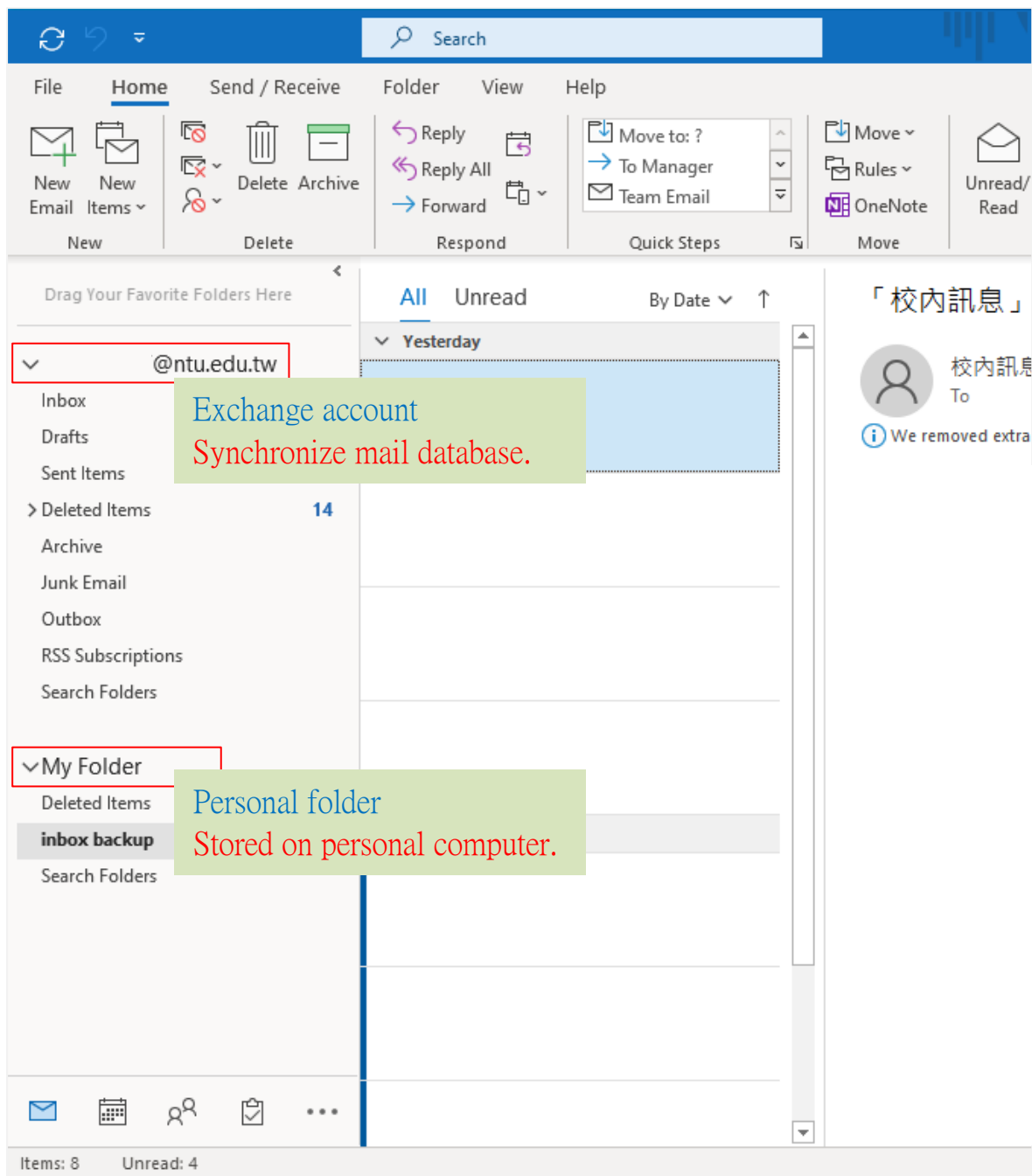


Copy from personal folder and move to Exchange account

If you have been using POP3 for email reception or have a habit of backing up emails to your computer, Outlook will have your personal folders.

