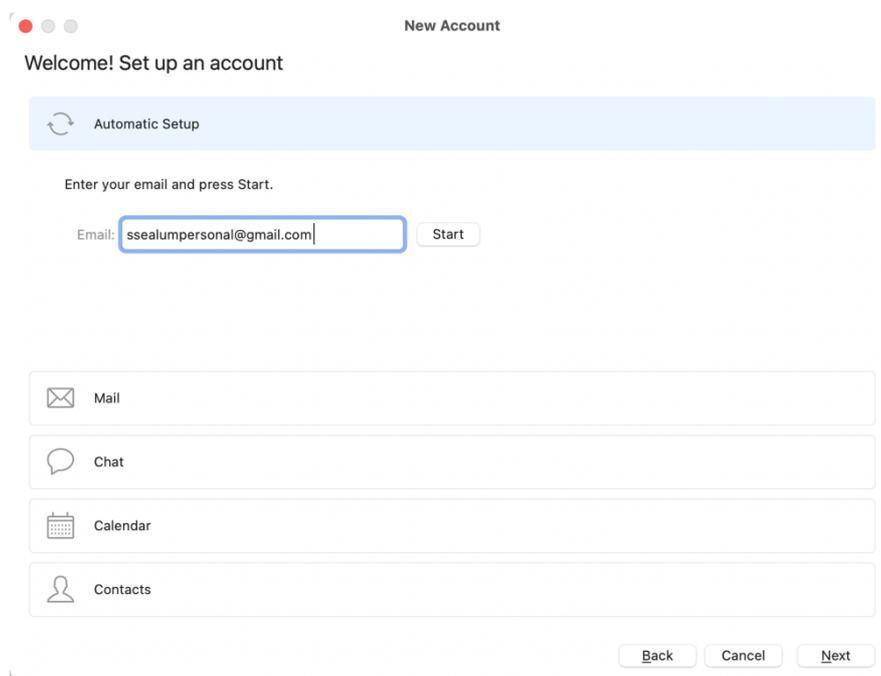


## How to transfer content from your alumni mailbox to your personal email account

If you need to transfer the content in your alumni mailbox to your personal email to make sure that this content remains accessible to you in the future, you can follow the steps in this document. **Please note that this guide is meant for those who have a large amount of emails and data that they would like to transfer to their personal email account.** Your alumni email and its contents will be accessible until February 1, 2022. From that date, it will cease to exist. **If you only have a few emails that you would like to save or have access to, we suggest you forward those emails from your alumni mailbox to your personal mailbox.**

The easiest way to move the data and contents of your alumni mailbox to your personal email account is to download an email client to your computer. Then, you add both your alumni email and your personal email to the email client and move the content you want to save from your alumni mailbox to your personal email account. Once you have moved the content you can delete the email client from your computer. The content added to your email account will be reflected in any browser or email client you use to access and use your personal email account.

1. Download eM Client (a free email client for PC and Mac)  
<https://www.emclient.com/>  
 eM Client
2. Install the program and open the eM Client on your computer and follow the on-screen wizard. First, pick any theme for the client and press Next. Then provide your **personal email** address when prompted and click Next:



New Account

Welcome! Set up an account

Automatic Setup

Enter your email and press Start.

