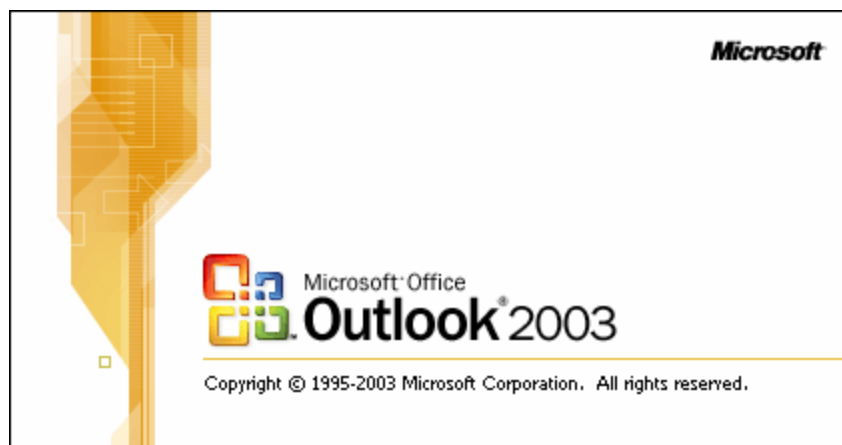
9. Widen each column so that no cells are overlapping.



