

## **MIGRATION OF STUDENT EMAIL FROM *CINECA* TO *OFFICE 365***

On **April 12<sup>th</sup>, 2019**, the students' e-mail domain @studenti.uniroma4.it will switch from *Cineca* to *Office 365*.

In order to save the folders from the zimbra web client, follow the instructions below as communicated by Cineca:

From the web client:

preferences, import/export

You can export:

- Mail folders (in zip format .tgz)
- Agendas (in iCalendar .ics format)
- Contacts (in .csv format)

To export:

1. Click on the "Preference" (Preferences) tab.
2. Click "Esporta" (Export)
3. Select the type of item: "Account" (mail folder), "Agenda" or "Contatti" (Contacts).
4. Select the item from the "Fonte" (Source) menu.
5. Click on "Impostazioni avanzate" (Advanced Settings) to specify:
  - What types of data to include in the export
  - Which date range to export
  - Which filters to use (if applicable)
6. Click on Export