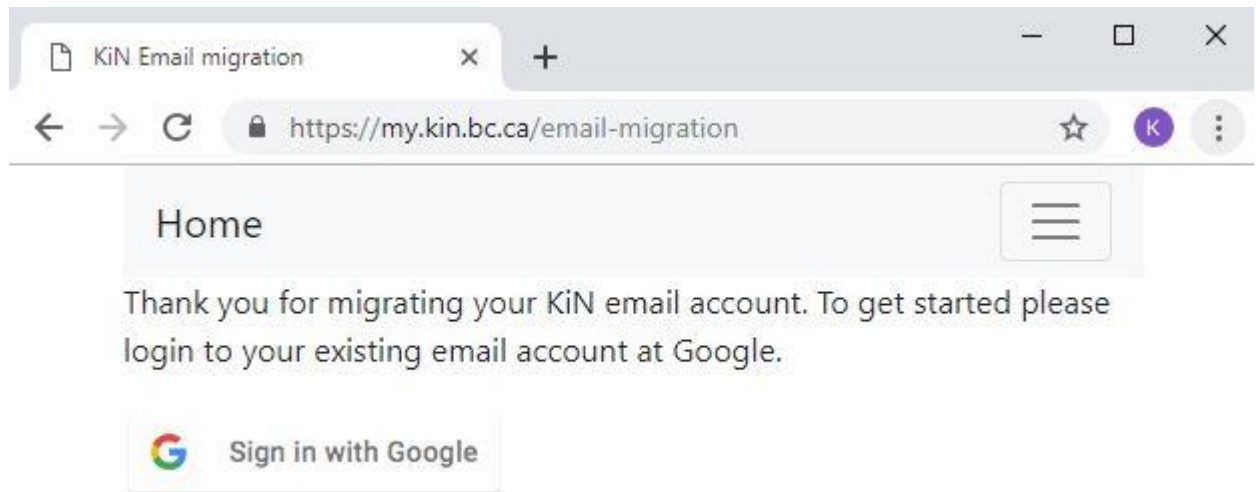


Instructions on Migrating Google Kaslo.org Email Account to KiN Mail Servers

1. Ensure that you have your email account password. Call KiN Technical Support to have it reset if you do not know your password @ 250-353-1546.
2. Open a web browser and type *my.kin.bc.ca/email-migration* into the address field, this should take you to the following page:



3. Click on the *Sign in with Google* link.
4. Either choose your kaslo.org account from the list or input your kaslo.org email address. If your browser is already signed in to your kaslo.org account it may log you in automatically. If your browser does not have the account password memorized, you will need to input your kaslo.org email password.
5. Once signed in you should get the following page:

The screenshot shows a web browser window with the title "KiN Email migration". The address bar displays the URL "https://my.kin.bc.ca/email-migration/configure-email". The page content includes a "Home" link with a hamburger menu icon, a password instruction, an email field with "testaccount@kaslo.org", password and confirmation fields, and a "Migrate my account" button.

Home

Please enter a new complex password with at least 12 characters.

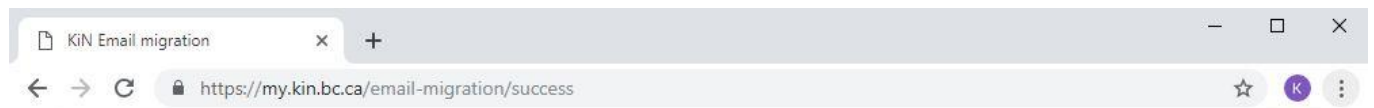
Email testaccount@kaslo.org

Password

Confirmation

Migrate my account

6. Please choose a new password. The password must be at least 12 characters, must include at least one capital letter, one lower case letter, one number and one special character (examples of special characters would include but not limited to: * \$ # & !). We recommend that you make a note of your new email account password.
7. Please confirm password then click on the *Migrate my account* link.
8. You should receive the following confirmation page, if not please try again. If the 2nd attempt does not complete please contact KiN Technical Support @ 250-353-1546:



Home

Your email address (testaccount@kaslo.org) has been switched to the KiN infrastructure with your new password. You may login to the KiN webmail at <https://webmail.kin.bc.ca/> If you have been accessing your email via the web at mail.kaslo.org please use the KiN webmail instead and update any bookmarks which you may have.

If you have been using a mail client instead of webmail the configuration will need to be updated. Please see the [KiN website](#)

Your existing emails on Google's servers could not be migrated to the KiN servers in Canada. We recommend starting the download of your email and other data from Google now. We have a [guide for migrating from gmail](#) which includes instructions on how to get your emails on KiN's servers.

While your testaccount@kaslo.org Google account continues to be usable for services besides gmail KiN considers it to no longer be a supported KiN service. Further the account will be deleted at some point in the future after a notice period. If you wish to continue using Google services we recommend migrating to a new @gmail account directly with Google.

