

Moving e-mail messages from Hotmail to LotusLive iNotes

Do you have a Hotmail account and want to move messages to your LotusLive iNotes account? Preparing to move messages is a four-step process:

1. Download and install Microsoft Office Outlook Connector. For more information about completing this step, see the Microsoft Office Outlook Connector product documentation.
2. Set up your Hotmail account to work with either Microsoft Office Outlook 2003 or Microsoft Outlook 2007. For more information about completing this step, see the Hotmail help.
3. Transfer the Hotmail messages to Microsoft Outlook. For more information about completing this step, see the Hotmail help.
4. Set up Microsoft Outlook to communicate with LotusLive iNotes. Microsoft Outlook should be set up as either an IMAP or POP client for LotusLive iNotes.

After you complete these steps, you can use the IMAP or POP client to move messages from Microsoft Outlook to LotusLive iNotes.

Set up Microsoft Outlook to communicate with LotusLive iNotes

Before you start the set up process for Microsoft Outlook – LotusLive iNotes communication, verify, with either the IT help desk or your e-mail administrator, that the following ports for mail transfer protocols are open:

- POP: port 995
- IMAP: port 993
- SMTP: port 465

LotusLive iNotes uses only the SSL-encrypted forms of POP, IMAP, and SMTP. If these ports are blocked, Microsoft Outlook and LotusLive iNotes communication is not successful.

Decide between IMAP and POP

IMAP and POP are two different ways to receive e-mail messages from LotusLive iNotes. If you use IMAP, you can synchronize the changes you make to e-mail messages and folders.

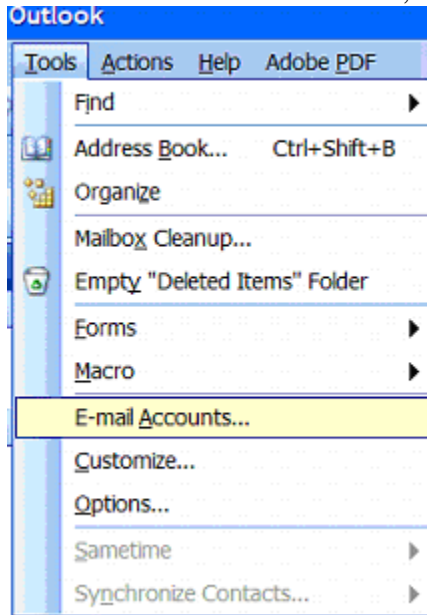
If you use POP, e-mail messages are pulled from the LotusLive iNotes Inbox folder. The synchronization is not available.

Set up Microsoft Outlook as an IMAP client for LotusLive iNotes

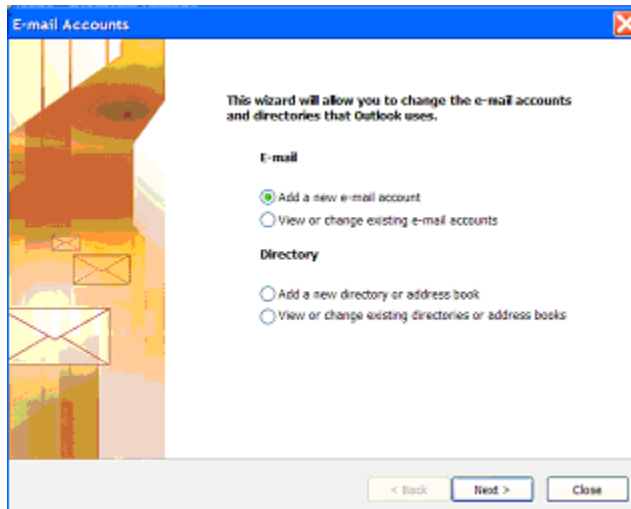
When you set up Microsoft Outlook as an IMAP client for LotusLive iNotes, you need to know the LotusLive iNotes IMAP connection information. You can either look up this information or check with your administrator. The IMAP connection information should be in a format similar to the following example: Your-company-imap.mail.lotuslive.com

