



|               |   |               |                   |
|---------------|---|---------------|-------------------|
| Procedure     | <b>Back Up E-Mail from Old server to New Server (Zimbra Server)</b> |               |                   |
| Reference No  |   | Launched Date | November 21, 2011 |
| Apply To      | @phuket.ksc.co.th   |               |                   |
| <b>Remark</b> | <b>To reduce the use of paper, please do not print it out</b>       |               |                   |

### Objective

- Understand how to Back up E-Mail from old server to new server

### **Step 1**

#### Logging in

1. Open Internet Explorer
2. Enter address bar as below details. When the log in dialog appears, you can log in to the advanced Web Client (recommended).  
Email @phuket.ksc.co.th                      enter <https://mail.phuket.ksc.co.th>
3. You will be prompt for username and password. Your e-mail account normally will be your first name and following with first letter of last name as example below

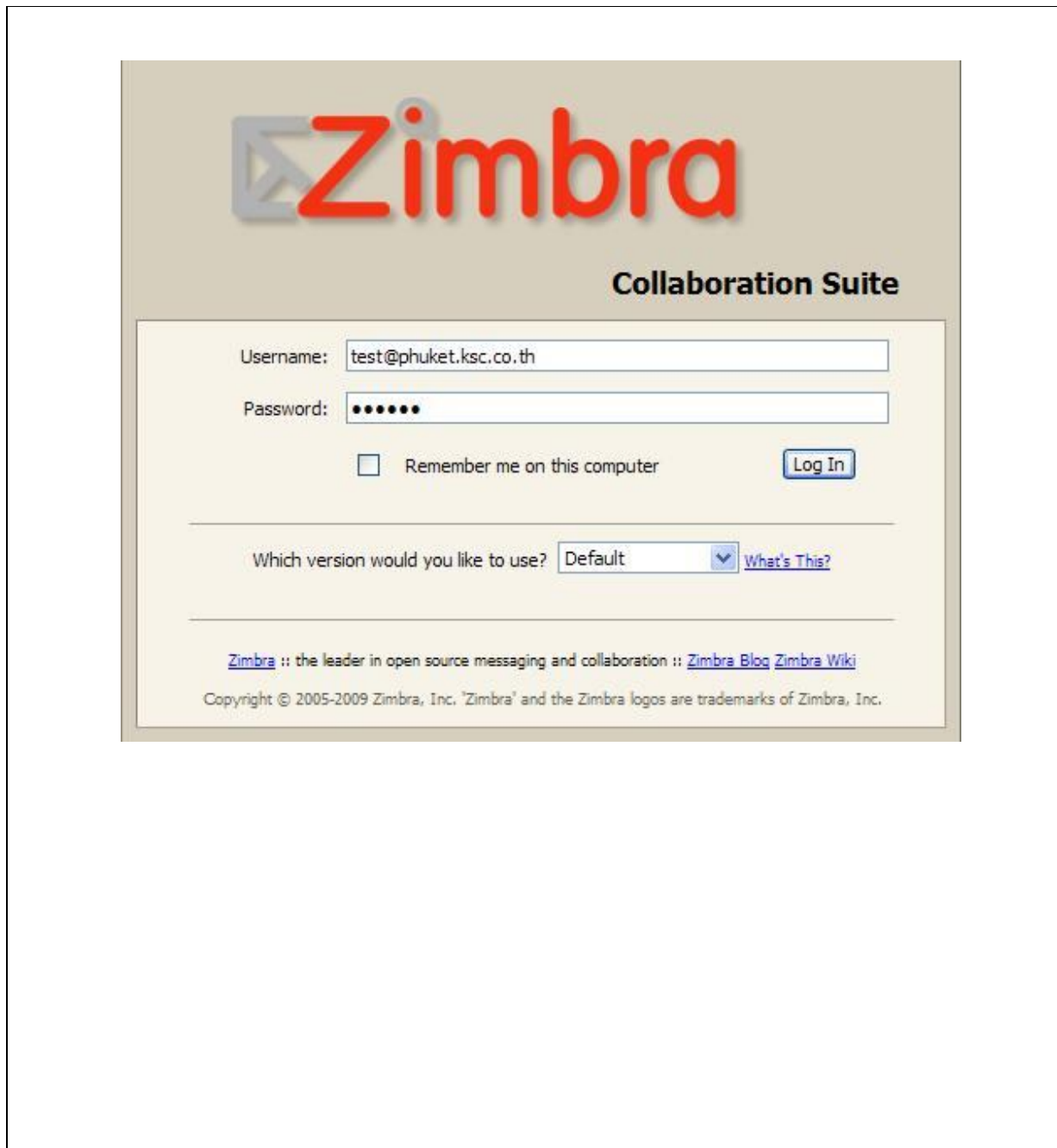
#### **Example**

User Name                      : [test@phuket.ksc.co.th](mailto:test@phuket.ksc.co.th)  
Email address                 : [test@phuket.ksc.co.th](mailto:test@phuket.ksc.co.th)

Enter **New** username        : [test@phuket.ksc.co.th](mailto:test@phuket.ksc.co.th) (same as email address)  
Enter **Default** password : xxxxxx (You can login by own password)



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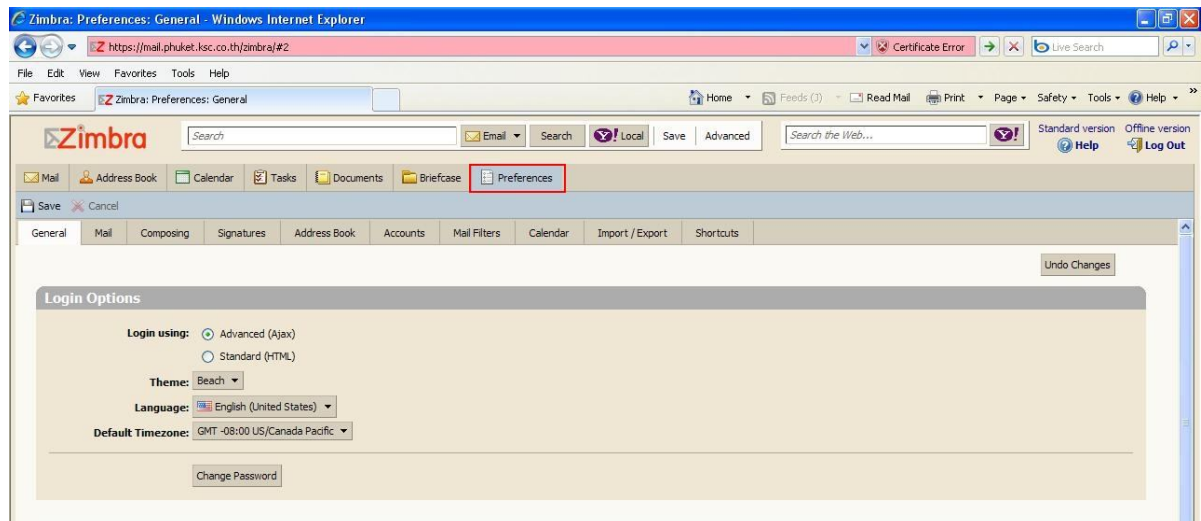