10. Now close out of MS Excel saving the changes made.

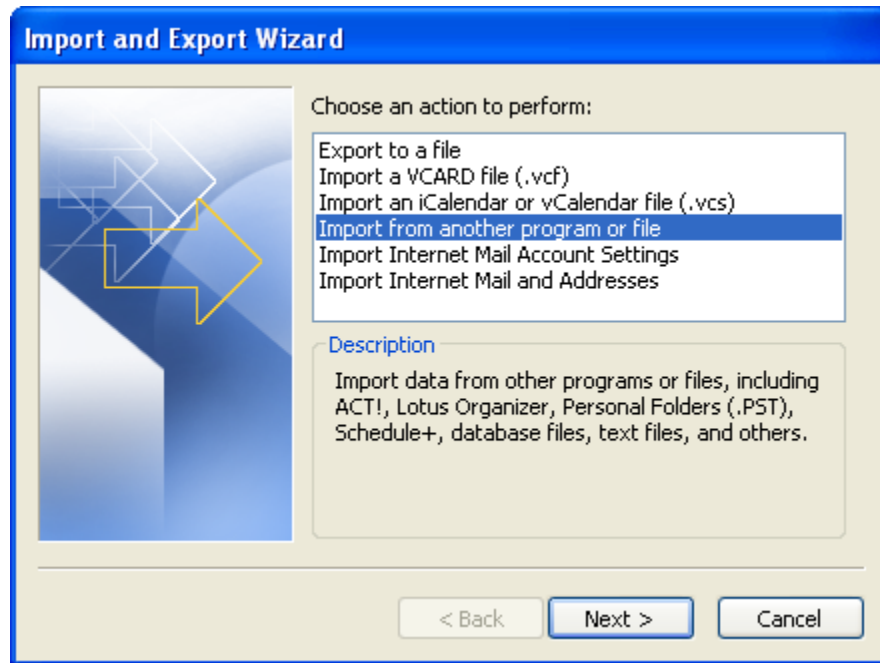


11. Continue on to run Outlook.

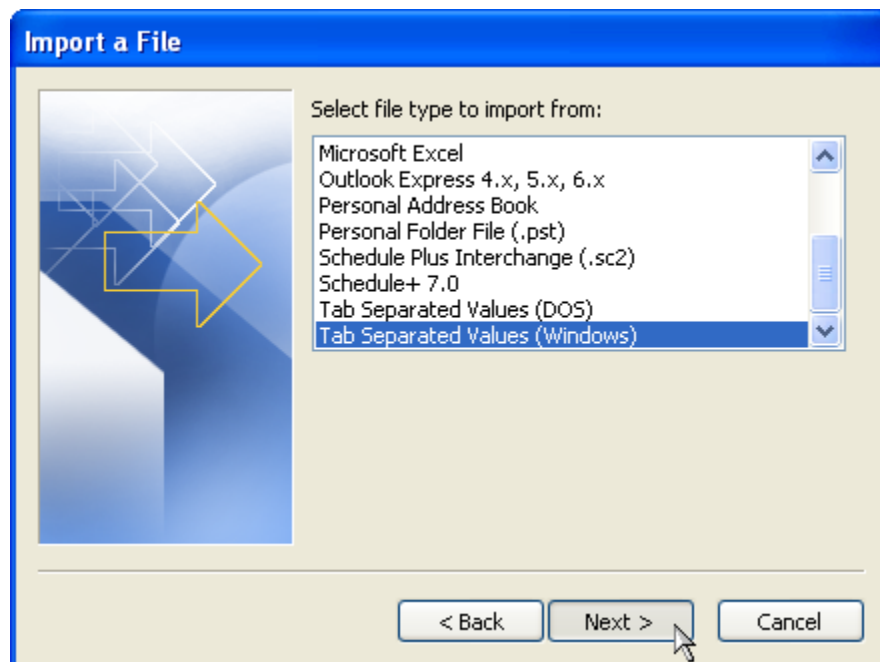




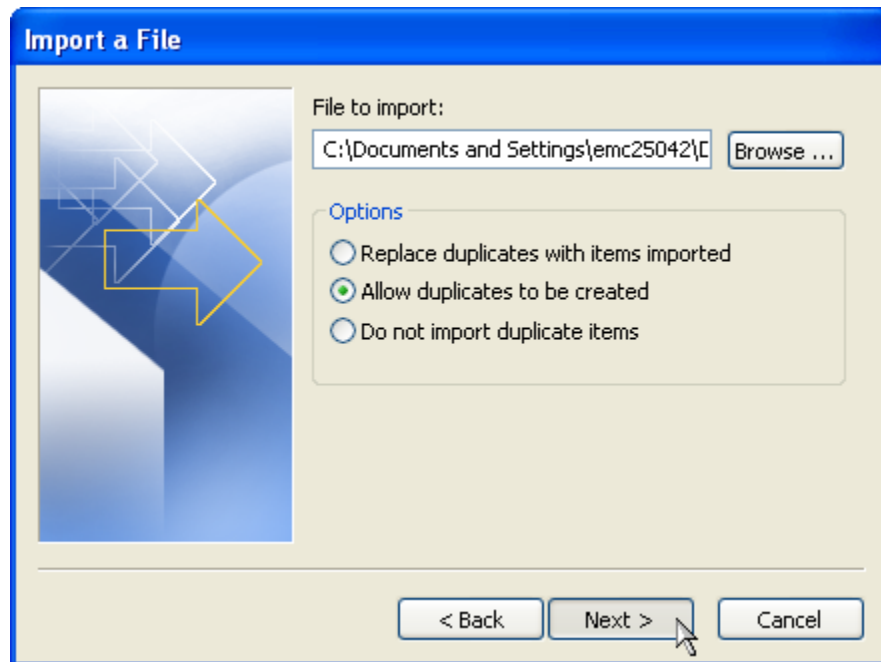
12. From the first window that outlook starts up on click File> “Import and Export...” which should bring up the Import and Export wizard.



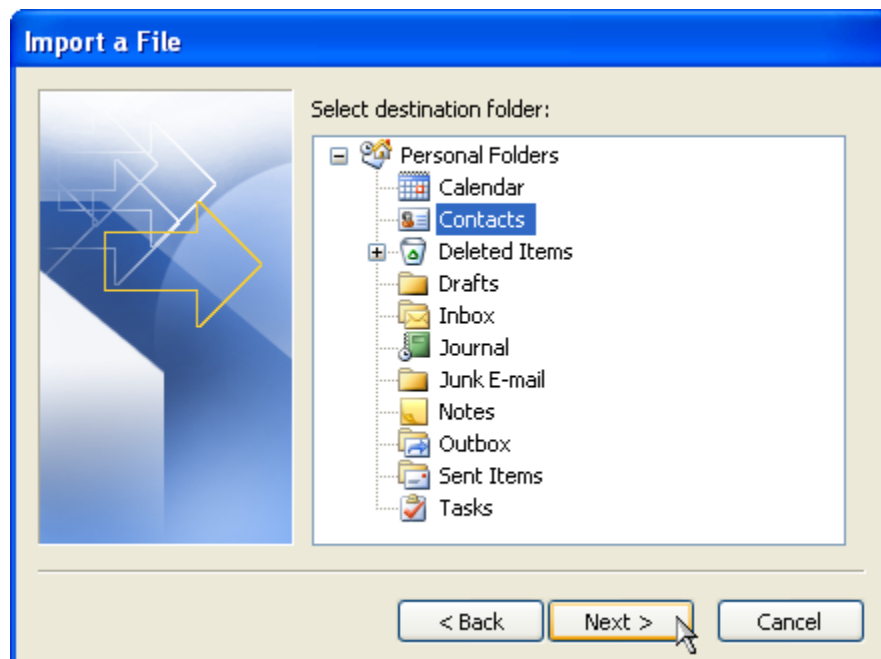
13. On the Import and Export Wizard select the “Import from another program or file” if it is not already selected and click next, which should bring you to the Import a File window. On the list of file types select “Tab Separated Values (Windows)” on the bottom of the list and click next.