To set up Microsoft Outlook as an IMAP client for LotusLive iNotes, complete the following steps:

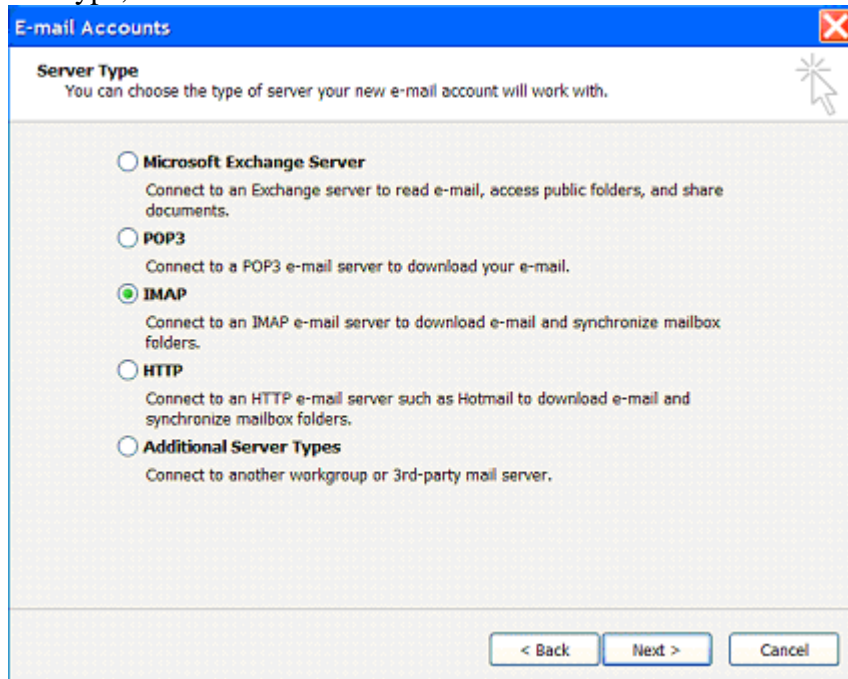
1. From the Microsoft Outlook menu bar, select **Tools -> E-mail Accounts**.



