

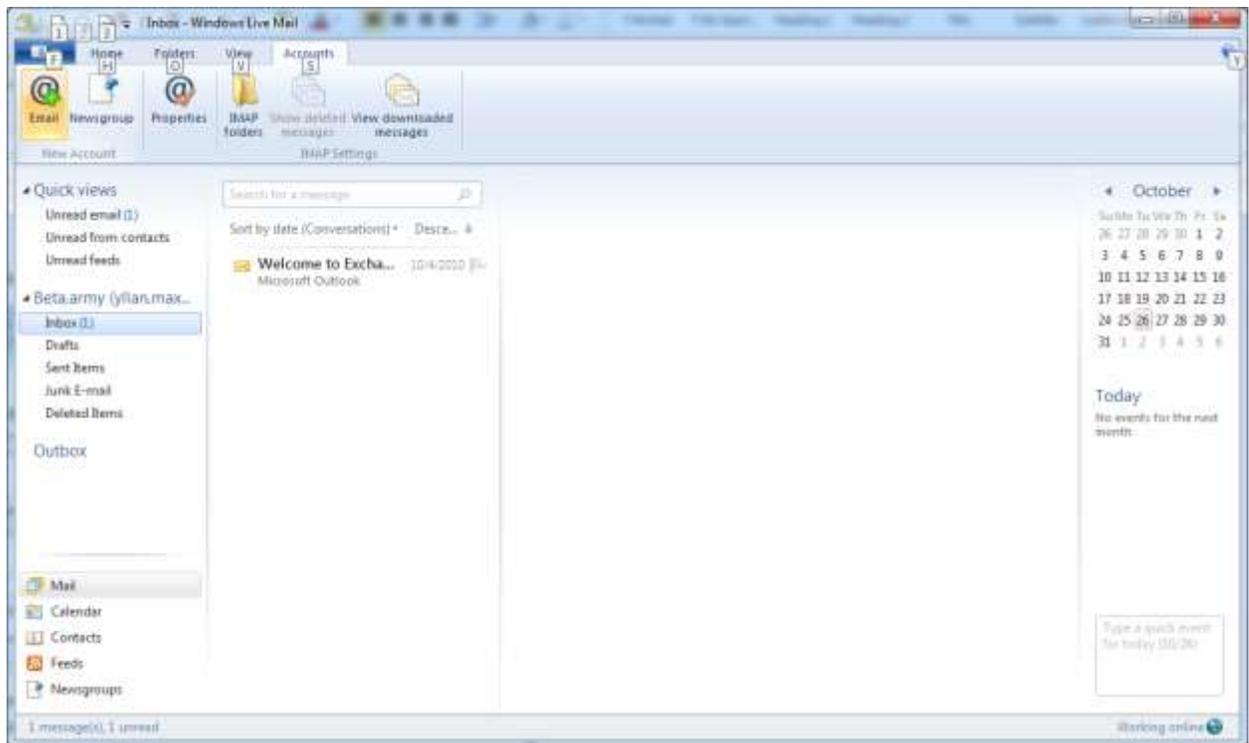
Migrating Beta Email to AKO

The procedure in this document walks the user through the process of adding both their Beta Mail account and AKO account using an IMAP configuration. This will allow the user to see both mailboxes under the same profile and be able to migrate or move e-mail from one account to the other. These instructions are for Windows Live Mail but the configuration settings can be used to configure an Outlook 2007/2010 profile to accomplish the same thing.

1. Download and install Windows Live Mail (link below) or use Outlook 2007/2010

<http://explore.live.com/windows-live-mail?os=other>

2. To add your Beta Mail account to Windows Live Mail, after installing Windows Live Mail and launching the application, click on Accounts and then click on the +@ Email icon (on the upper left hand corner).



3. At the Add Your E-mail Accounts window, enter your information on fields below and click Next

Windows Live Mail

Add your email accounts

Email address:

[Get a Windows Live email address](#)

Password:

 Remember this password

Display name for your sent messages:

Make this my default email account
 Manually configure server settings

Most email accounts work with Windows Live Mail including
Hotmail
Gmail
and many others.

Cancel Next

4. At the Configure Server Settings window, enter your information in the configuration fields and click Next

The screenshot shows the 'Configure server settings' window in Windows Live Mail. The window title is 'Windows Live Mail' and it has a close button in the top right corner. The main heading is 'Configure server settings' in green, with a subtitle: 'If you don't know your email server settings, contact your ISP or network administrator.'

The window is divided into two columns: 'Incoming server information' and 'Outgoing server information'.

