邮件搬家至【校友邮箱】指南
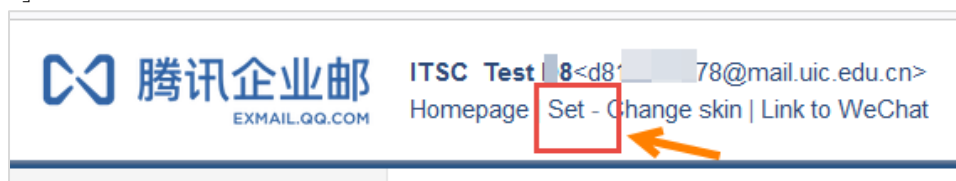# How to move mail to 【Alumni Mailbox】
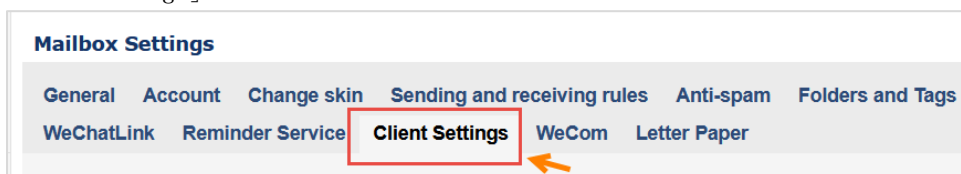
Ver：ITSC2023072401

1. 登录在校时原来的学生邮箱
   Log in to the original student mailbox

   a) 进入设置
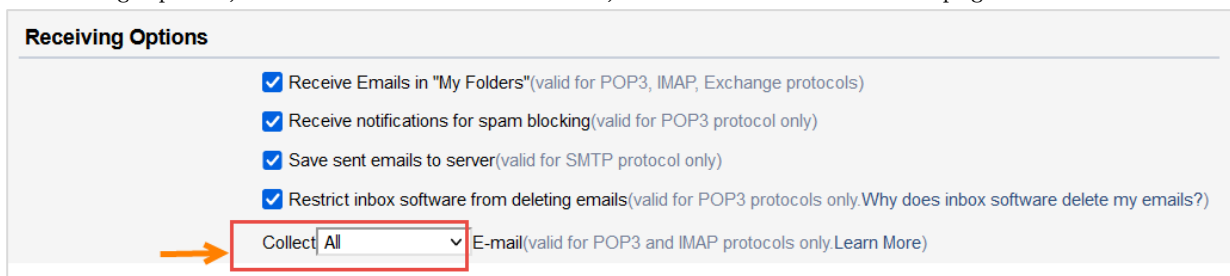   Click [Set]

   b) 点击"客户端"设置
   Click [Client Settings]

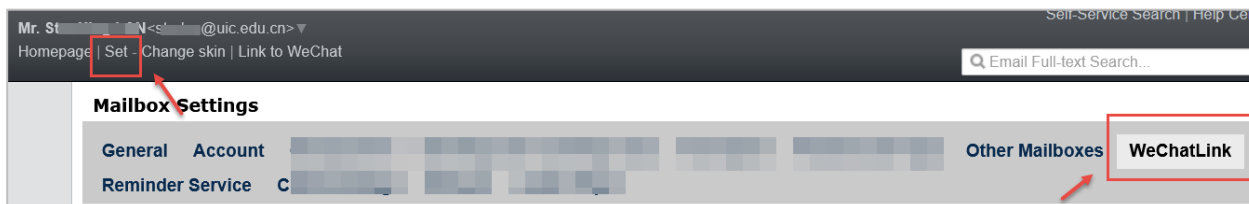

   收取选项，确认选择收取<mark>全部邮件</mark>，并在页面点击保存
   Receiving option, select collect all emails, and click save on the page