2. The E-mail Accounts wizard starts. Select **Add a new e-mail account**. Click **Next**.

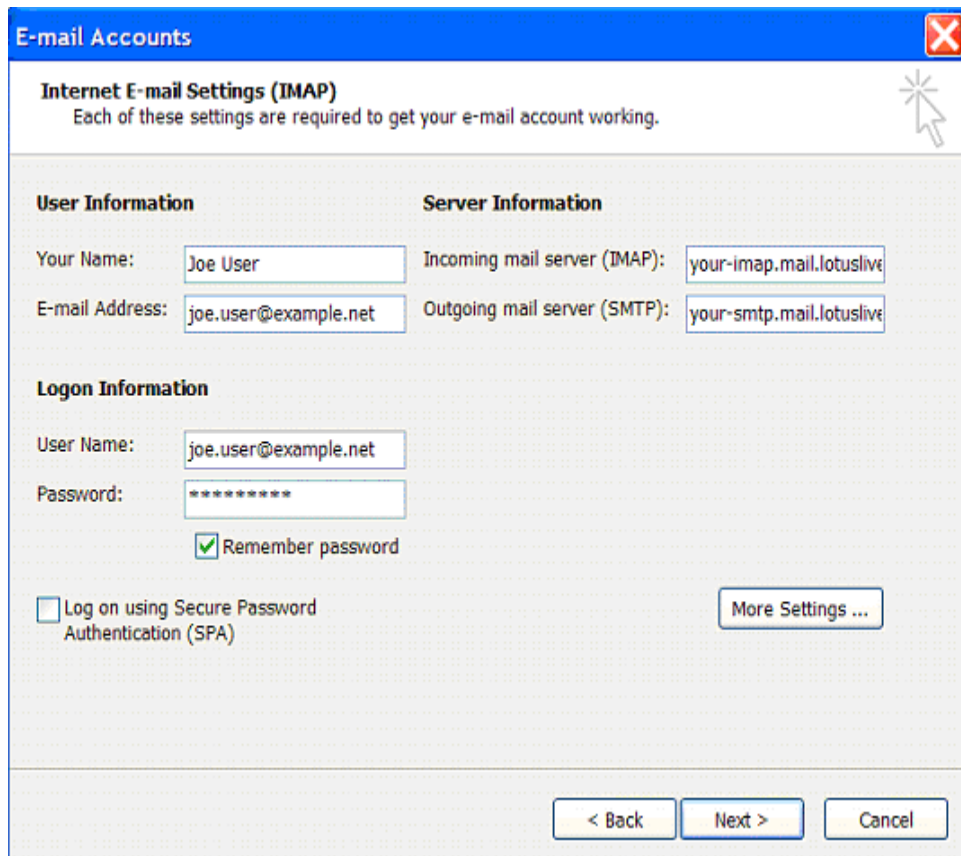


- For Server Type, select **IMAP**. Click **Next**.



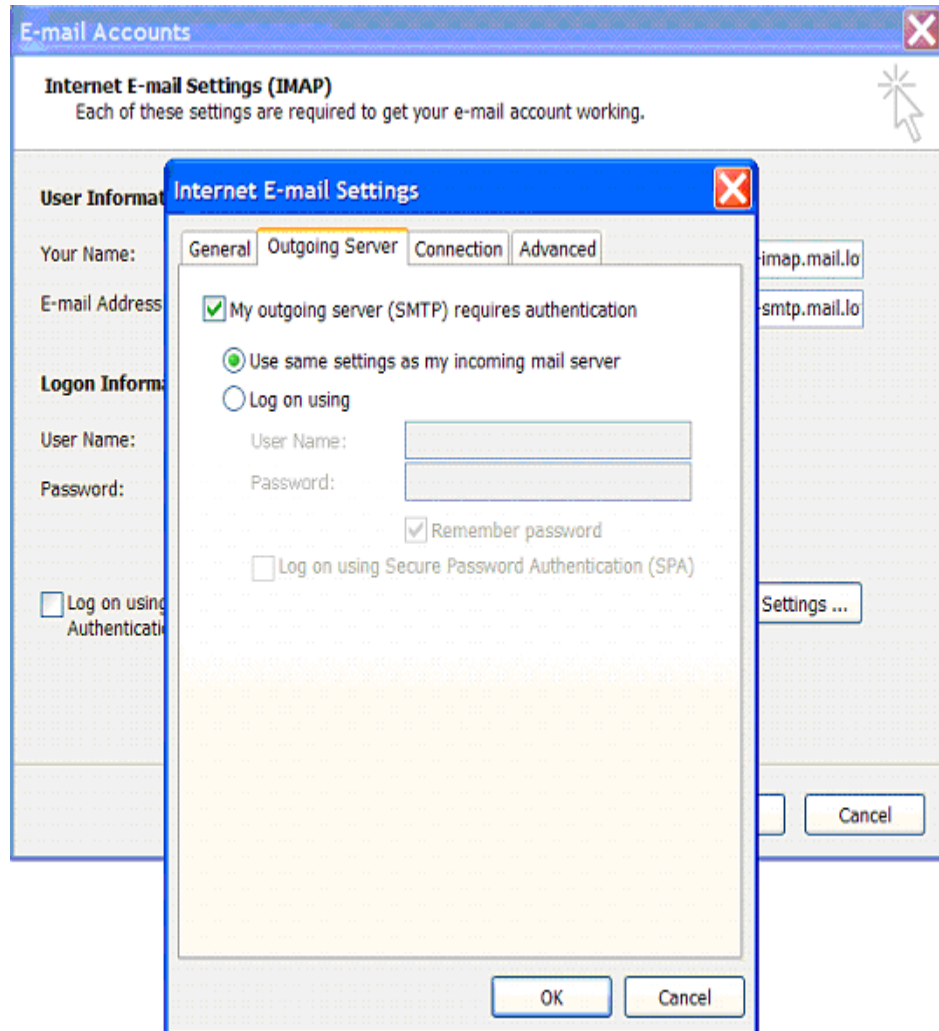
The screenshot shows the 'E-mail Accounts' dialog box with the 'Server Type' section selected. The title bar reads 'E-mail Accounts'. Below the title bar, the text says 'Server Type' and 'You can choose the type of server your new e-mail account will work with.' There are five radio button options: 'Microsoft Exchange Server', 'POP3', 'IMAP' (which is selected), 'HTTP', and 'Additional Server Types'. Each option has a brief description of its functionality. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- Type the information to complete the IMAP settings. Click **More Settings**.



