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# Transition from Pegasus Mail To Exchange/Outlook 2003

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### 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:

Connect to kite	.csun.edu 🔹 💽 🔀
<b>?</b>	GET GET
Connecting to kite	e.csun.edu
<u>U</u> ser name:	🔮 csun\
Password:	
	Remember my password
	OK Cancel

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

📌 Pegasus Mail - [Fold	ers - New mail]		
Sele Edit Addresses	Code Folders Messages Window He Options Alt+F10	- 	8
Open Add Rer	IMAP profiles	Reply Forward Copy Move Delete Print Find., Select Filter	
Alexandrian and a second a se	Identities Extensions Mal Fittering rules Spam and content controls Public folders Glossary Automatic reply Notepads Template editor Creds speling Creds speling Cases from		P 8
	>> (1) We kn >> be installs >> ensure co	ow that each user will have outlook client (in our case). Who will ig the software? AND, who will make any needed upgrades to mpatibility of the client software with the PC's.	121

- 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)

nnection Settings Per	formance Security
<ul> <li>Enter a name for this di</li> </ul>	efinition
Exchange Imap Profile	3
<ul> <li>Connection and login c</li> </ul>	details
. IMAP Server address:	exchangeweb.csun.edu
Server port:	993 Timeout: 💋 seconds
C. Login name	
Password:	
	[]
Mailbox reference:	
The 'Mailbox reference the help for more inform	s' field can usually be left empty - please see nation on what this field means.

5. Under the "Security" tab select the SSL connect option.



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

Manage IMAP Profiles		
Existing IMAP Profiles: Exchange Imap profile [*]		Connect Use offline
		New Edit Delete
(Double-clicking a profile will connect to it)	~	Help Done

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.



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

🎘 Pegasus Mail - [Folders - New or unr	read mail (INBOX)]	
File Edit Addresses Tools Folders Mes	ssages Window Help	_ 8 ×
🗶 🙆 🧼 🗄 😫 🍄 🖾 🛛	Default> 🔽 🖨 🖌 🕬 4 🏶 🏂	
Open Add Rename Delete	List Open Reply Forward Copy Move Delete Print Find Select Filter	
	From Subject Date/Time Size	
- Copies to self	Z Aug 07, 1744     Z Aug 07, 1743     Z Aug 07, 1744     Z Aug 07, 1743     Z Aug 07, 1744     Z Aug 0	<u>_</u>
- Deleted Messages 1:0	Ø _√Eugene Garcia Re: Fall Semester Work Sched 22 Aug 07, 8:51   3.8k	
— Martant Bank Stuff 19:0	/Salle Mae In reference to your Private Lc [21 Aug 07, 8:30] 4.7k	
	in Average 0.5. Grein Stort 21 Aug 07, 10,5 TK	
-────────────────────────────────────	<ul> <li>✓ Eugene Garcia SCANPST.exe</li> <li>15 Aug 07, 14:16</li> <li>1.2k</li> </ul>	
Important Work Sturr 12:0	🧖 ,/inatador@bkstr.com  Your Matador Bookstore order   13 Aug 07, 15:01   10k	
Main Folder		
- W Exchange Imap Profile		
- New or unread mail (INBOX 8:0		_
– 🖾 Draft		$\sim$
- 🔄 Junk E-mail	The from: Eugene Garcia To: Erik Cho	1 9 <b>2</b>
- Junk Mail 1:0	Subject: Re: Fail Semester Work Schedule for Students (preliminary)	
Sent Items	Message preview is disabled.	
Trash	To see each le the province function, places as to the "Foldars" many	
	and select the "Preview mode" antian	
		100
		×
Press <f i=""> for help</f>	emc2044.bsys.ALMIN 5 new	// 📥 ڬ 🕏

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.



 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.

Enter name for folder or tra	у
Name for folder or tray:	
Important Work Stuff	
<ul> <li>☑ ● Message folder IMAP4</li> <li>☑ ● Filing tray</li> </ul>	~
ОК	Cancel

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

		-
🖃 💖 My mailbox		~
- 😂 New mail	5:0	
	1:0	
	19:0	
	9:0	
	33:0	
	12:0	
E- 🏁 Exchange Imap Profile		
- New or unread mail (INBOX	8:0	
– 🖾 Draft		
—🖂 Important Work Stuff 💦 🔪		
- 🖾 Junk E-mail 🛛 😽		
– 🖾 Junk Mail	1:0	
– 🖾 Sent	1:0	
- Ca Sent Items		
📖 Trash		
l		

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

A1		_
E- 🤁 My mailbox		^
– 🦾 New mail	5:0	
— 🔟 Deleted Messages		
🗆 🖂 Main Folder		
E- 🌳 Exchange Imap Profile		
-😂 New or unread mail (INBOX	8:0	
– 🖾 Draft		
	19:0	
	9:0	
	33:0	
	12:0	
– 🖾 Junk E-mail		
– 🖾 Junk Mail	1:0	
Cont Cont	1.0	
	1.0	
- Can Sent Items	1.0	
-Cas Sent -Cas Sent Items -Cas Trash	1.0	