Email:  Start

Mail

Chat

Calendar

Contacts

Back Cancel Next

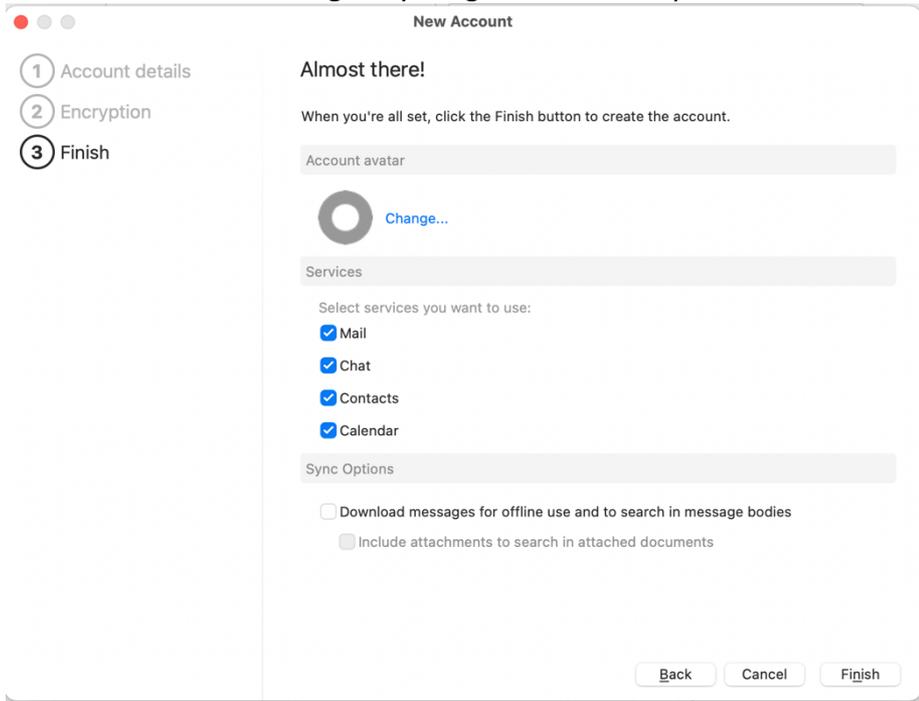
### 3. Provide a name. Click Next.

The screenshot shows a 'New Account' window with a progress indicator at the top left showing three steps: 1 (Account details), 2 (Encryption), and 3 (Finish). The first step is active. The main content area is titled 'Account details' and contains the instruction 'Enter additional information about your new account.' There are two input fields: 'Your name:' with the text 'SSE Alumn Personal Email' and 'Account name:' with the text 'ssealumpersonal@gmail.com'. At the bottom right, there are three buttons: 'Back', 'Cancel', and 'Next'.

### 4. To keep it simple, pick the last option "Continue without encryption":

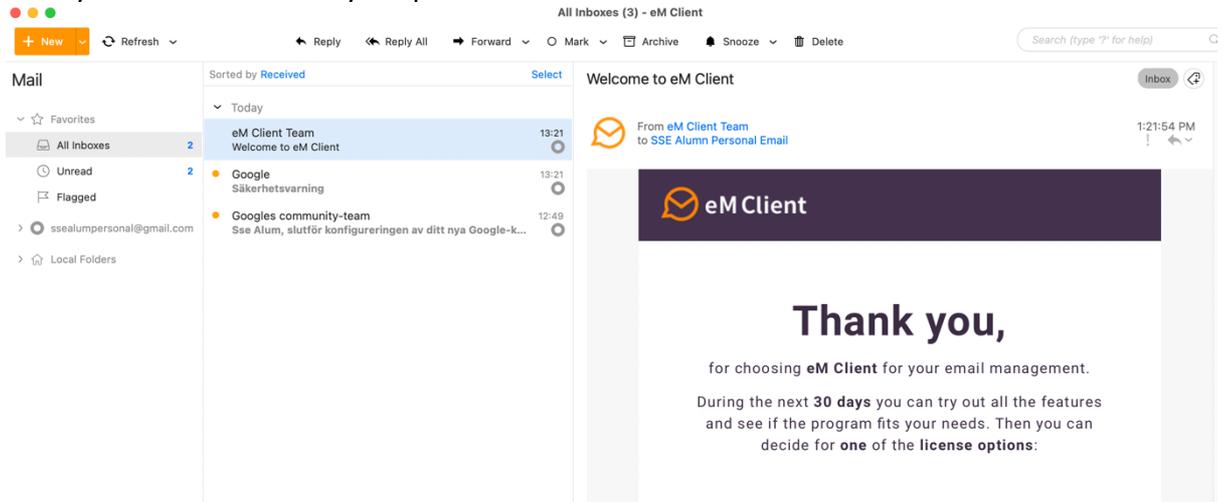
The screenshot shows the 'New Account' window at the 'Set up encryption' step. The progress indicator shows three steps: 1 (Account details), 2 (Encryption), and 3 (Finish). The second step is active. The main content area is titled 'Set up encryption' and contains the instruction 'Protect your communication and data in this account with PGP encryption technology.' with a 'Learn more' link. There are three options, each with an icon and a description: 'Create encryption keypair' (key icon) with the text 'I want to protect my email privacy with PGP encryption.', 'Import existing PGP keypair' (key and arrow icon) with the text 'I already have a keypair for this account and want to import it.', and 'Continue without encryption' (lock with X icon) with the text 'I don't want to encrypt my emails for now.' The third option is highlighted with a blue border and a red checkmark. At the bottom right, there are three buttons: 'Back', 'Cancel', and 'Next'.