If you have any issues accessing your account please contact support at 250-353-1546.

At this point your email address has been switched to the KiN infrastructure with your new password, all new messages will be received on KiN servers. You may login to KiN webmail at <https://webmail.kin.bc.ca/> If you have been accessing your email via the web at mail.kaslo.org please use the KiN webmail instead and update any bookmarks which you may have.

If you have been using a mail client instead of webmail the configuration will need to be updated. Please see the [KiN website](#).

Your existing emails on Google's servers have not yet been migrated to the KiN servers in Canada. If you choose to keep your older messages, we recommend starting the download of your email and other data from Google now, instructions continue below. We recommend that you go through your messages while signed into your kaslo.org in Gmail and delete all unnecessary messages, the less mail the quicker the export and imports will be.

While your kaslo.org Google account continues to be usable for services besides Gmail, KiN considers it to no longer be a supported KiN service. Further the account will be deleted at some point in the future after a notice period. If you wish to continue using Google services, we recommend migrating to a new @gmail account directly with Google.

If you have any issues accessing your account please contact support at 250-353-1546.

Instructions on Migrating Email Messages From Google Kaslo.org Email Accounts

*Important note: If you are using an email client such as Outlook, Apple Mail or Thunderbird (there are many more, please contact us if unsure) you will not need to migrate your email messages as they will

be stored locally on your computer. You will only need to update your incoming and outgoing server settings in the email client:

For new @kaslo.org email addresses created after July 2017:

POP3: pop.kin.bc.ca – Enable STARTTLS, default port (110), username is full e-mail address

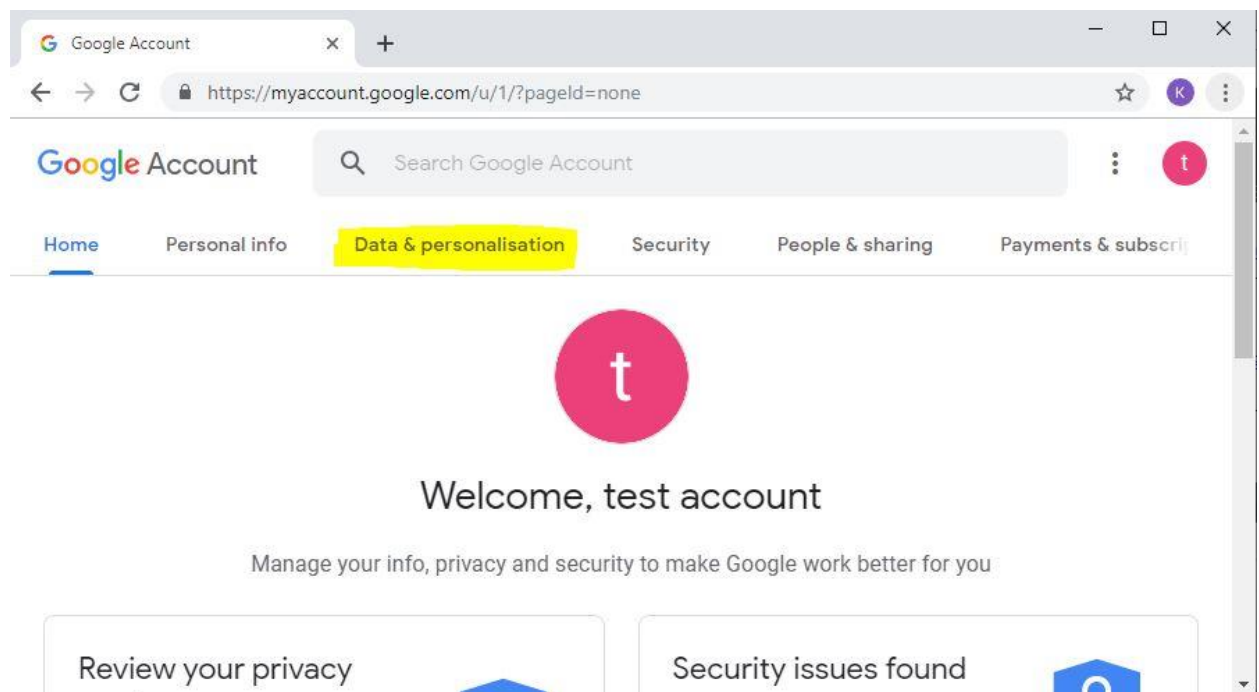
IMAP4: imap.kin.bc.ca – Enable STARTTLS, default port (143), username is full e-mail address

