HOW TO MIGRATE YOUR OLD HEARDFIRE EMAIL TO SMARTERMAIL:

1. Login to your new heardfire email account as mentioned in the Employee Email User Guide listed at **http://heardfire.com/employees/empHome.html**.

2. Click on the settings icon ⚙ in the listing on the upper center of the browser window.
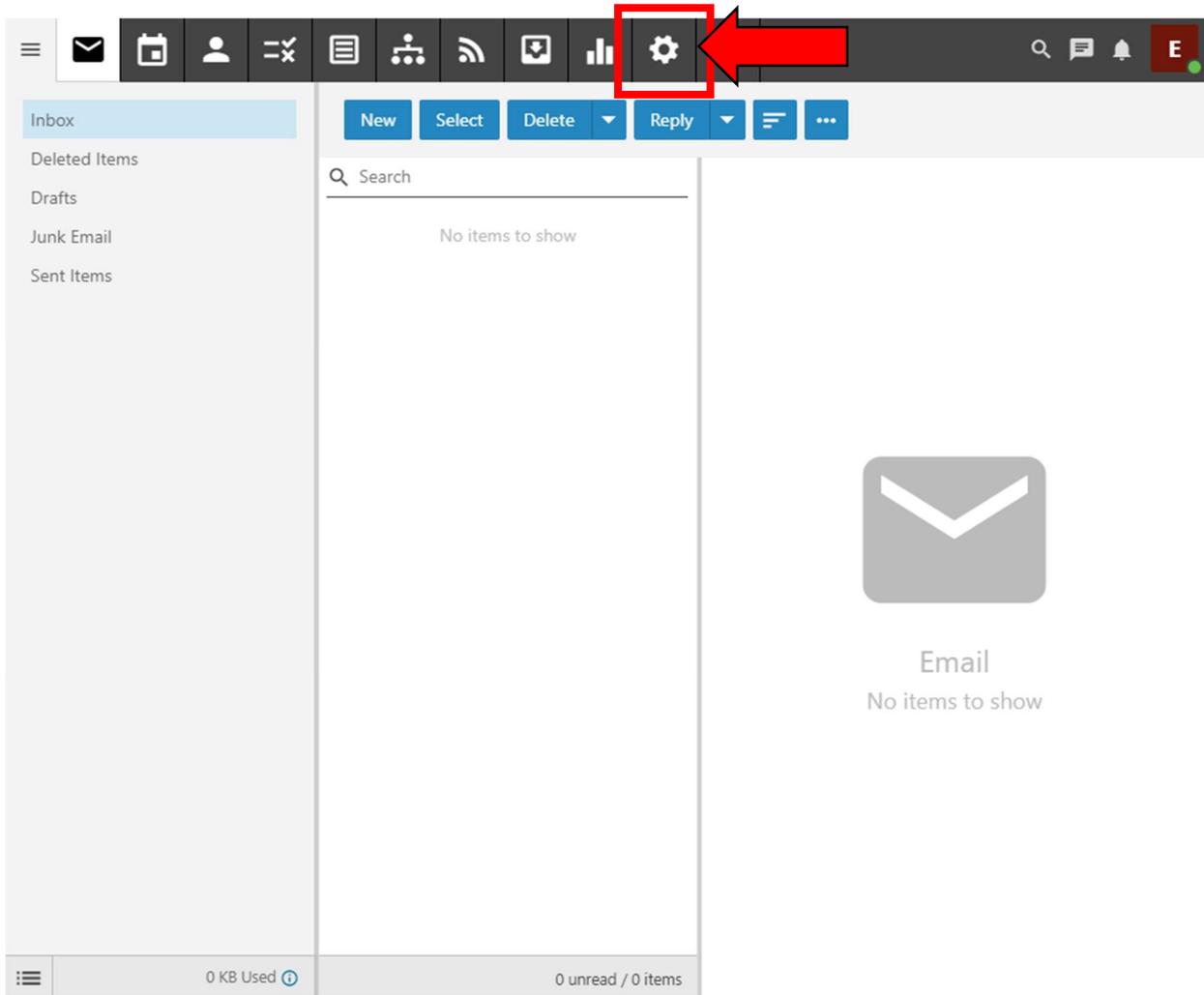