   c) 注意：如果邮箱绑定了**微信验证登录的**，请取消绑定，否则无法迁移邮件到校友邮箱
   Note: If the mailbox is bound to wechat verification login, please cancel the binding, otherwise the email cannot be moved to the alumni mailbox
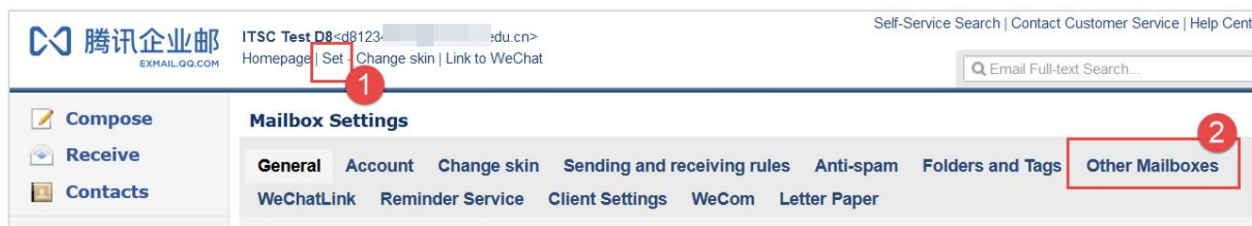

   安全登录：取消绑定微信验证
   Secure Login:Disable security login
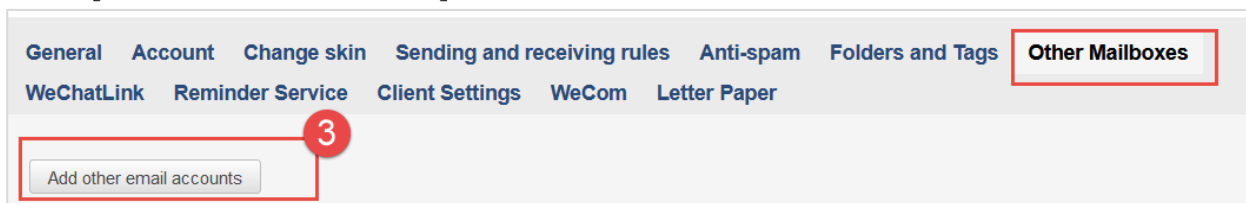
2. 登录校友邮箱
   Log in to the alumni mailbox

   a) 点击【设置】，然后点击【其他邮箱】
      Click [Set], and then click [Other Mailboxes]
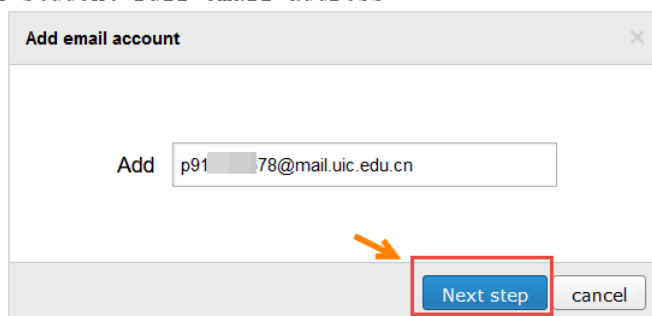

   b) 点击【添加其他邮箱账户】
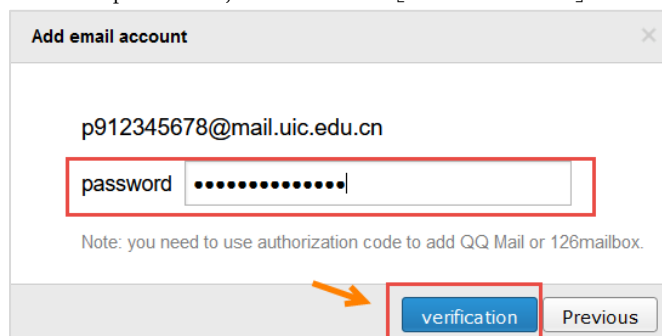   Click [Add other email accounts]

   填写在校时原来的完整邮箱地址：（例如：xxxxxxxx78@mail.uic.edu.cn）
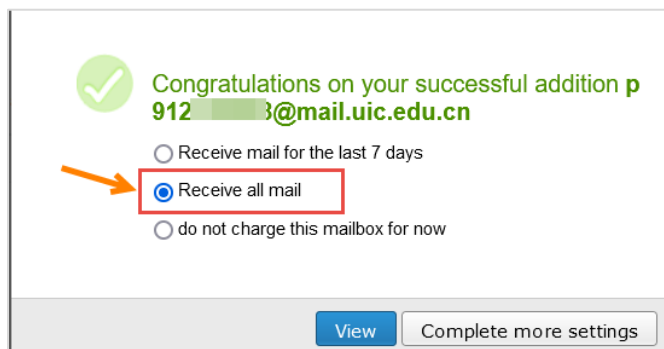   Fill in the original student full email address