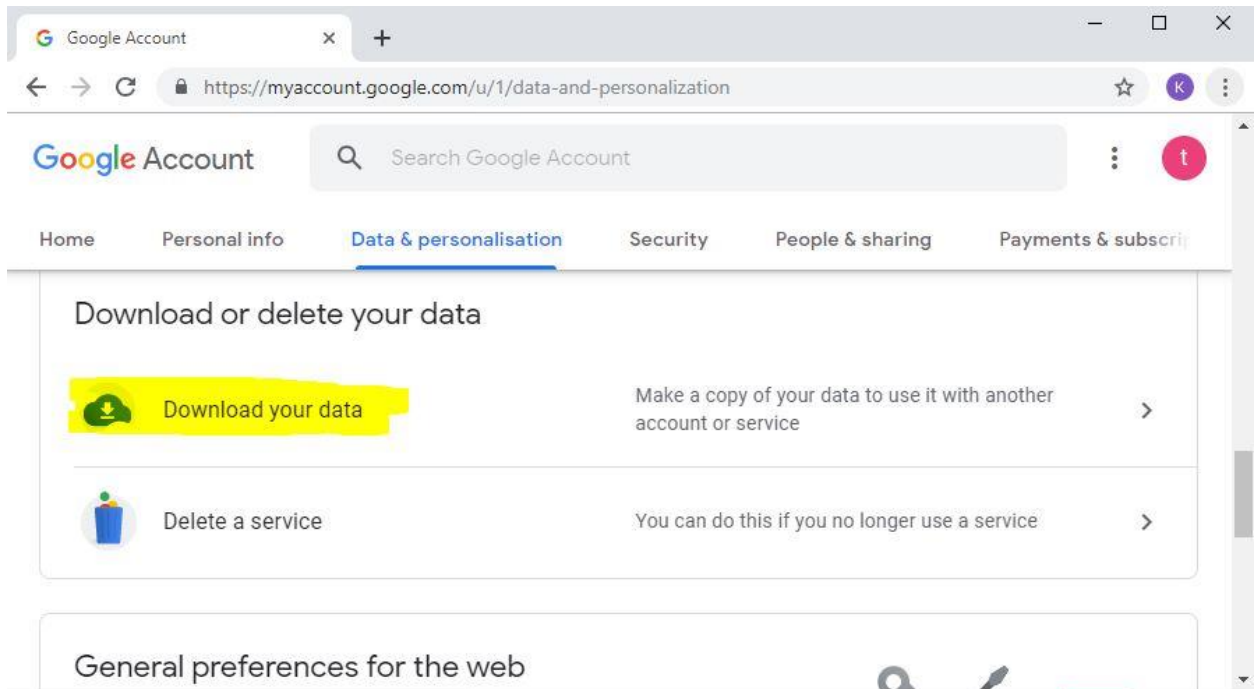
Outgoing server is:

SMTP: smtp.kin.bc.ca – Enable STARTTLS, port 587, username is full e-mail address

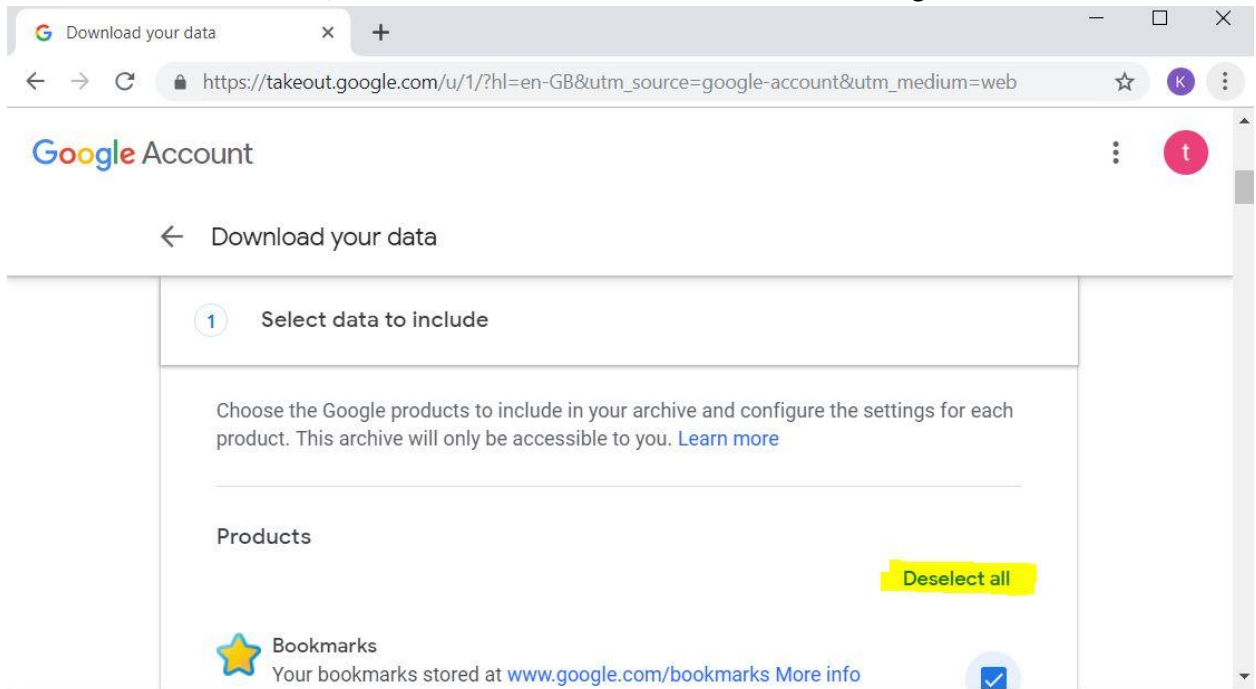
More details can be found on our website: https://kin.bc.ca/support-faq/#email_settings. Please call KiN Technical Support if you require assistance with this procedure @ 250-353-1546.