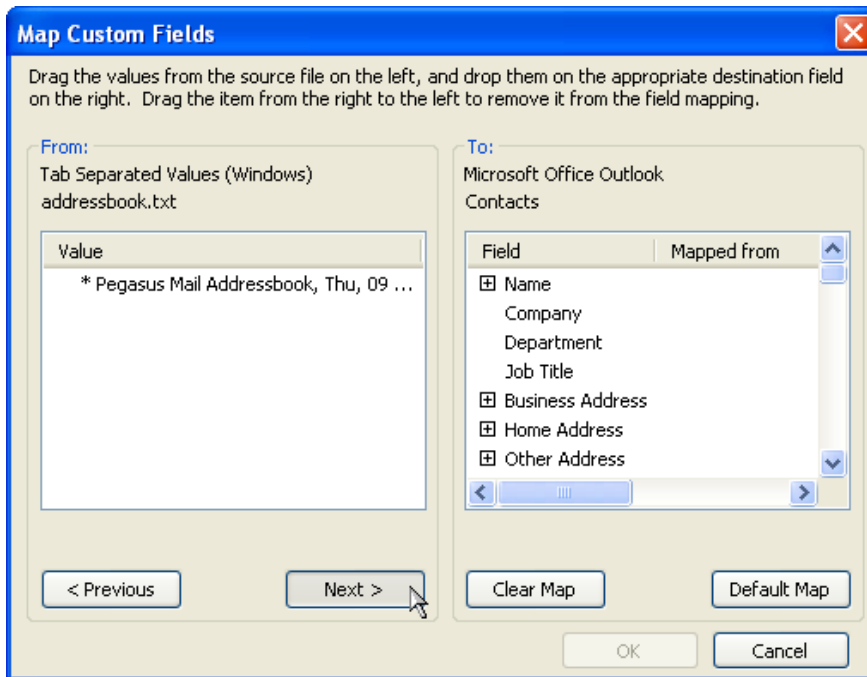
14. Now browse to and select the address book file you have just created. Select one of the preferred methods in “Options” box at the user’s discretion and then click next.



15. Choose the “Contacts” icon as the location to import the file and then click next.



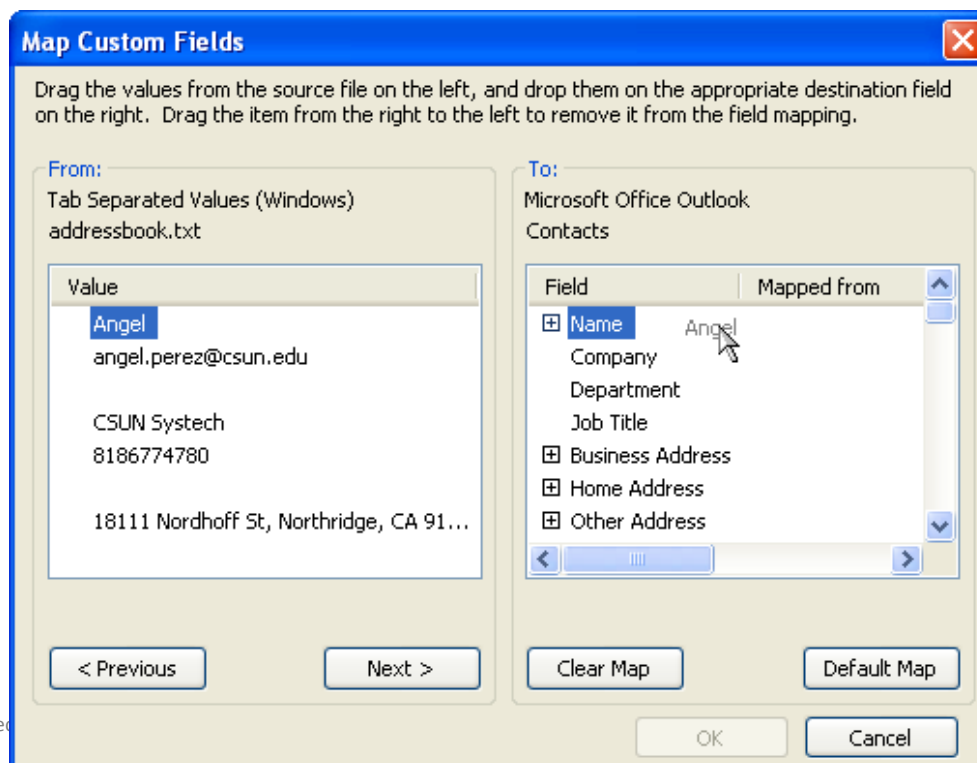
16. Click the check box to setup the Import in to Outlook. This window will then



open:

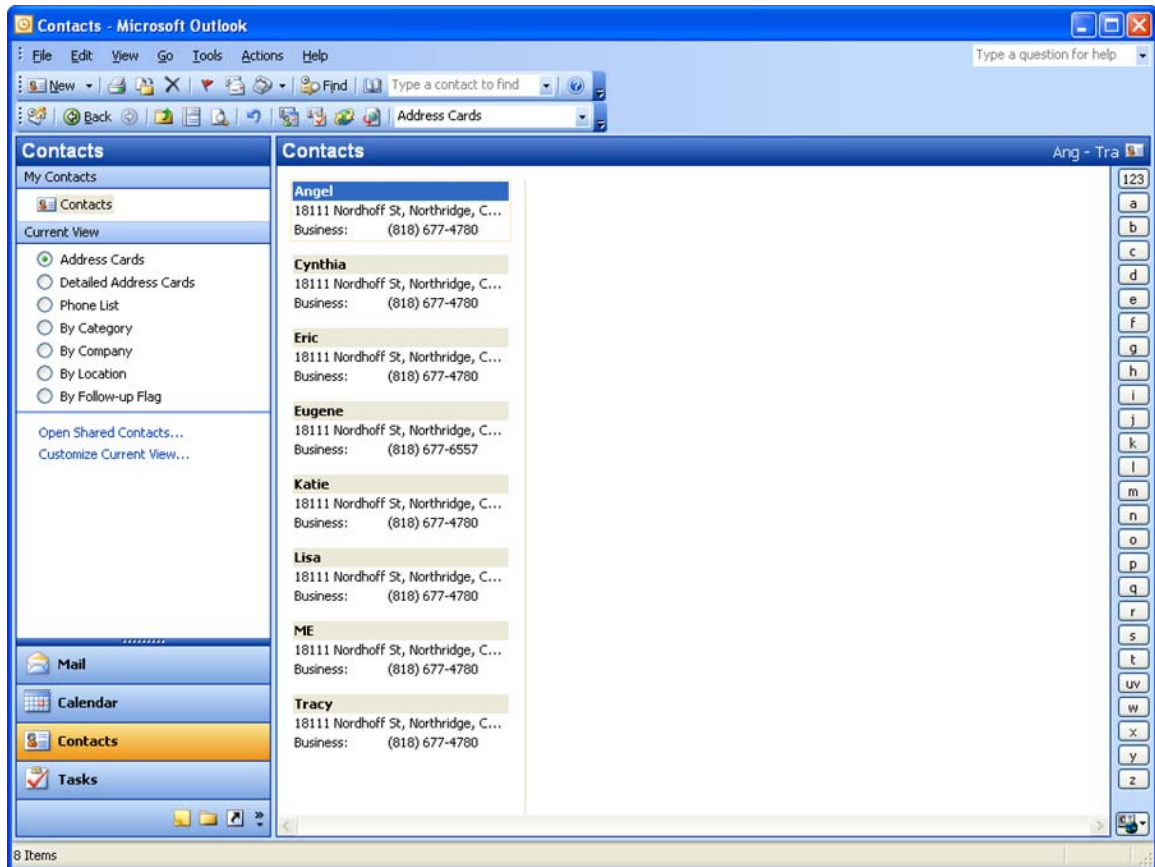
17. Click "Next" under the "From:" box to skip that first value.

18. Click and drag the values from Left to Right into their respect "To:" fields, you may need to do this for each contact if the actual values for each contact are different. If every value for every contact on the list has the same "To:" field, you only need to do this with the first contact on the list the rest will be setup



accordingly.