The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (IMAP)' section selected. The title bar reads 'E-mail Accounts'. Below the title bar, the text says 'Internet E-mail Settings (IMAP)' and 'Each of these settings are required to get your e-mail account working.' The settings are organized into three sections: 'User Information', 'Server Information', and 'Logon Information'. 'User Information' includes 'Your Name' (Joe User) and 'E-mail Address' (joe.user@example.net). 'Server Information' includes 'Incoming mail server (IMAP)' (your-imap.mail.lotuslive) and 'Outgoing mail server (SMTP)' (your-smtp.mail.lotuslive). 'Logon Information' includes 'User Name' (joe.user@example.net), 'Password' (masked with asterisks), and a checked 'Remember password' checkbox. There is also an unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'. A 'More Settings ...' button is located at the bottom right. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. In the Internet E-mail Settings window, go to the **Outgoing Server** tab and make the following changes:
- Select **My outgoing server (SMTP) requires authentication.**
 - Select **Use same settings as my incoming mail server.**

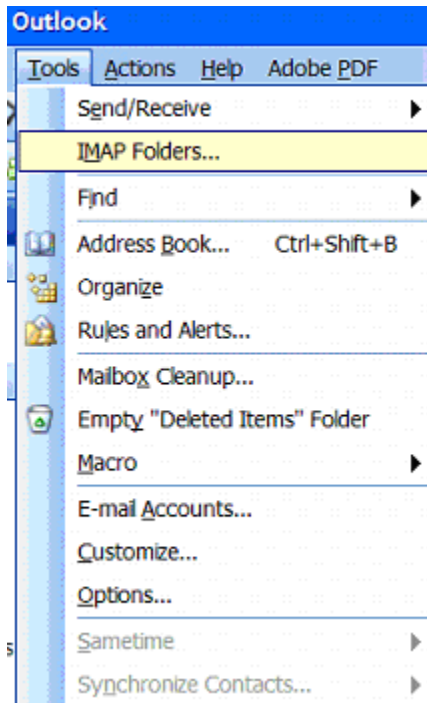


6. Go to the **Advanced** tab and make the following changes for Server Port Numbers:
 - i. For **Incoming server (IMAP)**, type *993* and select **This server requires an encrypted connection (SSL)**.
 - ii. For **Outgoing server (SMTP)**, type *465* and select **This server requires an encrypted connection (SSL)**.
7. Click **OK**.
8. Click **Next** and finish the wizard.

