



## Transfer Webmail Messages into 1HOPE

- Log into Webmail, re-file all the messages that you want to transfer into your Webmail **New-Mail – Mail Inbox** folder.
  - <http://webmail.hope.edu>
  - Select the folder name from the drop-down menu, click **Go**
  - Select all messages (checkbox at the bottom of the message list)
  - Click **File**
  - Choose the **New-Mail – Mail Inbox** folder, click **Select**
- Log into your new 1HOPE account
  - <http://1.hope.edu>
- In the upper-right corner of the screen, click the **Settings** button

pestun@hope.edu | **Settings** | Help | Sign out

- Click the **Accounts** tab

The screenshot shows the 'Settings' page of a webmail interface. The 'Accounts' tab is highlighted with a red circle. The page contains several sections with settings and options:

- Language:** Hope College display language: English (US) [dropdown]
- Maximum page size:** Show 100 [dropdown] conversations per page
- Keyboard shortcuts:**  Keyboard shortcuts off,  Keyboard shortcuts on. Includes a [Learn more](#) link.
- My picture:** [Learn more](#) | [Select a picture](#) that other Hope College users will see when you email them.
- Contacts' pictures:** [Learn more](#) |  Show all pictures,  Only show pictures that I've chosen for my contacts- Pictures your contacts select for themselves will not be displayed
- Signature:** (appended at the end of all outgoing messages) |  No Signature,  [text input box]
- Personal level indicators:**  No indicators

- Click **Add another mail account**

**Settings**

[General](#) [Accounts](#) [Labels](#) [Filters](#) [Forwarding and POP](#) [Chat](#) [Web Clips](#)

Send mail as: Jeff Pestun <pestun@hope.edu> [edit info](#)  
(Use Hope College to send from your other email addresses) [Learn more](#)  
[Add another email address](#)

When I receive a message sent to one of my addresses:  
 Reply from the same address the message was sent to.  
 Always reply from my default address (currently pestun@hope.edu)  
(Note: You can change the address at the time of your reply. [Learn more](#))

Get mail from other accounts: (download mail using POP3) [Learn more](#)  
[Add another mail account](#)

Change Password: Follow this link [Change Password](#) to reset your password.

- In the *Email address:* field, enter your Webmail username, then **@webmail.hope.edu** (for example, if your Webmail username is *jones*, you should enter **jones@webmail.hope.edu**). Then click **Next Step >>**.

**Add a mail account**

Enter the email address of the account to get mail from  
(Note: You may add 5 more accounts)

Email address: pestun@webmail.hope.edu

- In the *Password:* field, enter your Webmail password. Click the box next to **Archive incoming messages**, then click **Add Account >>**.

**Add a mail account**

Enter the mail settings for pestun@webmail.hope.edu. [Learn more](#)

Email address: pestun@webmail.hope.edu

Username: pestun

Password: \*\*\*\*\*

POP Server: webmail.hope.edu Port: 110

Leave a copy of retrieved message on the server. [Learn more](#)

Always use a secure connection (SSL) when retrieving mail. [Learn more](#)

Label incoming messages: pestun@webmail.hope.edu

Archive incoming messages (Skip the Inbox)

- Select **No**, then click **Finish**.

**Your mail account has been added.**

You can now retrieve mail from this account.  
Would you also like to be able to send mail as pestun@webmail.hope.edu?

Yes, I want to be able to send mail as pestun@webmail.hope.edu.

**No** (you can change this later)

**Finish**

- Messages from your Webmail Inbox/New Mail folder will then be moved into your 1HOPE **All Mail** folder.

**Settings**

[General](#) [Accounts](#) [Labels](#) [Filters](#) [Forwarding and POP](#) [Chat](#) [Web Clips](#)

**Send mail as:** Jeff Pestun <pestun@hope.edu> [edit info](#)  
(Use Hope College to send from your other email addresses) [Learn more](#)  
[Add another email address](#)

**When I receive a message sent to one of my addresses:**  
 Reply from the same address the message was sent to.  
 Always reply from my default address (currently pestun@hope.edu)  
(Note: You can change the address at the time of your reply. [Learn more](#))

**Get mail from other accounts:** pestun@webmail.hope.edu [edit info](#) [delete](#)  
(download mail using POP3) [Learn more](#)  
Last checked: 0 minutes ago. No mails fetched. [View history](#) [Check mail now](#)  
[Add another mail account](#)

**Change Password:** Follow this link [Change Password](#) to reset your password.