5. You do not need to change anything on the last step. Click Finish:

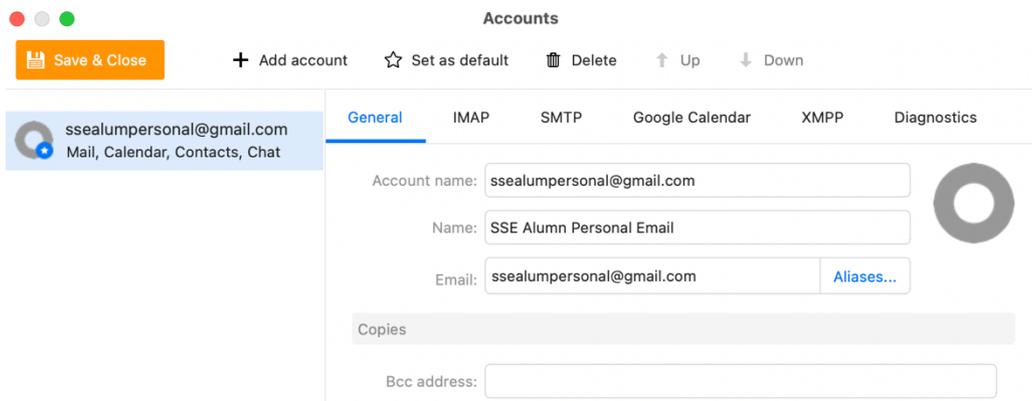


6. You will be prompted to log in with your personal email and password. Accept all import questions.

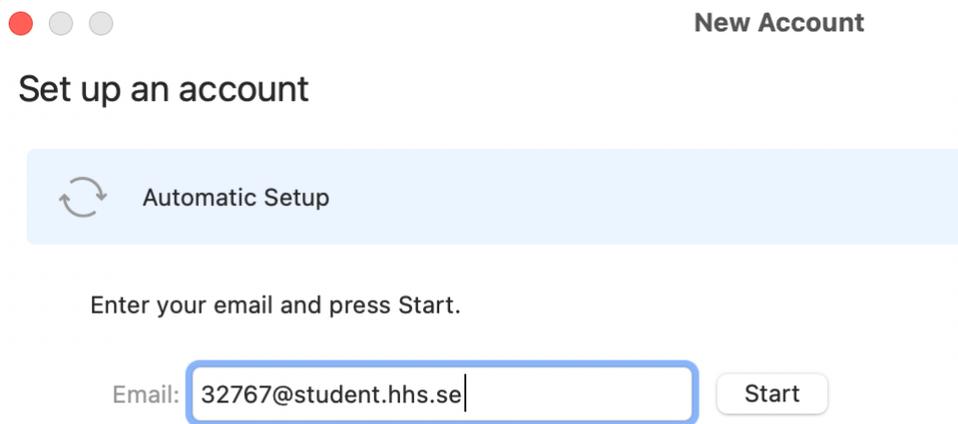
7. Now you have connected your personal email to the eM Client:



- In the first menu option pick "Account..." from the menu list. You can review your connected accounts on the left. Click "+ Add account" from the top border of the window:

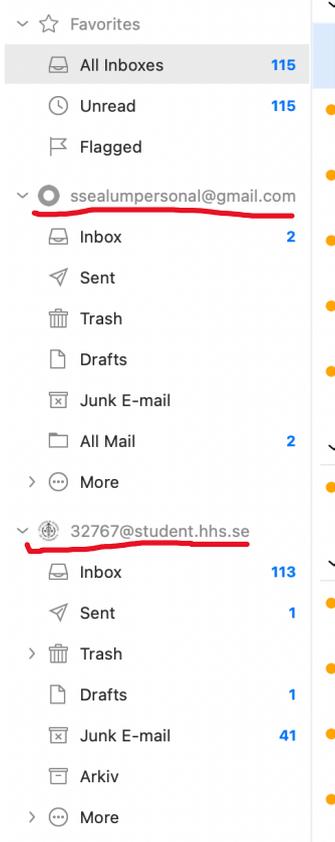


- You will now repeat the same process as when you added your personal email account. **PLEASE NOTE:** *in order to add your alumni email account, you need to provide your original student email name in the format: xxxxx@student.hhs.se or xxxxx@live.hhs.se, where xxxxx is your student enrollment number.*



- You will be prompted to log in. Use your active password for your alumni email.
- Click Next on the final steps of Account Details.
- Choose "Continue without encryption" in the encryption step.
- Click Finish.

14. You now have both accounts connected to the eM Client, and can view “All inboxes” in one list, or pick your personal mailbox or your alumni mailbox:



15. Click the alumni mailbox (titled [xxxxx@student.hhs.se](mailto:xxxxx@student.hhs.se)) and choose “Select” in the upper righthand corner of the list of emails:

Mail

Sorted by **Received** **Select**

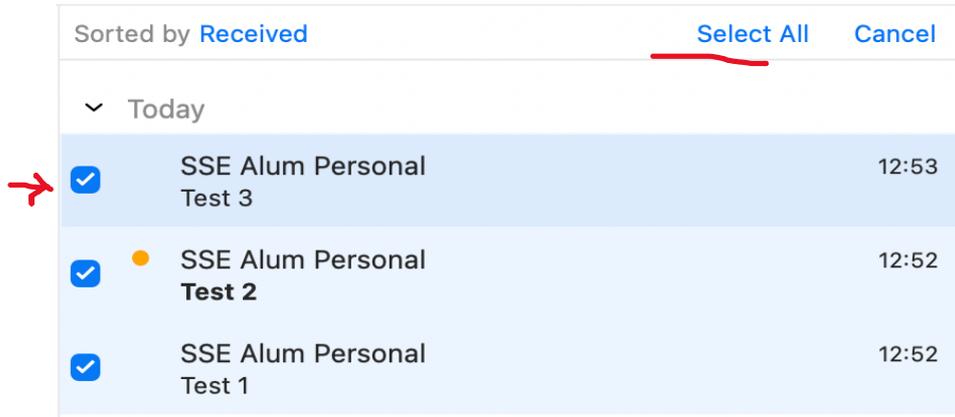
✓ ☆ Favorites  
 ✉ All Inboxes **113**  
 ⌚ Unread **113**  
 🚩 Flagged

✓ ○ ssealumpersonal@gmail.com  
 ✉ Inbox **2**  
 ✈ Sent  
 🗑 Trash  
 📄 Drafts  
 🗑 Junk E-mail  
 📁 All Mail **2**  
 > ⋮ More