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

🙆 Inbox - Microsoft Outloo	k						
Eile Edit View Go Tool	s <u>A</u> ctions	<u>H</u> elp		Type a que	stion for l	help 🔹	-
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Mail	Inhor				_	-	
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🔁 Sent Items		TigerDirect	48Hr Sharp 42" HDTV Discount Mo	n 8/27/2007 8:5	51 KB	\$	
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Exchange Imap Profile		Sallie Mae	The Average LLS_Credit Score is 692_See Yours Now!	e 8/21/2007 7:4	11 KB	5	
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🧓 Junk E-mail	🖃 Date:	Two Weeks Ago					
🧰 Junk Mail		Live Earth	Live Earth: Eating Green The	J 8/16/2007 11:	16 KB	17	
Sent Items	! 🕰	Eugene Garcia	SCANPST.exe We	d 8/15/2007 2:	1 KB	\$	
🛅 Trash		matador@bkstr	. Your Matador Bookstore order - ready for pickup Mo	n 8/13/2007 4:1	10 KB	7	
Mail Calendar							
Tasks						2	
8 Items							

*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)

👔 💁 New 👻 🗐 🖓 🗙 🔍 Reply 🖓 Reply to All 🙈 Forward 🛛 📑 Send/Receive 🔽 😰 Find 🏠 🔛 Type a contact to find 🛛 👻 🙆

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.
- 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.

🎘 Pegasus Mail - [Addressbooks and	d distribution lists]		
File Edit Addresses Tools Addresse	wook Window Help		- 8 ×
💉 🗟 🗀 🥏 🗟 🍇 - Sort by Sort by	y key y name	àf >0 <0 \$0 \$ 凿	
Addressbooks Distribution is Export Book Frity Find Description © Unknown © Systech Personal	t to tagged text file t tagged text file t to tab-delimited file t tab-delimited file sobook properties CSUM system and perce270csum and perce270csum Bitth Nordhoff St. Phone: 8186774780	<u>ethi</u> Monthridge, CA 91330	
Name         Key         Phone           Annell         8195774           Cymhia         8195774           Eric         8195774           Eugene         8195774           Kale         8195774           Lisa         8195774           ME         8195774           Tracy         8195774	4790 4790 5557 4790 4790 4790 4790 4790		
Export the selected items to a tab-delimited tex	t file	3 new	· · · · · · · · · · · · · · · · · · ·

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.

Save in:	Desktop	ど G 🕫 🕑 I	
My Docume	ents	Sero StartSmart	2
3 My Comput	er	Netscape 7.1	6
SMy Networ	k Places	Retscape Mail & Newsgroup	ps 🧯
Ad-Aware :	2007	RowerDVD	6
Adobe Reader 8		a SnagIt 8	0
🤔 Mozilla Fire	fox	SSH Secure File Transfer C	lient 💈
<			>
File name:	addressbook.txt		Save
Save as type:	All files	× (	Cancel

- 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

Open		? 🗙					
Look in:	🞯 Desktop 💿 🐨 🔯 🖓 🗸 📸 🎹 🔻 Tools 🗸						
My Recent Documents	My Documents     Gree Buesing's outlook files       My Computer     Image: addressbook       My Network Places     Ccleaner						
	Ad-Aware 2007     ac Consoletine       Adobe Reader 8     DlgDiagv504f       Mozilla Firefox     Shortcut to DOC       Nero StartSmart     B spmp						
My Documents	Netscape 7.1						
My Computer	SSH Secure File Transfer Client SSH Secure Shell Client Andrea Reinken's .pst files						
My Network Places	File name:     Image: Constraint of the second	Open 🔹					

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

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

Text Import Wizard - Step 1 of 3								
The Text Wizard has determined that your data is Delimited. If this is correct, choose Next, or choose the data type that best describes your data.								
Choose the file type that best describes your data:								
<ul> <li>● Delimited - Characters such as commas or tabs separate each field.</li> <li>● Fixed width - Fields are aligned in columns with spaces between each field.</li> </ul>								
Start import at row: 1 🗢 File origin: 437 : OEM United States	~							
Preview of file C:\Documents and Settings\emc25042\Desktop\addressbook.txt.          1       * Pegasus Mail Addressbook, Thu, 09 Aug 2007 12:42:56         2       AngelDangel.perez@csun.eduDCSUN SystechD81867747800018111 Nord         3       CynthiaDcynthia.lin@csun.eduDCSUN SystechD81867747800018111 Nord         4       BricDeric.pesicka@csun.eduDCSUN SystechD81867747800018111 Nord         5       BugeneDeugene.garcia@csun.eduDCSUN SystechD81867765570018111 Nord								
	2							
Cancel < Back <u>N</u> ext > Finis	sh 💦							