3. Click on **"Connectivity"** in the submenu on the left side of the browser window.
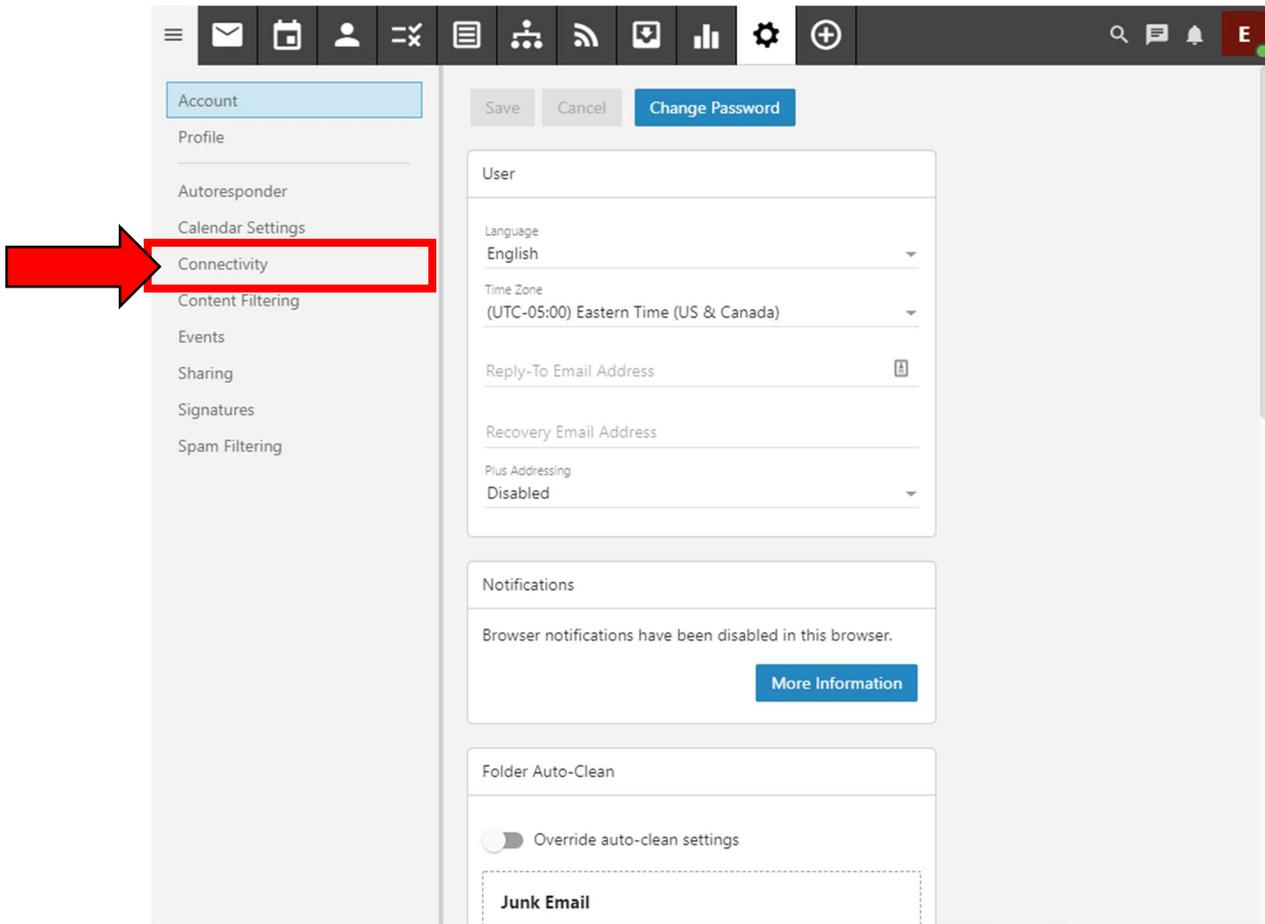
4. Scroll until you see the **"Mailbox Migration"** box and click the **"Migrate"** Migrate button.
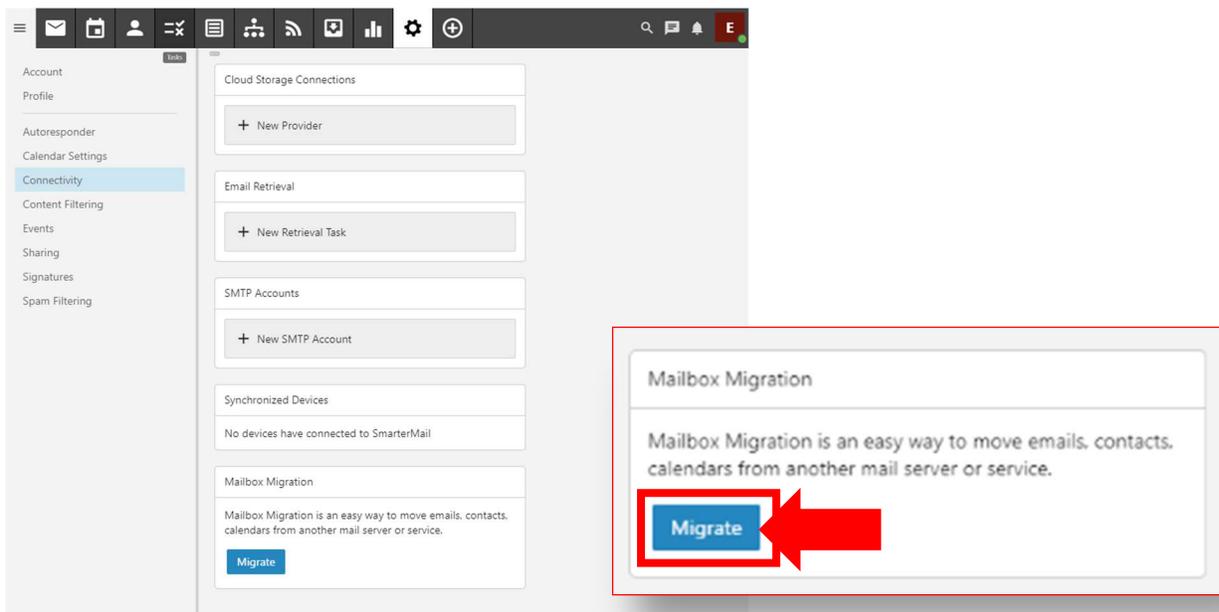
5. Click on **"Other"** in the Mailbox Migration menu.

