Guide for staff and research postgraduates

Copying emails/contacts to your kentforlife account

When you leave the University, your existing kent.ac.uk email account is withdrawn, and a Kentforlife email account is available at: user@kentforlife.net (your usual Kent IT account username is used in the email address).

If you want to keep existing/old messages held in your kent.ac.uk account, you will have to manually copy into your new account before it closes (shortly after you leave the University). Helpdesk staff can’t copy messages on your behalf or retrieve old messages once your kent.ac.uk account is closed.

Copying messages across - what not to copy!
You should not copy/move to your kentforlife account any work related material, unless you have clear permission from the University, and you must comply with all relevant laws and regulations including the Data Protection Act. The University’s regulations state:

“Data which is the intellectual property of the University, any personal information about staff or students, or data covered by the data protection act should not be copied. Details and guidance on the data protection act can be found at the Information Commissioner’s Office web site: http://www.ico.gov.uk/”

To copy individual emails to your new account
Forward each message to your new @kentforlife.net address (one at a time).

To copy emails in bulk, using a free IMAP email client
It’s possible to connect email software to both your old and new email accounts, and then drag messages across from one account to the other.

Use the IMAP settings given below to connect your email client to both accounts.

IMAP settings to connect to your kent.ac.uk (ConnectMail) account
- **Your name:** the name that you want to appear in the recipients inbox when you send mail
- **Your email address:** your full Kent email address
- **Account type:** IMAP
- **IMAP or incoming server:** imap.connect.kent.ac.uk
- **Username:** your Kent IT username
- **Password:** your Kent IT password
- Ensure SSL is selected as the **encryption type** for the incoming server.
- Ensure the **incoming server port** is set to 993

*Don’t forget!* You will not be able to send or receive email from this account after you leave, and you will only be able to access it for a limited time to read, move and delete old messages.

IMAP settings to connect to your kentforlife account
To copy all emails to your new account
Before doing this you should permanently delete folders and emails that shouldn’t be copied, and empty your Deleted Items folder. The process below will not remove any emails or folders from your Kent staff email account.

1. Sign in to http://live.kent.ac.uk – your username is based on your staff Kent IT account username with @kentforlife.net appended: username@kentforlife.net
2. Click Options, See All Options…
3. Click the Connected Accounts button.
4. Click New…
5. Enter your Kent staff email address and IT account password and click Next.
6. After a few seconds trying to connect, a warning pops up saying it couldn’t establish a secure connection. Click No when asked if you want to try a non-secure connection.
7. In the next Window that appears, select the blue IMAP link text to enter the IMAP settings for your Kent staff account.
8. Enter the following information and click Save:
   - Display name: your name
   - E-mail address: your Kent staff email address
   - User name: Your Kent staff username
   - Password: Your Kent IT account password
   - Incoming server: imap.connect.kent.ac.uk
   - Authentication: Basic
   - Encryption: SSL
   - Port: 993
9. A pop up box appears explain that a verification email has been sent to your Kent staff email address. You will need to click on the verification link in that email to finalise the setup.
10. After waiting a few minutes, all your Kent staff email folders and emails will appear in your Kentforlife.net account.

When you are happy that all emails have been transferred, you can delete your old @kent.ac.uk account from Connected Accounts (click Yes to the warning message that appears during deletion).

To copy your contacts to Kentforlife
1. Sign in: http://live.kent.ac.uk using username@kentforlife.net (eg abc1@kentforlife.net).
2. At the top-right of the screen click Options and choose See All Options…
3. On the right-hand side of the Options screen, click Import your contacts from an existing e-mail account, and follow the instructions in the popup box.