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## Step 2

### Back Up E-Mail

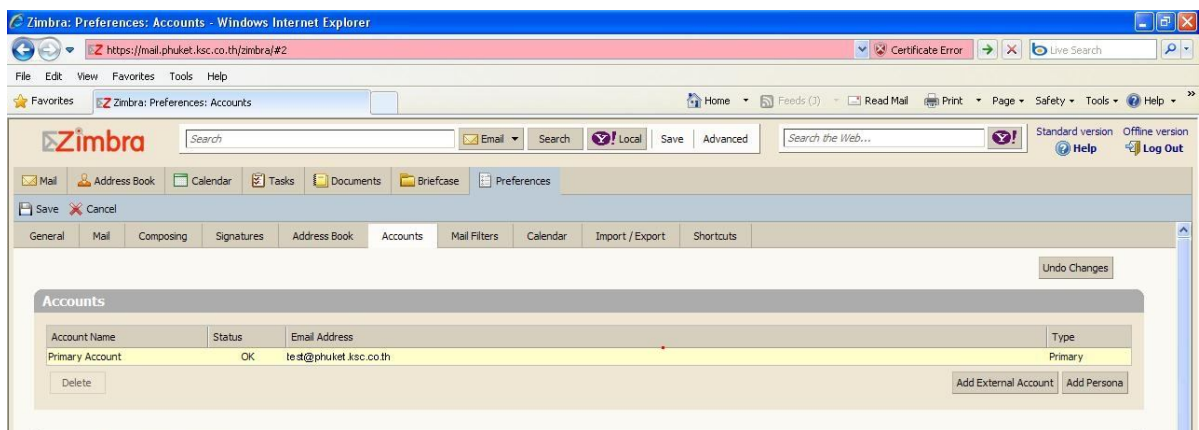
1. Go to menu → Preference





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2. Go to menu → Account



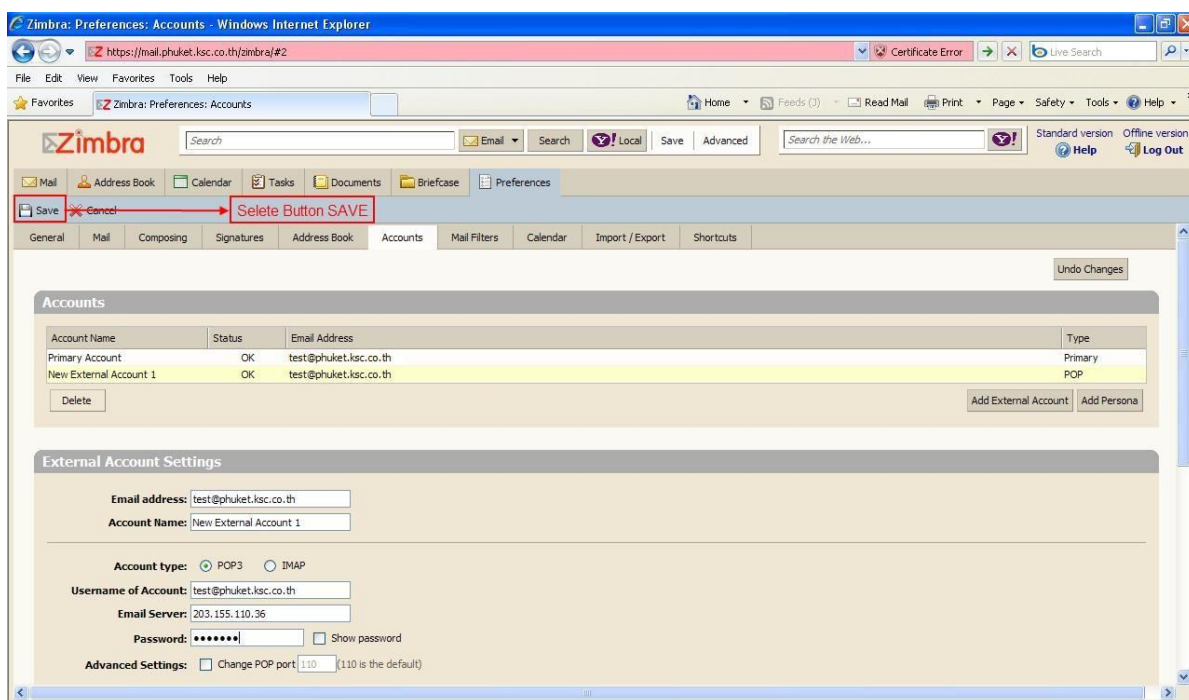
3. Select Button → Add External Account and enter your information at External Account Settings.



