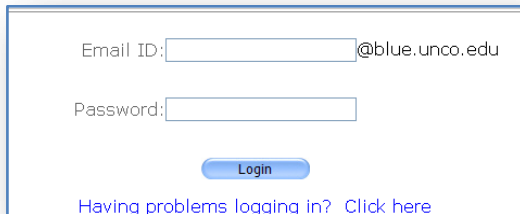


Transferring e-mails from old BearMail to the new BearMail

Access the old BearMail system

Sign into your BearMail account, located at <https://bearmail.unco.edu>. (Figure 1)

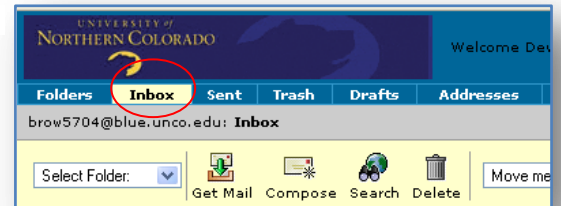
Figure 1



Email ID: @blue.unco.edu
Password:

[Having problems logging in? Click here](#)

Figure 2



Access the inbox by the icon in the toolbar (Figure 2), and open the e-mail you wish to retain by clicking on the subject words. (Figure 3)

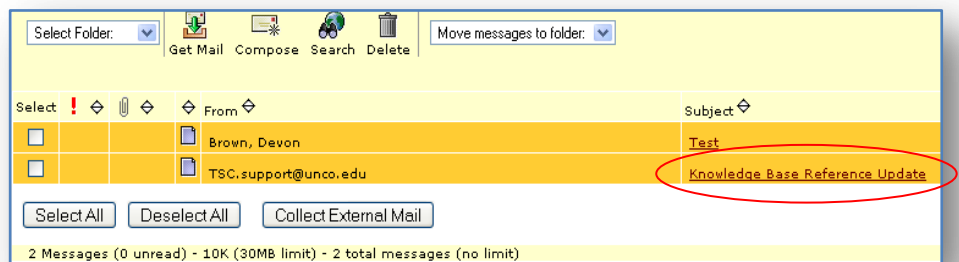


Figure 3

Click on Forward (Figure 4), and enter the new e-mail address (i.e. smit1234@bears.unco.edu) (Figure 5). Click on the Send icon in the top left corner of this window. (Figure 5)

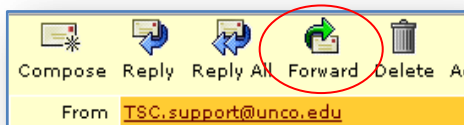
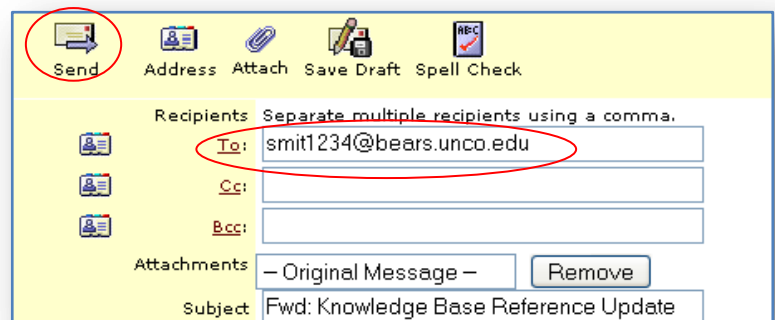


Figure 4

Figure 5



Repeat these steps for all e-mails you wish to retain in the new e-mail system. Please remember that eventually this BearMail will be deleted, along with all of its contents.