Mailbox Migration ?

SmarterMail Microsoft Exchange Outlook.com

Microsoft Office 365 Yahoo! Mail Zimbra

Open-Xchange Kerio Connect CommuniGate

IceWarp Mdaemon Ipswitch IMail

MailEnable Other

Cancel
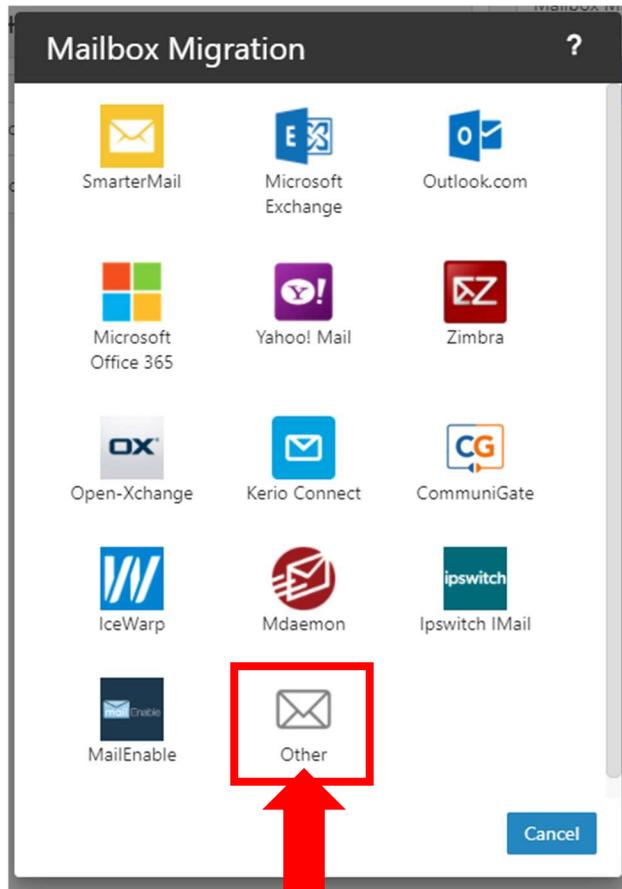
6. Confirm you are at this screen:

Mailbox Migration ?

Other

Server Address *
162.241.252.74

Type
IMAP

Port *
143

Email Address *
example@heardfire.com

Password *
•••••••••••

Require SSL

Delete existing SmarterMail mailbox items

Cancel Back Start
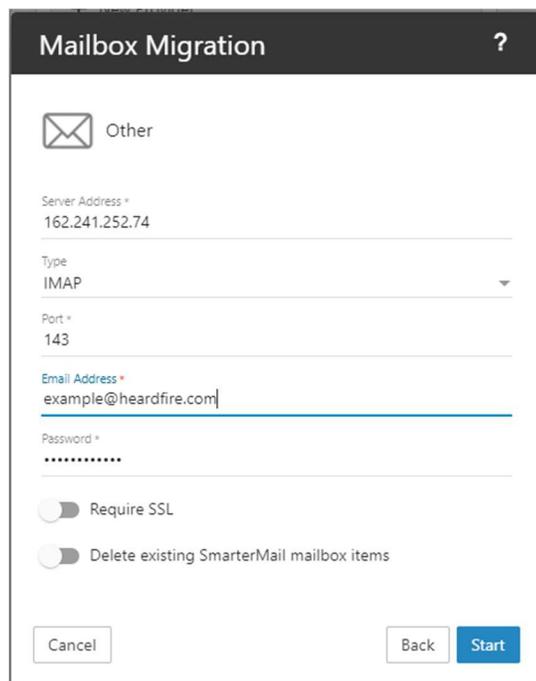
7. Type **"162.241.252.74"** into the **"Server Address"** field.