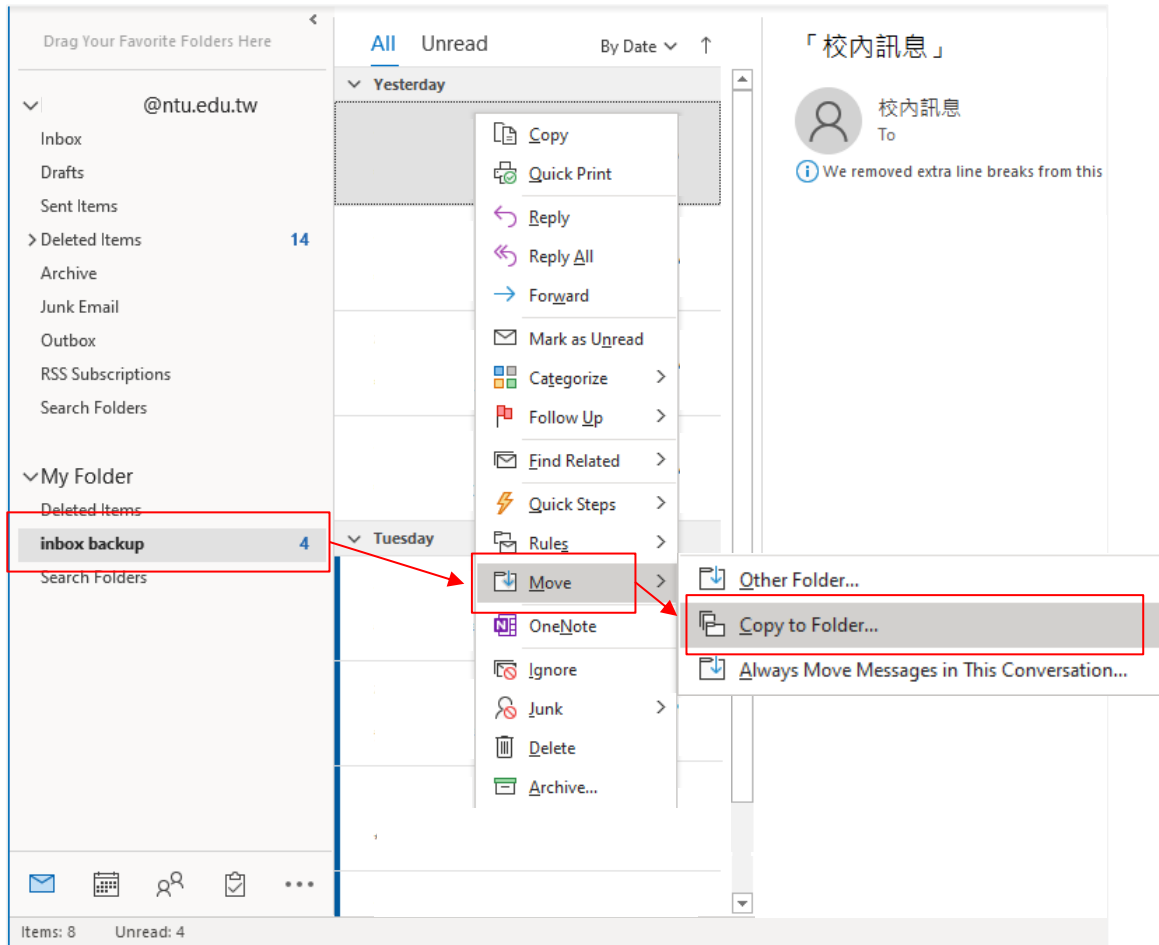
By setting up Exchange account, you can synchronize your emails and contacts with the associated folders, allowing them to be copied to the Mail 2.0 database. Following this setup, you'll be able to synchronize Outlook Exchange from anywhere, whether through the web mail or on other devices.