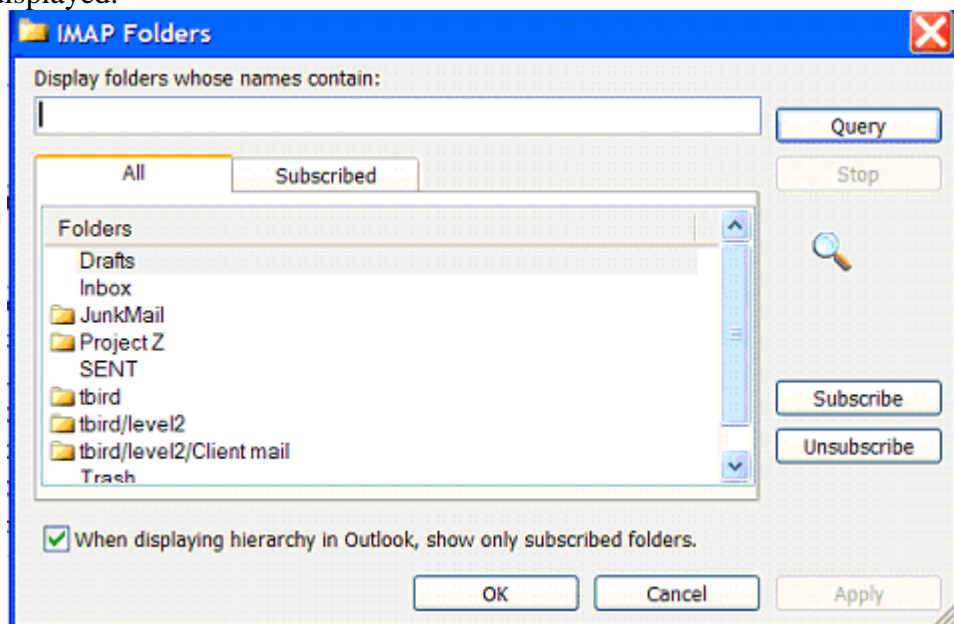
Microsoft Outlook synchronizes with the LotusLive iNotes account. Any mail in the LotusLive iNotes account should be displayed in Microsoft Outlook. There are two variables that effect how quickly LotusLive iNotes mail is displayed in Microsoft Outlook: speed of the Internet connection and how much mail is stored for the LotusLive iNotes account.

Microsoft Outlook might not automatically subscribe to all of the folders created for LotusLive iNotes. If Microsoft Outlook does not display all of the LotusLive iNotes folders, complete the following steps:

1. Go to the Microsoft Outlook menu bar. Select **Tools -> IMAP Folders**.



2. In the IMAP Folders window, click **Query**. A list of LotusLive iNotes folders is displayed.



3. Select the folders you want displayed in Microsoft Outlook. Click **Subscribe**.

4. Click **OK**.

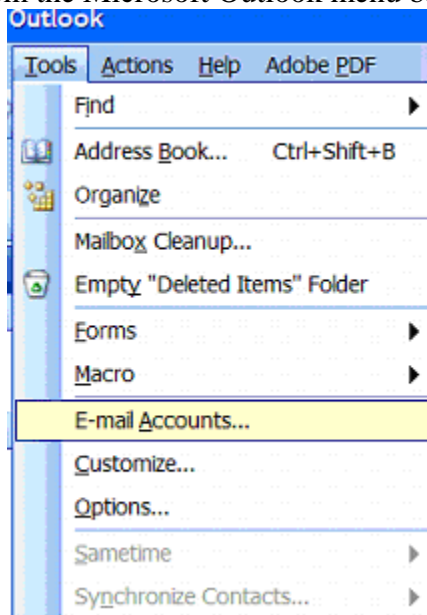
The folders should be displayed in Microsoft Outlook.

Set up Microsoft Outlook as a POP client for LotusLive iNotes

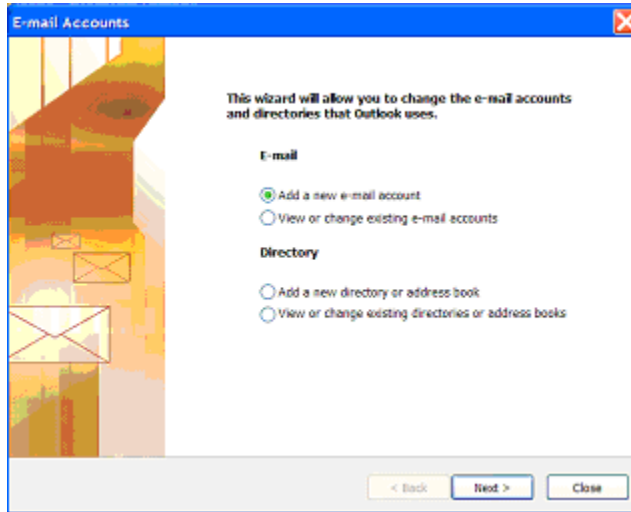
When you set up Microsoft Outlook as a POP client for LotusLive iNotes, you need to know the LotusLive iNotes POP connection information. You can either look up this information or check with your administrator. The POP connection information should be in a format similar to the following example: Your-company-pop.mail.lotuslive.com