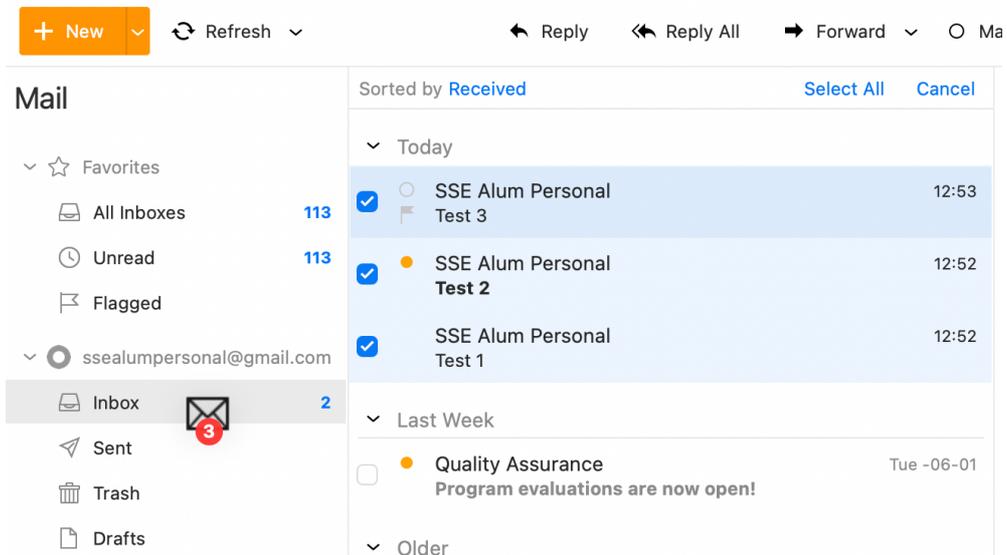
✓ ○ 32767@student.hhs.se  
 ✉ Inbox **113**  
 ✈ Sent **1**  
 > 🗑 Trash  
 📄 Drafts **1**  
 🗑 Junk E-mail **41**  
 📁 Arkiv  
 > ⋮ More

Today	
SSE Alum Personal Test 3	12:53
SSE Alum Personal Test 2	12:52
SSE Alum Personal Test 1	12:52
Last Week	
Quality Assurance Program evaluations are now open!	Tue -06-01
Older	
Stockholm School of Economics About our hybrid solution and reopening the SSE campus	2020-09-22
Pär Kempe test	2020-03-02
Individual Study Plan (ISP) Your ISP is finalized	2019-10-02

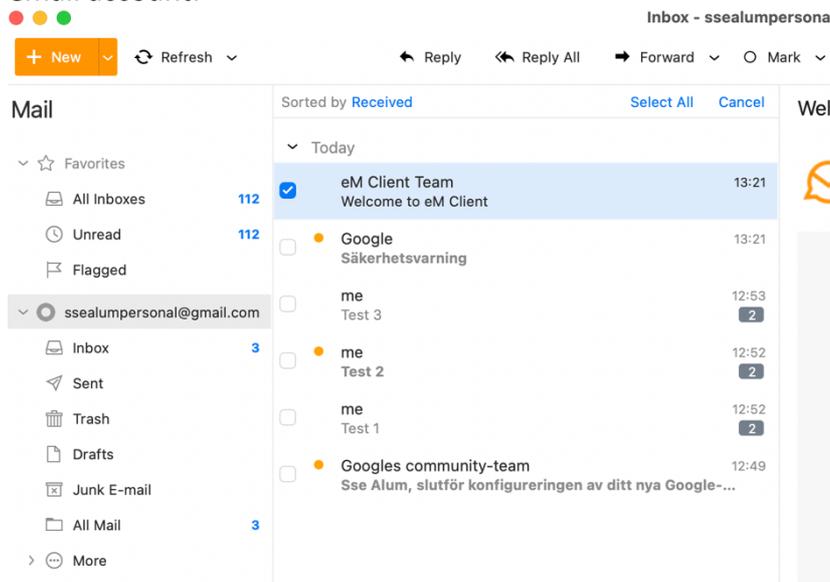
16. Press “Select all” if you want to transfer all your emails, or tick the selection boxes for the content you want to transfer:



17. Drag and drop the selected emails to the personal email account inbox:



18. The emails from your alumni mailbox have now been transferred to your personal email account:



19. You are done! You can now safely delete the eM Client from your computer. The changes will be reflected in any browser or email client you use to access and use your personal email account.