   点击下一步，输入密码，点击【验证】：
   Click Next step, enter the password, and click [Verification]:

北京师范大学 香港浸会大学 联合国际学院
BEIJING NORMAL UNIVERSITY · HONG KONG BAPTIST UNIVERSITY
UNITED INTERNATIONAL COLLEGE

信息科技服务中心
Information Technology
Services Centre

c)　验证成功后看到以下窗口，请选择：收取全部邮件：
　　After the verification is successful, you will see the following window, please select: Receive all email:
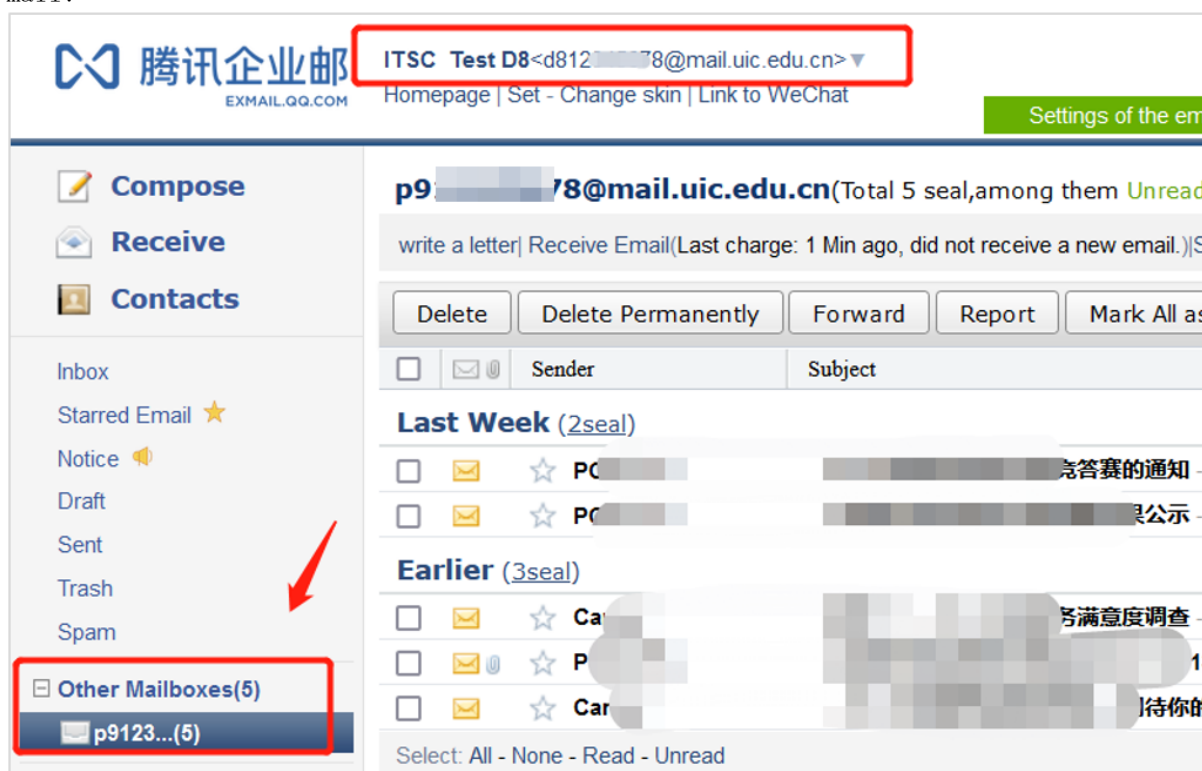

d)　点击[View]查看，完成。
　　Click [View] and finish.

　　在邮箱首页左边菜单，其他邮箱，可看到迁移过来的邮件：
　　In the left menu of the mailbox homepage, other mailboxes, you can see the migrated mail:

The End.
Prepared by ITSC