To set up Microsoft Outlook as a POP client for LotusLive iNotes, complete the following steps:

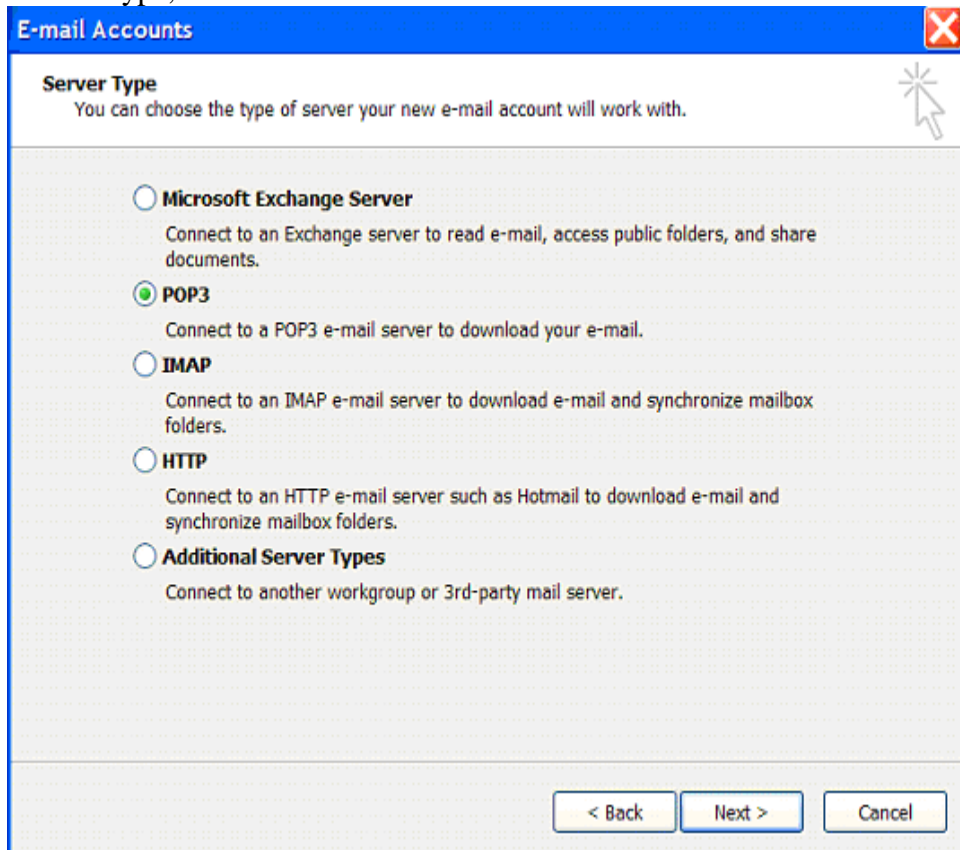
1. From the Microsoft Outlook menu bar, select **Tools -> E-mail Accounts**.



- The E-mail Accounts wizard starts. Select **Add a new e-mail account**. Click **Next**.