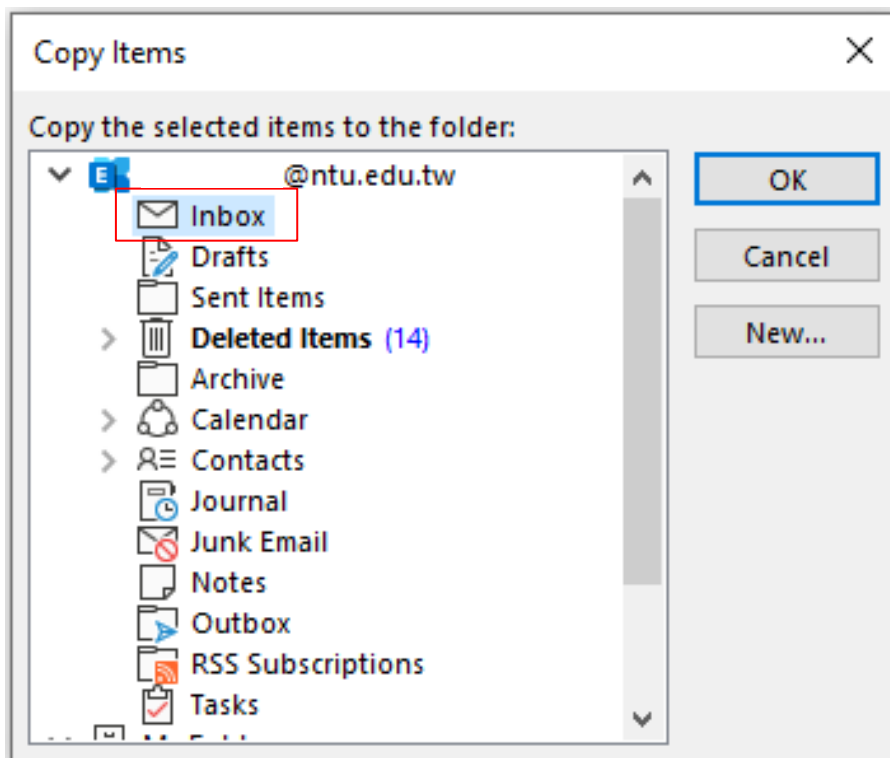
Copy personal data emails to Exchange account and execute the steps :

1. Click **【Personal folder】** .

Right-click the mail → **【move】** → **【Copy to Folder】** .