19. Once finished click "OK" and then "Finished" and the Contacts list will be loaded up.



## CHANGE EMAIL ROUTING

### PERMANENTLY ROUTE YOUR CSUN EMAIL ACCOUNT TO EXCHANGE

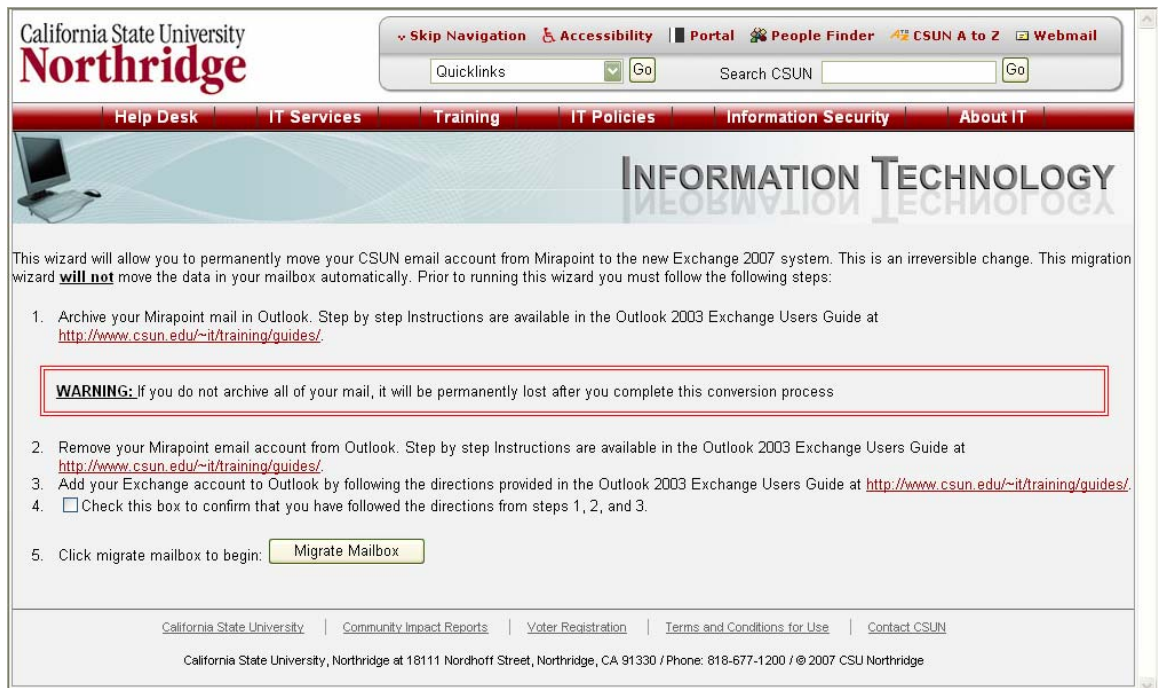
1. In your browser address field type in this URL

<https://exchangeweb.csun.edu/migrate/>

2. Login with your CSUN Portal User Id and Password. Prefix your User Id with "csun\".



4. After successful login, you will be presented with this page. Place check mark on Step 4 on the web page.



California State University Northridge

▼ Skip Navigation Accessibility Portal People Finder CSUN A to Z Webmail

Quicklinks Go Search CSUN Go

Help Desk IT Services Training IT Policies Information Security About IT

## INFORMATION TECHNOLOGY

This wizard will allow you to permanently move your CSUN email account from Mirapoint to the new Exchange 2007 system. This is an irreversible change. This migration wizard **will not** move the data in your mailbox automatically. Prior to running this wizard you must follow the following steps:

1. Archive your Mirapoint mail in Outlook. Step by step Instructions are available in the Outlook 2003 Exchange Users Guide at <http://www.csun.edu/~it/training/guides/>.

**WARNING:** If you do not archive all of your mail, it will be permanently lost after you complete this conversion process

2. Remove your Mirapoint email account from Outlook. Step by step Instructions are available in the Outlook 2003 Exchange Users Guide at <http://www.csun.edu/~it/training/guides/>
3. Add your Exchange account to Outlook by following the directions provided in the Outlook 2003 Exchange Users Guide at <http://www.csun.edu/~it/training/guides/>.
4.  Check this box to confirm that you have followed the directions from steps 1, 2, and 3.
5. Click migrate mailbox to begin:

California State University | Community Impact Reports | Voter Registration | Terms and Conditions for Use | Contact CSUN

California State University, Northridge at 18111 Nordhoff Street, Northridge, CA 91330 / Phone: 818-677-1200 / © 2007 CSU Northridge

5. Click on the “Migrate Mailbox” button to change your mail routing to Exchange. You will receive the following message on the web page:

**“Your mailbox has been migrated to Exchange 2007. Please allow up to 20 minutes for new mail to begin arriving.”**

You may close the browser page at this point.

6. **Login to the Systems & Technology Self-Service/Support Portal and submit a request to delete your Pegasus Mail configuration. The URL is <http://www-admn.csun.edu/admnhelp>**

The last two steps are important. Both steps will ensure that emails are routed correctly to Exchange.