How do I move my old messages in Communigate to my new Groupwise account?

Problem: I would like to move to Groupwise for my email, but I have a lot of old messages in my Communigate (Mulberry) account that I still need. What do I do?

Solution: Use an IMAP connection to your Communigate account.

Procedure:
I. Set up an IMAP 4 connection to your Communigate account
   1. In Groupwise client, go to Accounts -> Account Options. Select the “Mail” tab and click the Add button.
   2. You may get some popup windows about phone and modem connections. Go ahead and answer them, but it doesn't matter. You will not be using a dial-up connection for the account.
   3. When you get to the “Create Account” window, type in a name for the account (this is the name under which your account will appear in the Groupwise client – pick something like “Communigate” or whatever you want), and in the account type box, change the default POP3 to IMAP4 and click Next.
   4. In the “Create Internet Account” window, type in “mail.unm.edu” in the incoming server box, your unm.edu user name (NETID) in the login name box, and “mail.unm.edu” again in the outgoing mail server box. Type in your Communigate email address (e.g. jsmith@unm.edu). The From name will be filled in with your Groupwise full name.
   5. On the next window, select “Connect through my local area network (LAN)” and click Next.
   6. In the “Create IMAP Folder window” move the folder up so it is somewhere near your Groupwise Mailbox folder and click “Finish”

II. Change your new IMAP account to use SSL (required to connect to Communigate server)
   1. In your Groupwise client, go to Accounts -> Account Options. Your new account should appear on the Mail tab. Select it and click Properties.
   2. On the Server tab your NETID should already be filled in. Type in your Communigate password in the password box. Do NOT check the the “Log on using Secure Password Authentication” box. Check the two boxes below the outgoing mail server box, if they are not checked.
   3. On the Advanced tab, the Root folder path box should be blank. Check all the boxes above the Incoming mail server line. Type in “993” in the Incoming mail server and “465” in the Outgoing mail server. The checkboxes “Use SSL” should be checked. The bottom two boxes remain unchecked. Click OK to make the changes effective.

III. Subscribe to your Communigate folders
   1. Back on the Accounts page, select your new IMAP account and click the Folders button.
   2. On the Subscribe/Unsubscribe to Folders window, highlight any folders that do not have a little icon next to them, then click “Subscribe”.

IV. Move email in Communigate folders to Groupwise (optional).
   1. Back in your Groupwise client, on the top left (Explorer) window, you should see your new IMAP account. Click the “+” next to the folder, and you will see all of the Communigate folders to which you are subscribed. If you don't, then something is wrong with the setup – go back and review sections I to III.
   2. You probably will want to organize/file your old messages in Groupwise, so create any storage folders you want in the Groupwise “Cabinet”. Right-click on the little filing cabinet icon and select “New Folder.” The default “Personal folder” should be fine. Give the
folder a meaningful name, and arrange it where you would like it in your filing cabinet.
3. Repeat this process as many time as you like until you have as many file folders as you
   need.
4. Select a folder in your IMAP account from which you would like to move message(s). Drag
   one or more messages to one of the new folders you created in Groupwise. Repeat as
   necessary until you have moved what you want into Groupwise.
V. You can continue to use this IMAP connection for checking your Communigate email, but it is
   suggested that you set up forwarding of your Communigate mail to your Groupwise account.
   That way, all future mail sent to your “@unm.edu” account will be sent directly to Groupwise.
   To set up the forwarding:
   1. Login to your Communigate account using the web-access client (http://webmail.unm.edu)
   2. Select the “Rules” button in the menu bar.
   3. Check the “Enable” box under Mail Forwarding
   4. In the “Redirect All Mail to: box, enter your groupwise account as <NETID>@gw.unm.edu
      (Example, if your NETID is jsmith, type in jsmith@gw.unm.edu)
   5. Check the “Preserve To/Cc fields” box.
   6. Do NOT check the “Keep a Copy” box – that way all future messages will be forwarded to
      Groupwise, and nothing will be accumulating in your Communigate account. If you do not
      elect to check this box, you will have to periodically log into webmail.unm.edu and clean
      out these copies.
   7. While you are here, make sure that any “Vacation Message” that you have is not enabled.
      You will be setting your vacation messages in the future in your Groupwise account.