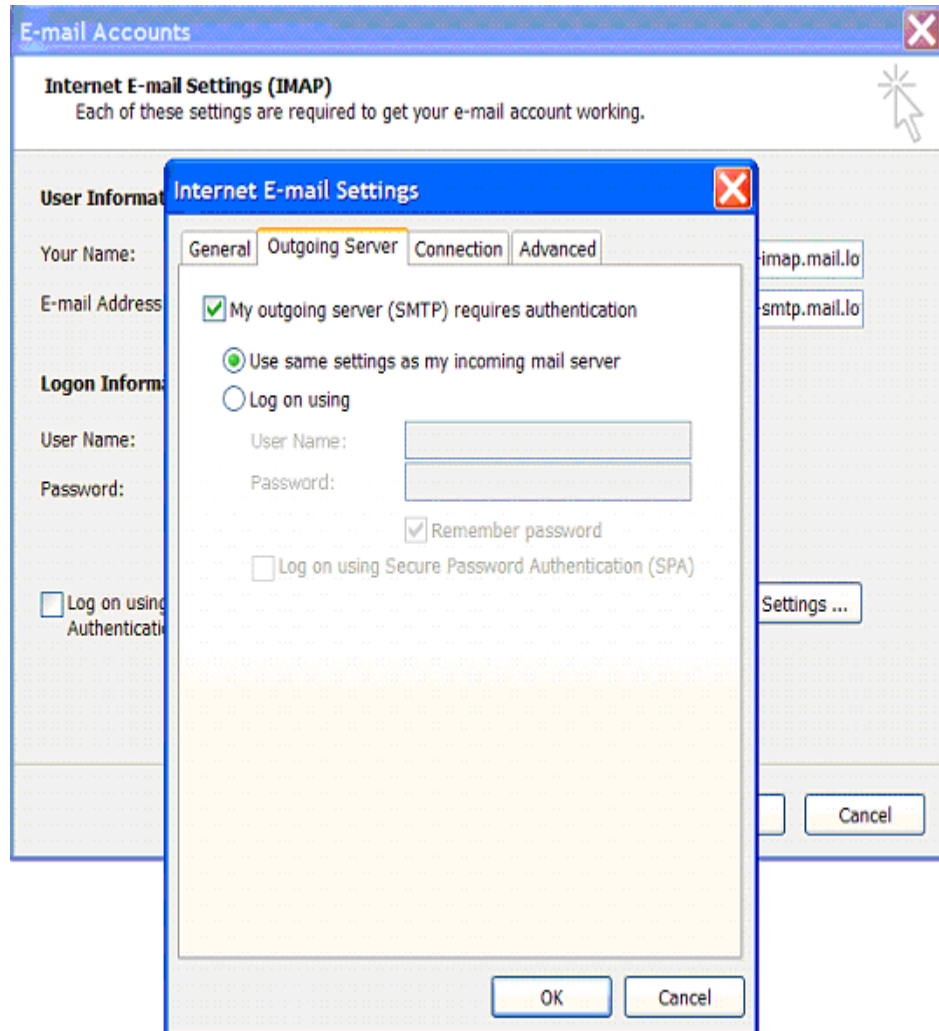


- For Server Type, select **POP**. Click **Next**.



- Type the information to complete the POP settings. Click **More Settings**.

5. In the Internet E-mail Settings window, go to the **Outgoing Server** tab and make the following changes:
 - i. Select **My outgoing server (SMTP) requires authentication**.
 - ii. Select **Use same settings as my incoming mail server**.



6. Go to the **Advanced** tab and make the following changes for Server Port Numbers:
 - i. For **Incoming server (POP)**, type *995* and select **This server requires an encrypted connection (SSL)**.
 - ii. For **Outgoing server (SMTP)**, type *465* and select **This server requires an encrypted connection (SSL)**.
7. Click **OK**.
8. Click **Next** and finish the wizard.

Microsoft Outlook synchronizes with the LotusLive iNotes account. Any mail in the LotusLive iNotes account should be displayed in Microsoft Outlook. There are two variables that effect how quickly LotusLive iNotes mail is displayed in Microsoft

Outlook: speed of the Internet connection and how much mail is stored for the LotusLive iNotes account.

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