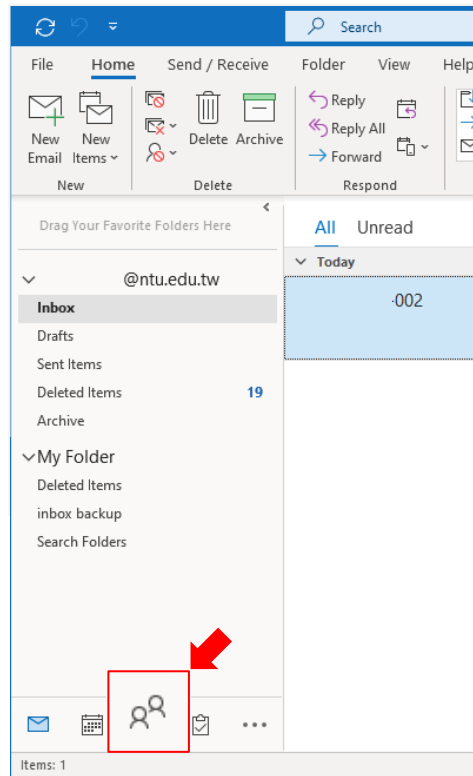


2. Copy the selected item to the folder, then click **【OK】** .

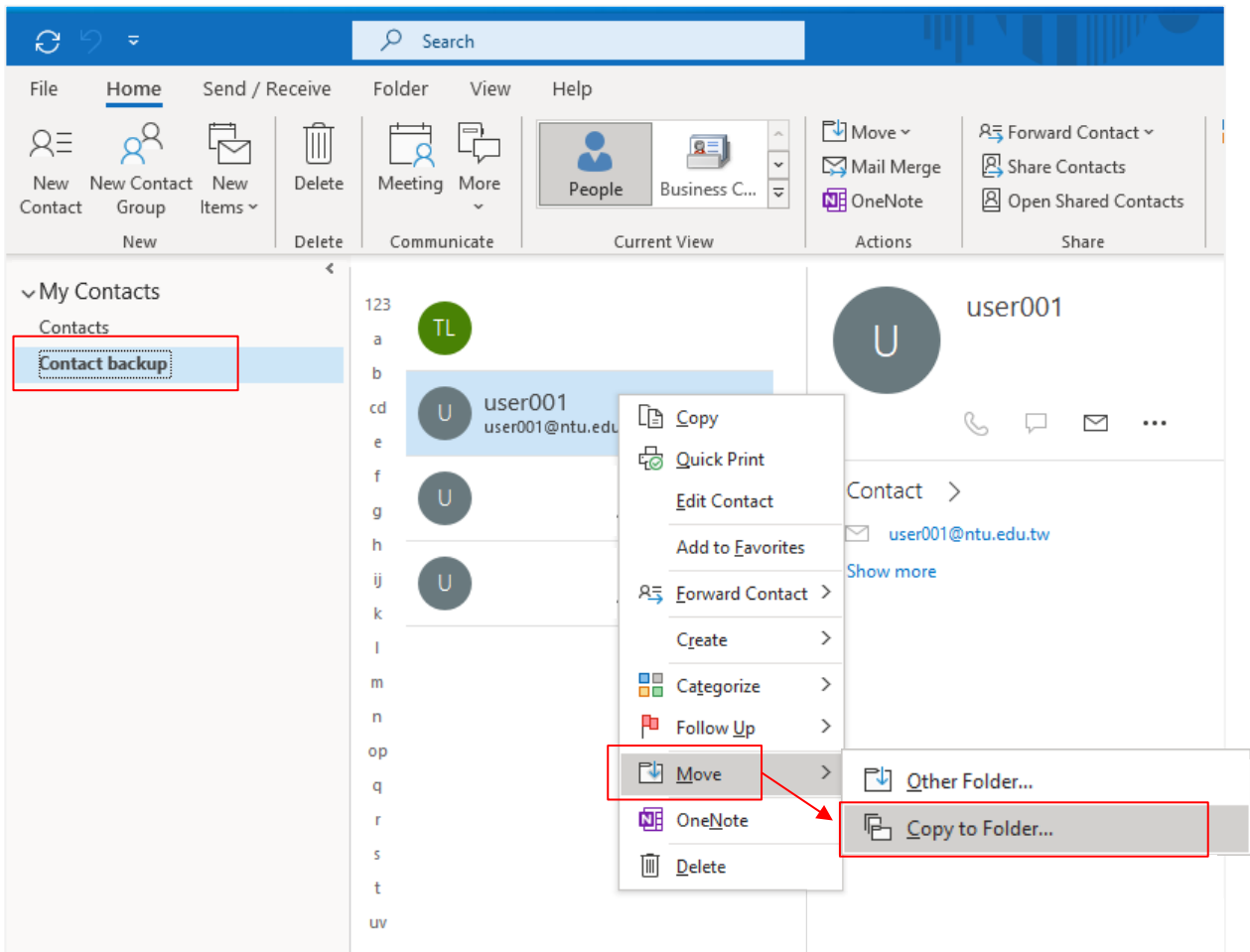


Copy personal data contact to Exchange account and execute the steps:

1. Click the icon and switch **【Contacts】** .



2. Click contacts folder and right-click contacts you want to move, select **【Move】** → **【Copy to Folder】** .



3. Copy the selected item to the contact folder, then click **【OK】** ◦