1. Sign into your kaslo.org Google account by visiting <https://myaccount.google.com/>, you must use your old original password and not your newly created one.
2. Select Data & personalisation from either the left hand column or on the top of the page as shown below then scroll down and select Download your data:

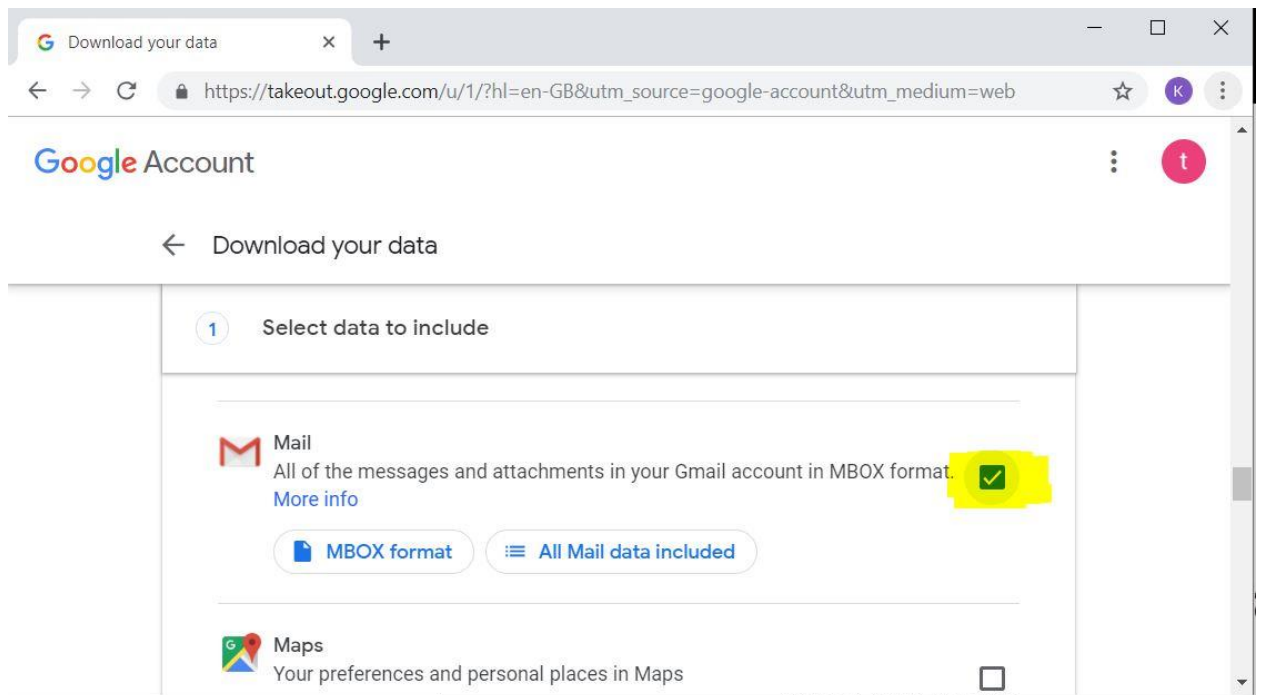




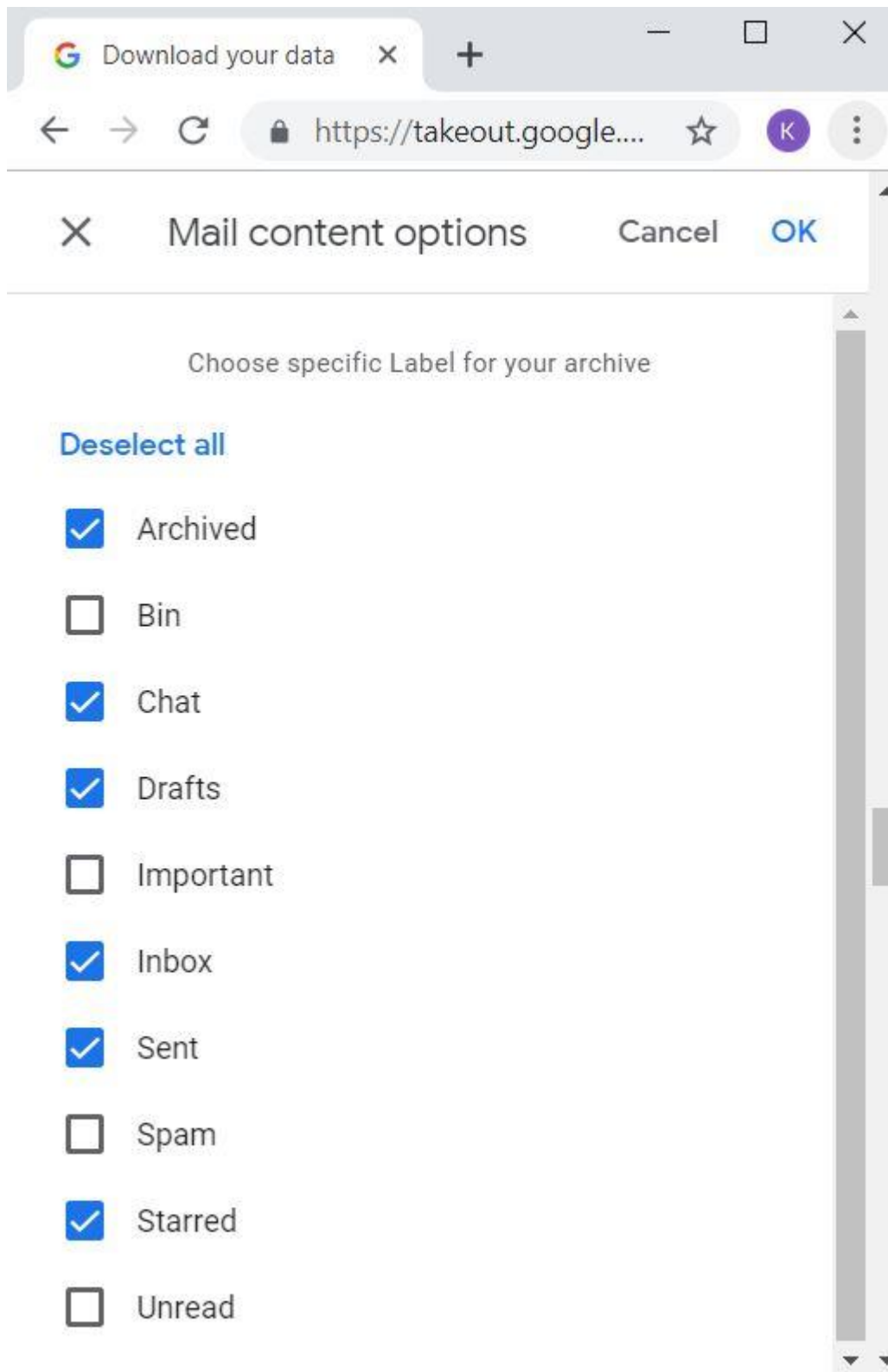
3. Please click on *Deselect all*, this should unselect all the checkboxes on the right hand side:



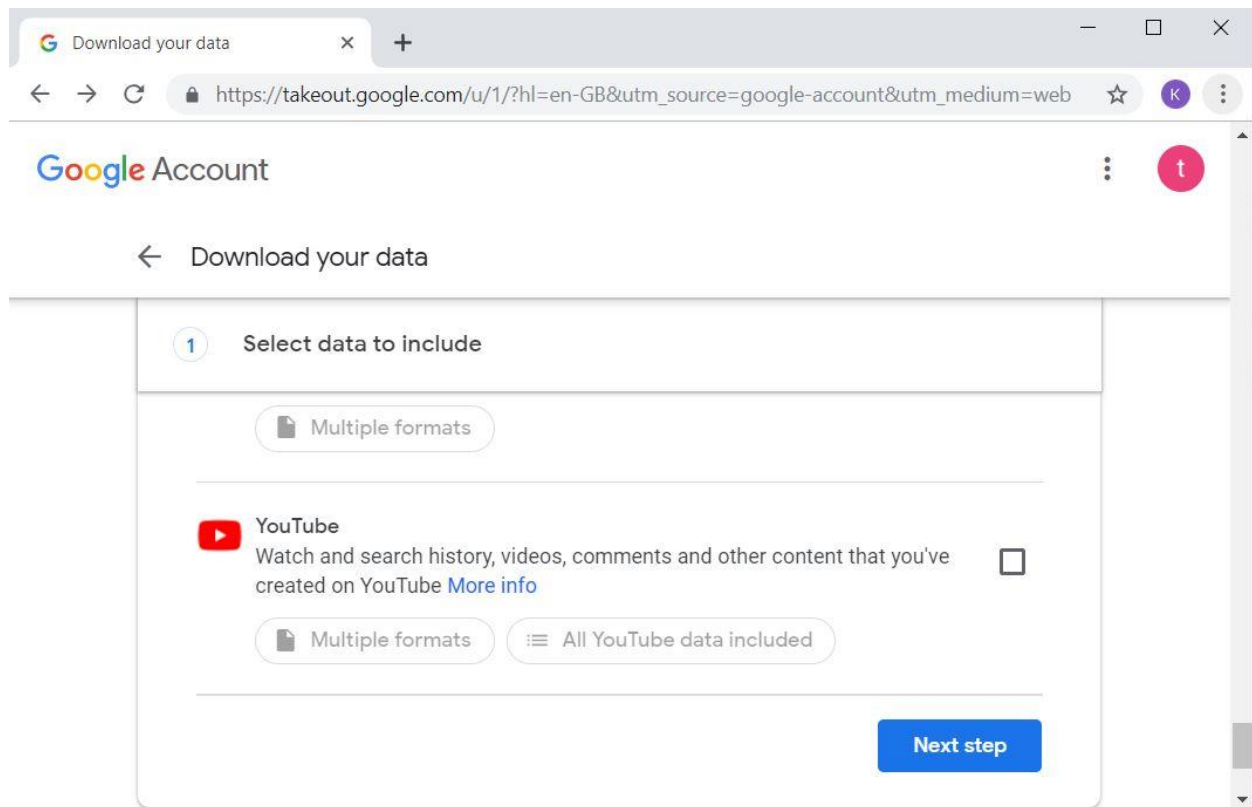
4. Scroll down to Mail and check the box to the right of it:



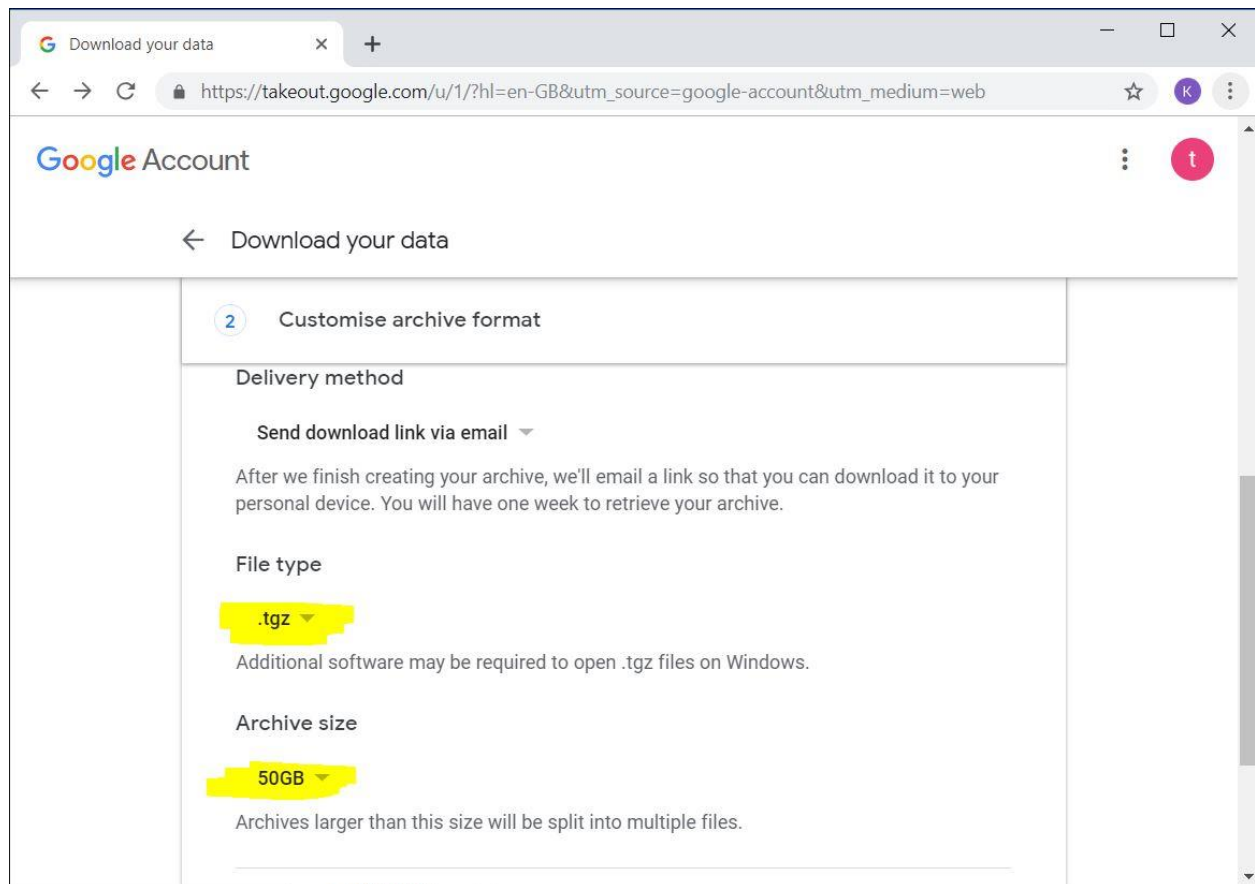
5. Click on *All Mail data included* and select only the following options: Archived, Drafts, Inbox and Sent:



6. Click on *OK* then scroll down to the bottom of the page and click on *Next step*:

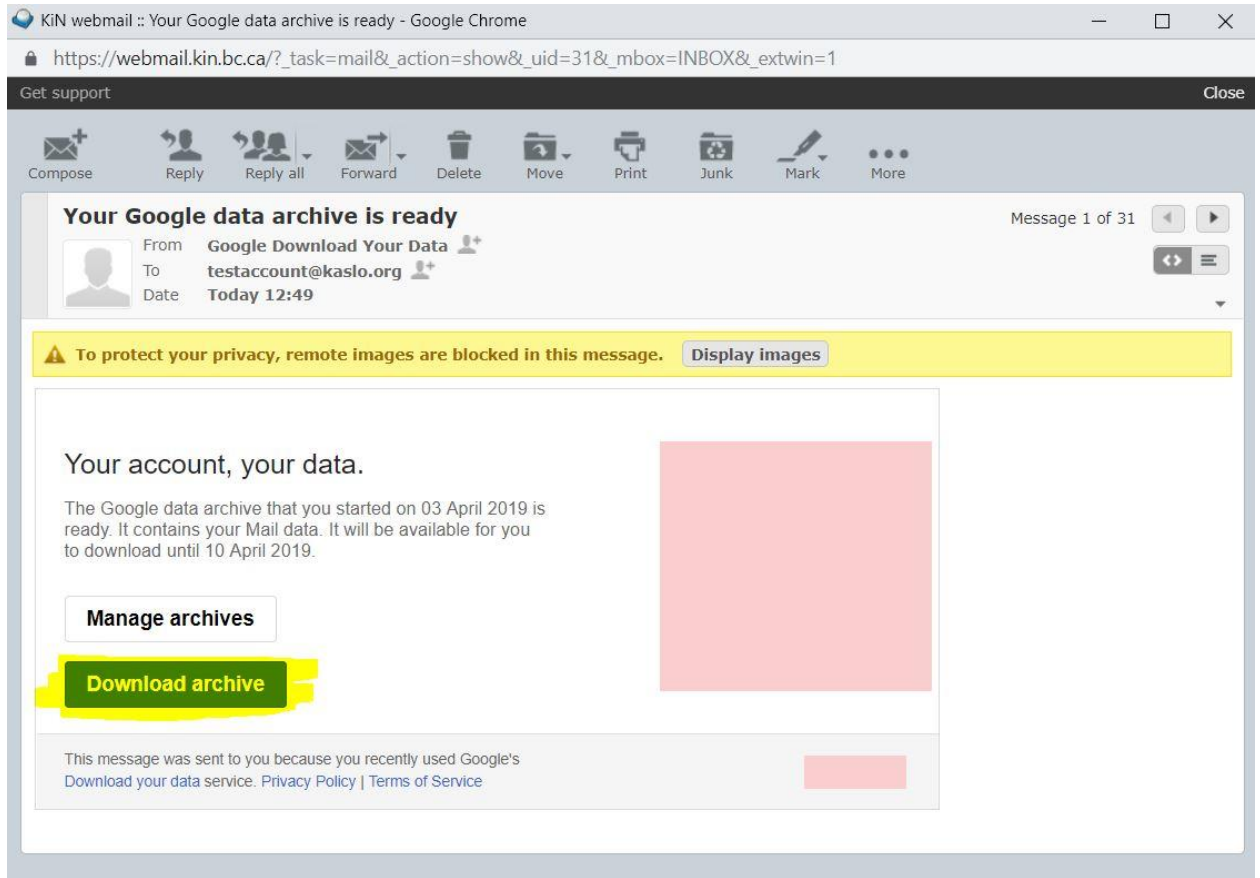


7. Change File type to .tgz and Archive size to 50GB then click on *Create archive*:



Google is now archiving your email messages; this can take up to 24 hours depending on the volume of messages. Once your archive is ready for download you will receive an email notifying you at your kaslo.org email address. Please note that the Archive will only be available for 1 week.