8. You should now see something like this on excel:

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b 7	Katie	kathen	ne.la	rosa@csi	CSUN	Sys	8.19E+05		18111 No	rdhoff St, I	Northridge,	CA 91330					-
1	LISA	lisa.ba	yiin@	ycsun.edu	CSUN	Sys	8.19E+09		10111 No	rdnoff St, I	vortnridge,	CA 91330					
0	Treeve	enk.ch	0@C	sun.edu Decup ed	CSUN	Sys	0.19E+05		10111 No	rdhoff St, I	vorthridge,	CA 91330					-
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9.	Widen	each column	so that no	o cells are overlapping.	
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A1	•	f&*P	egasu	is Mail A	ddress	book, Th	u, 09 Au	2007 12:42:56		2		1000			
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Angel							angel.per	ez@csun.edu	CSUN Systech	8.19E+09		18111 No	rdhoff St,	Northri	idg
Cynth	nia						cynthia.li	n@csun.edu	CSUN Systech	8.19E+09		18111 No	rdhoff St,	Northri	idg
Eric							eric.pesi	cka@csun.edu	CSUN Systech	8.19E+09		18111 No	rdhoff St,	Northri	idg
Euger	ne						eugene.g	arcia@csun.edu	CSUN Systech	8.19E+09		18111 No	rdhoff St,	Northri	Ide
Katie							katherine	.larosa@csun.edu	CSUN Systech	8.19E+09		18111 No	rdhoff St,	Northri	Idg
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-	· · · ·	. (											1	_	
4 + +	\addressb	ook/							<		100				1

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.

Import and Export Wizard							
	Choose an action to perform: Export to a file Import a VCARD file (.vcf) Import an iCalendar or vCalendar file (.vcs) Import from another program or file Import Internet Mail Account Settings Import Internet Mail and Addresses Description Import data from other programs or files, including ACT!, Lotus Organizer, Personal Folders (.PST), Schedule+, database files, text files, and others. < Back Next > Cancel						

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.

Import a File	
	File to import: C:\Documents and Settings\emc25042\L Browse Options O Replace duplicates with items imported Allow duplicates to be created Do not import duplicate items
	< Back Next > Cancel

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

Map Custom Fields	X
Drag the values from the source file on the left, a on the right. Drag the item from the right to the	and drop them on the appropriate destination field left to remove it from the field mapping.
From: Tab Separated Values (Windows) addressbook.txt	To: Microsoft Office Outlook Contacts
Value	Field Mapped from 🔼
* Pegasus Mail Addressbook, Thu, 09	<ul> <li>Name</li> <li>Company</li> <li>Department</li> <li>Job Title</li> <li>Business Address</li> <li>Home Address</li> <li>Other Address</li> </ul>
< Previous Next >	Clear Map Default Map OK Cancel

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 <a href="https://exchangeweb.csun.edu/migrate/">https://exchangeweb.csun.edu/migrate/</a>

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

Connect to exc	hangeweb.csun.edu	? 🗙
		K
csun.edu <u>U</u> ser name: <u>P</u> assword:	sun	
	ОК	Cancel

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 Quicklinks	Accessibility	Portal 📽 People Finder	42 CSUN A to 2 ⊇ Webmail Go			
Help Desk	Training	IT Policies	Information Security	About IT			
		INFO	ormation T	ECHNOLOGY			
This wizard will allow you to permanently move your ( wizard <b>will not</b> move the data in your mailbox autom	SUN email account from N atically. Prior to running thi	Mirapoint to the new Ex s wizard you must follo	change 2007 system. This is a w the following steps:	an irreversible change. This migration			
<ol> <li>Archive your Mirapoint mail in Outlook. Step b http://www.csun.edu/~it/training/guides/.</li> <li>WARNING: If you do not archive all of your mail you do not archive all your mail your mail you do not archive all your mail you do not archive all your mail your mail you do not archive all your mail your your mail your mail your mail your mail your mail your mail your way your your mail your way your way your way your your way your way</li></ol>	y step Instructions are avai iI, it will be permanently los	lable in the Outlook 20 st after you complete th	03 Exchange Users Guide at				
<ol> <li>Remove your Mirapoint email account from Ou http://www.csun.edu/~it/training/guides/.</li> </ol>	tlook. Step by step instruct	tions are available in th	e Outlook 2003 Exchange Use	rs Guide at			
3. Add your Exchange account to Outlook by fol	owing the directions provide	ed in the Outlook 2003	Exchange Users Guide at <u>http</u>	://www.csun.edu/~it/training/guides/.			
4. Check this box to confirm that you have fo	lowed the directions from s	teps 1, 2, and 3.					
5. Click migrate mailbox to begin: Migrate Mailbox							
California State University Cor	amunity Impact Reports   Vo	oter Registration   Terr	ns and Conditions for Use Cont	tact CSUN			
California State University, North	ridge at 18111 Nordhoff Street, N	Northridge, CA 91330 / Pho	ne: 818-677-1200 / © 2007 CSU North	hridge			

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 <u>http://www-admn.csun.edu/admnhelp</u>

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