Incoming server information:

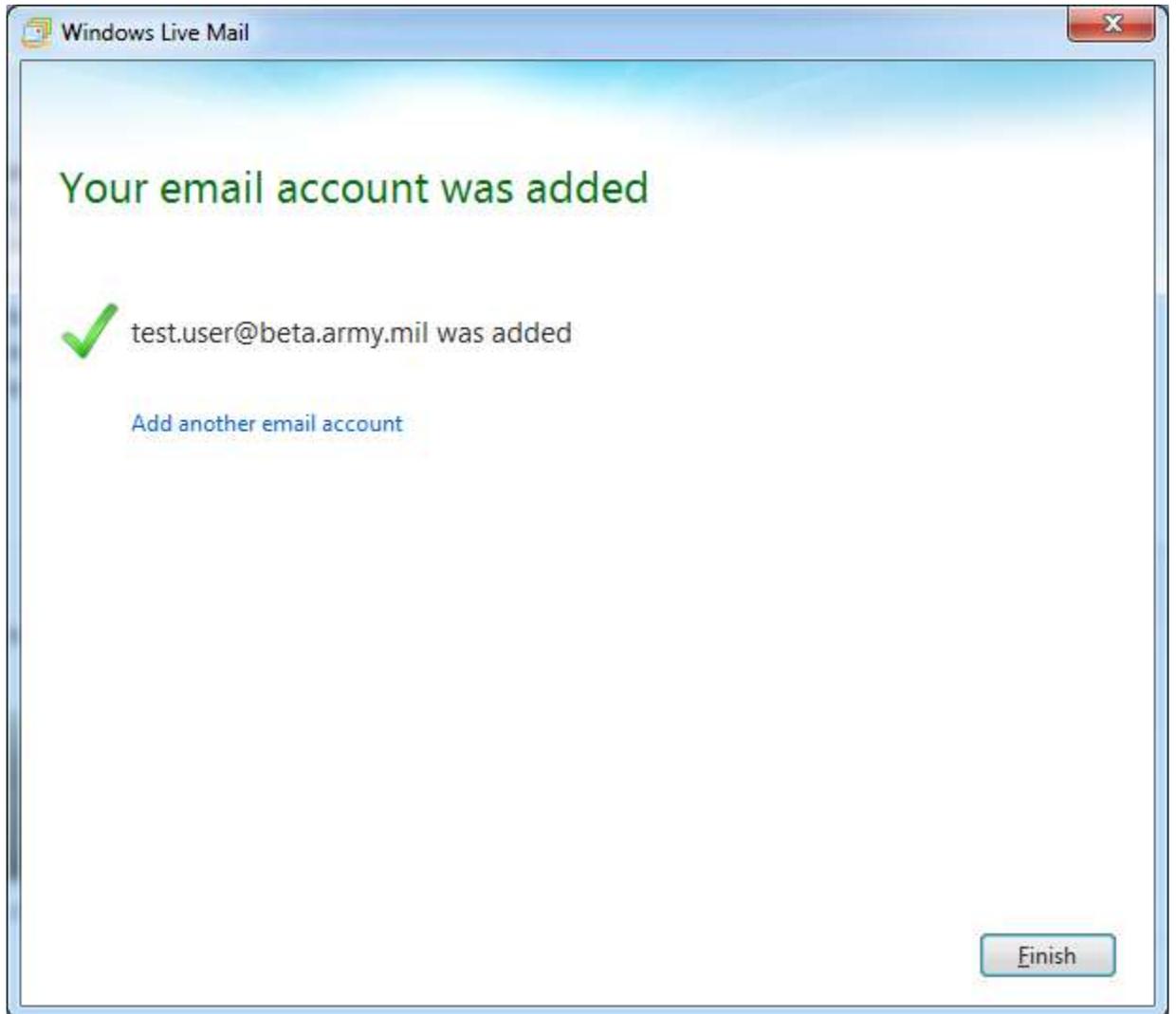
- Server type: A dropdown menu showing 'IMAP'.
- Server address: A text box containing 'mail.beta.army.mil'.
- Port: A text box containing '993'.
- Requires a secure connection (SSL): A checked checkbox.
- Authenticate using: A dropdown menu showing 'Secure Password Authentication'.
- Logon user name: A text box containing 'test.user'.

Outgoing server information:

- Server address: A text box containing 'mail.beta.army.mil'.
- Port: A text box containing '25'.
- Requires a secure connection (SSL): A checked checkbox.
- Requires authentication: A checked checkbox.

At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Next'.