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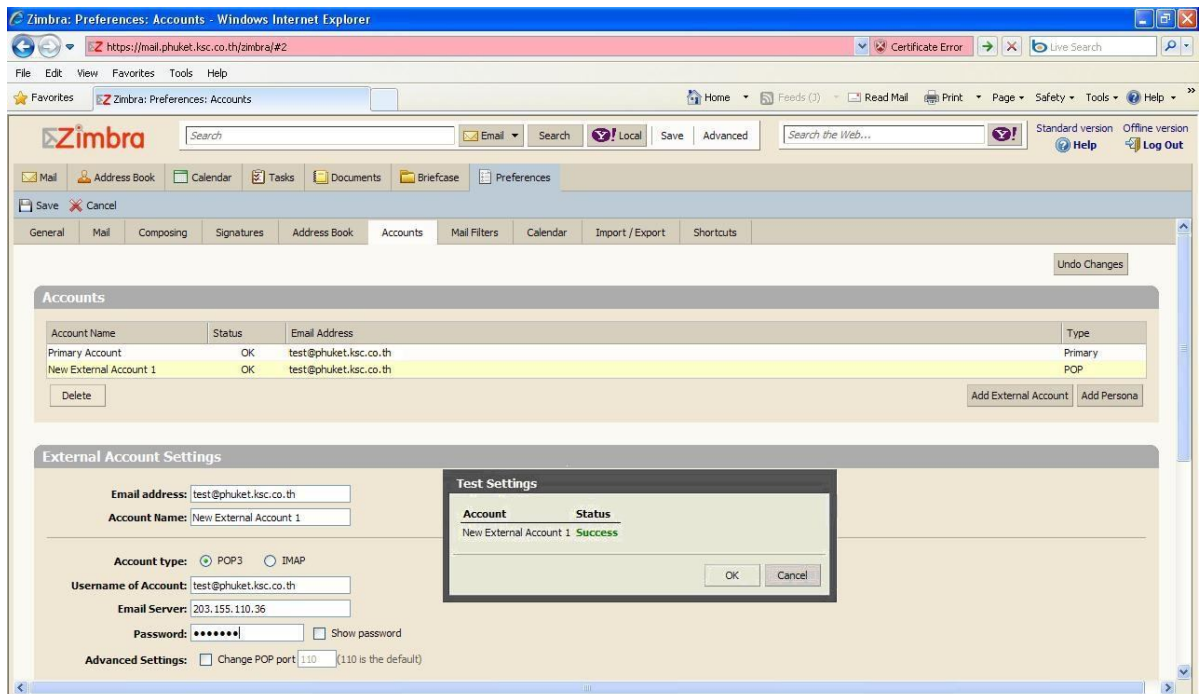
About Information.

- Enter Address : [test@phuket.ksc.co.th](mailto:test@phuket.ksc.co.th)
- Account Type : POP3
- User Name for Account : test
- Email Server : 203.155.110.36 (IP old Server)
- Password : xxxxxx (You can login by own password)
- Download messages to : Inbox
- Save



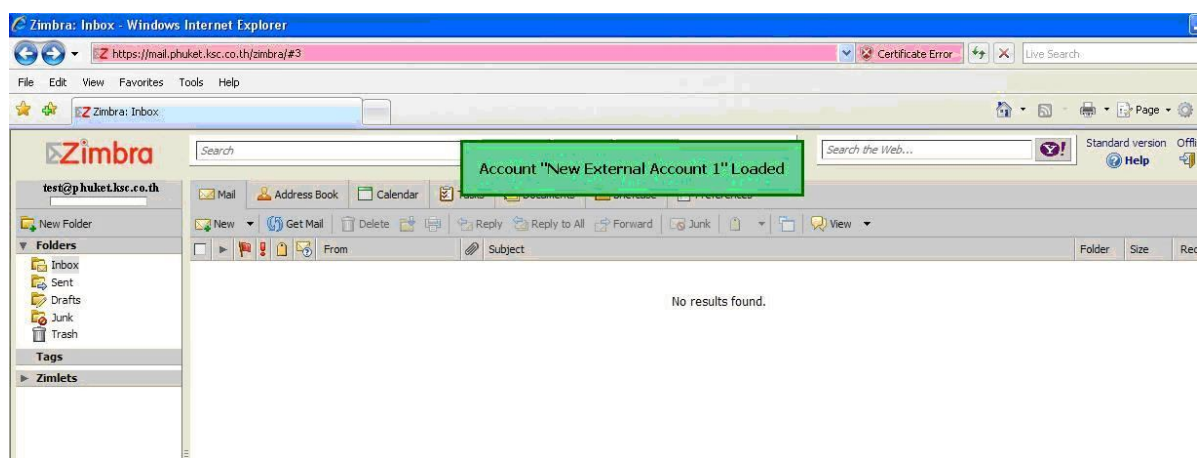
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4. Click Save for Test Settings, After Than click OK.



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5. Click button → Get Mail



**Logging out**

To prevent others from logging in to your email account, you should always use the **Log Out** link, located in the **upper right** of the Web Mail page to close your session.