> Server Address *
> 162.241.252.74

8. Change **"Type"** to **"IMAP"** by selecting it from the drop-down menu.

> Type
> IMAP ▼

9. Type **"143"** into the **"Port"** text field.

> Port *
> 143

10. Type your full email address into the **"Email Address"** text field.

> Email Address *
> example@heardfire.com

11. Type your password from your previous email account into the **"Password"** text field.

> Password *
> ••••••••••

12. Confirm **"Require SSL"** and **"Delete existing SmarterMail mailbox items"** are toggled OFF. They should be OFF by default. The following is an example of them toggled OFF:

> ◯ Require SSL
>
> ◯ Delete existing SmarterMail mailbox items

13. Confirm your Mailbox Migration window looks like the following image but with YOUR email address in the **"Email Address"** field.

14. Click the **"Start"** button.

15. Wait for the email migration process to complete.

Mailbox Migration

Cancel

Mailbox Migration

Mailbox Migration is running in the background. You may continue to work, and items will appear in your account once the migration is completed.

Email - 5 Imported

Cancel
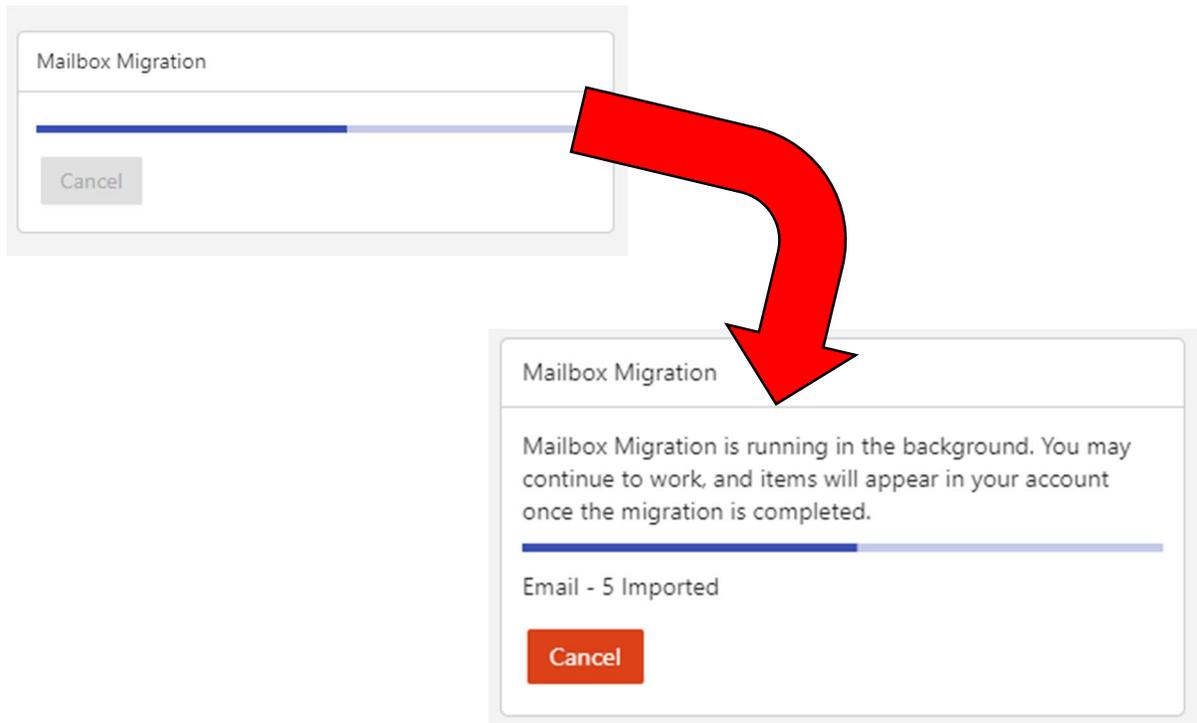
16. Return to your inbox and verify that your old county email messages have been migrated.