5. At the “Your Email Account Was Added” window click Finish



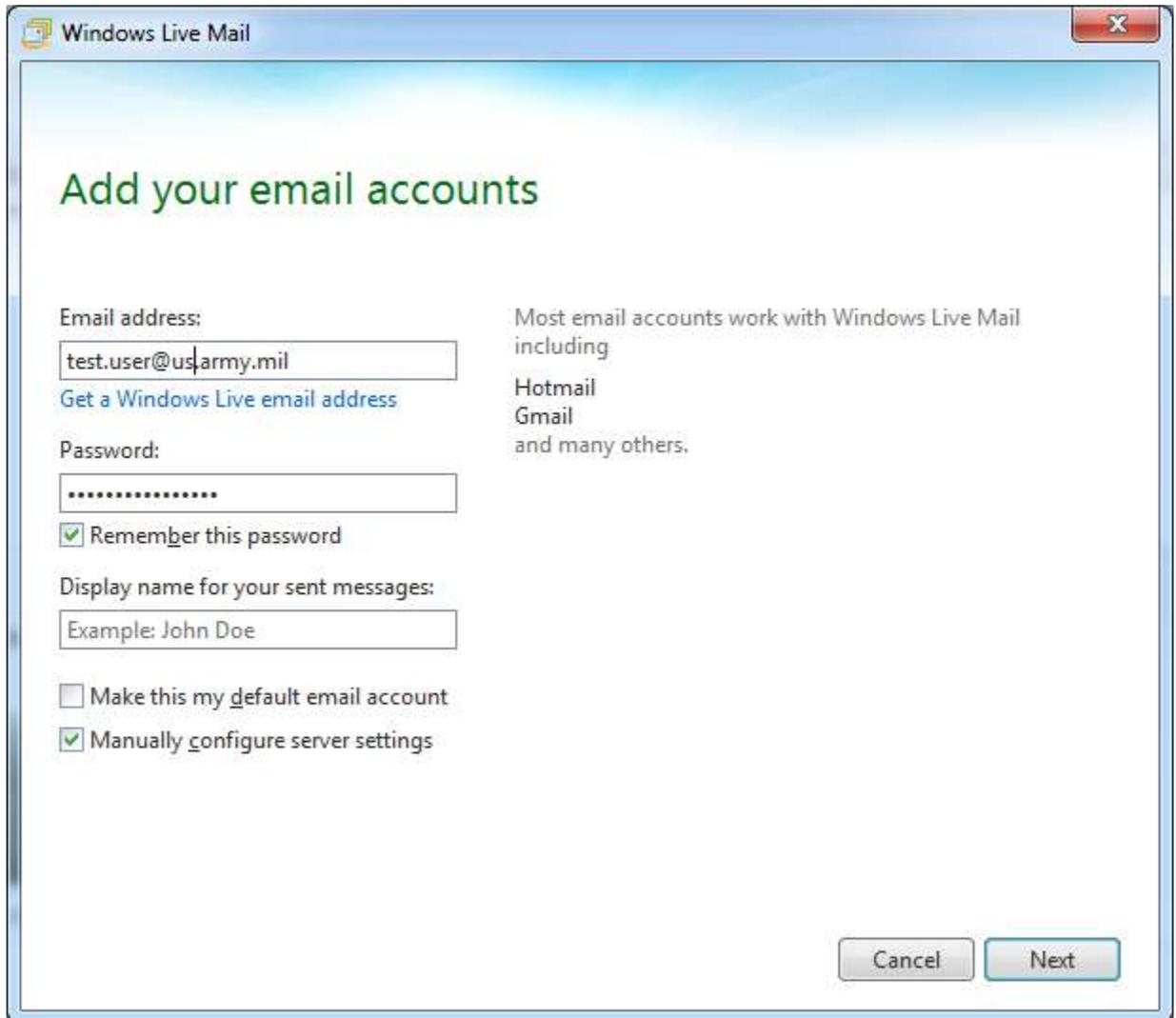
6. If you get prompted for credentials, enter the following:

Username: test.user (your Beta Mail account user id)
Password: your Beta Mail account password
Domain: pilot

NOTE: If you are unable to send e-mails while connected via the Windows Live Mail, try changing the Outgoing server port from 25 to 465 (on the 3rd screenshot above)

To add the AKO account:

1. Under the Accounts Tab, click on +E-mail icon on the upper left hand corner
2. Enter your e-mail address test.user@us.army.mil
3. Enter your AKO account password
4. Click on Manually configure server settings check box and click Next



The screenshot shows a Windows Live Mail window titled "Windows Live Mail" with a close button in the top right corner. The main heading is "Add your email accounts".

On the left side, there are several input fields and checkboxes:

- Email address:** A text box containing "test.user@us.army.mil". Below it is a blue link: "Get a Windows Live email address".
- Password:** A text box filled with dots. Below it is a checked checkbox: "Remember this password".
- Display name for your sent messages:** A text box containing "Example: John Doe".
- Below the display name are two checkboxes:
 - Make this my default email account
 - Manually configure server settings

On the right side, there is a text block: "Most email accounts work with Windows Live Mail including Hotmail Gmail and many others."

At the bottom right, there are two buttons: "Cancel" and "Next".

5. In the Configure Server Settings window configure per the settings below and click Next

Windows Live Mail

Configure server settings

If you don't know your email server settings, contact your ISP or network administrator.

Incoming server information

Server type:
IMAP

Server address: Port:

Requires a secure connection (SSL)

Authenticate using:
Clear text

Logon user name:

Outgoing server information

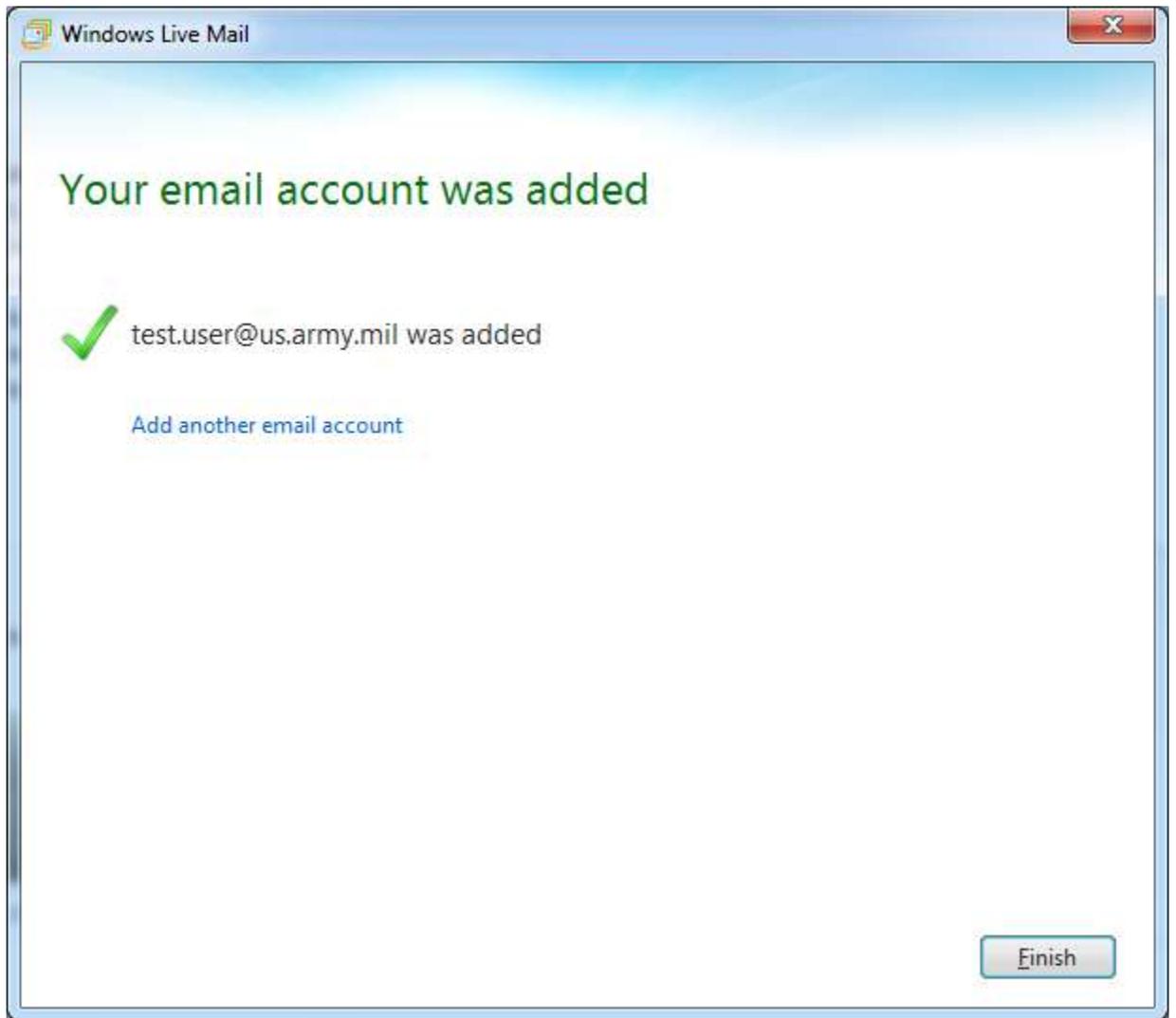
Server address: Port:

Requires a secure connection (SSL)

Requires authentication

Cancel Back Next

6. At the “Your Email Account Was Added” window click Finish



7. If you get prompted for credentials, enter your ako username and password.

You should be able to drag and drop, copy/move e-mails from one account to another.