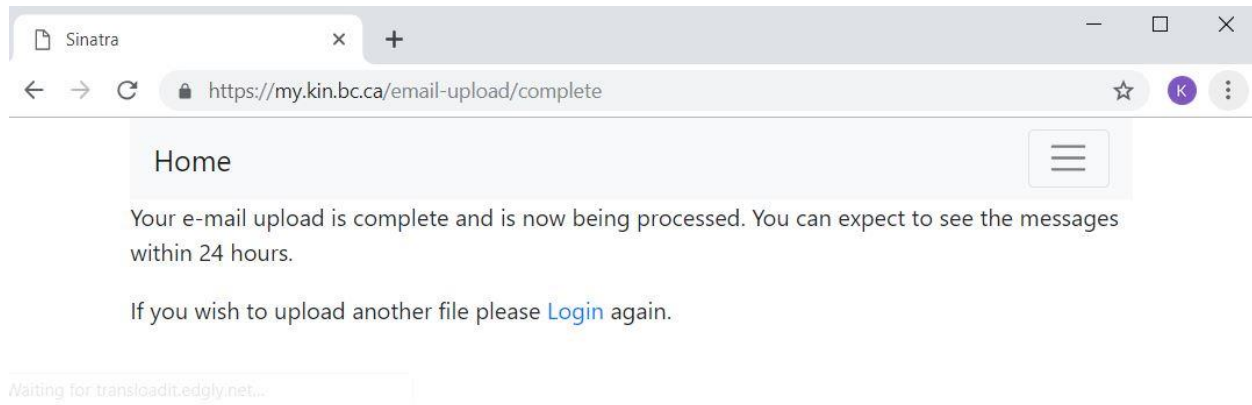
8. Open the message received from Google and click on Download Archive, make a note as to where the download is being saved, you will need to retrieve it. You may be asked for a password, please use your older original password:



9. Open your web browser and type *my.kin.bc.ca/email-upload* into the address field, enter your kaslo.org email address and the newly created password into the appropriate fields, then click on Sign in:



10. Click on *Upload archive* then select the download received from Google it will have a format similar to: *takeout-20190328T221522Z-001.tgz*, you may have to navigate to where the file was saved to when downloading click on *Open* once the correct file is selected.
11. If you see the following confirmation page your emails are now being uploaded to your KiN kaslo.org account, this can take up to 24 hours depending on the volume of emails. If you experience any errors please wait 24 hours, then check your kaslo.org emails on the KiN server to verify that the process did not function then try again. If you receive the error a 2nd time, please contact KiN Technical Support @ 250-353-1546:

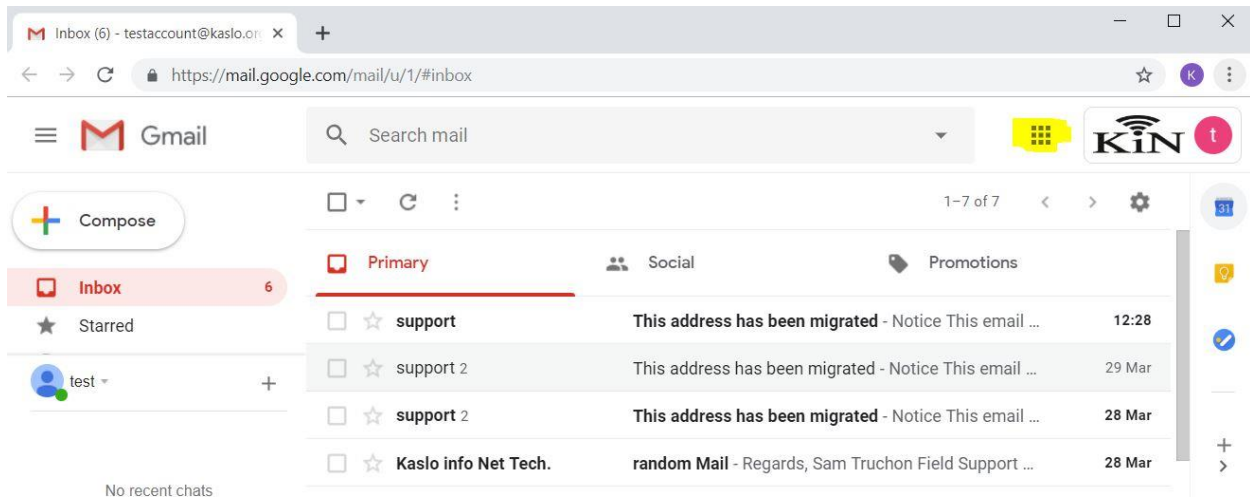


12. Wait a few hours then please log into your kaslo.org account at <https://webmail.kin.bc.ca>, you may see some of the imported messages. If after 24 hours none of your messages have appeared, please try the import process again from step 9. If after 24 hours after the 2nd attempt the messages still have not appeared, please contact KiN Technical Support.

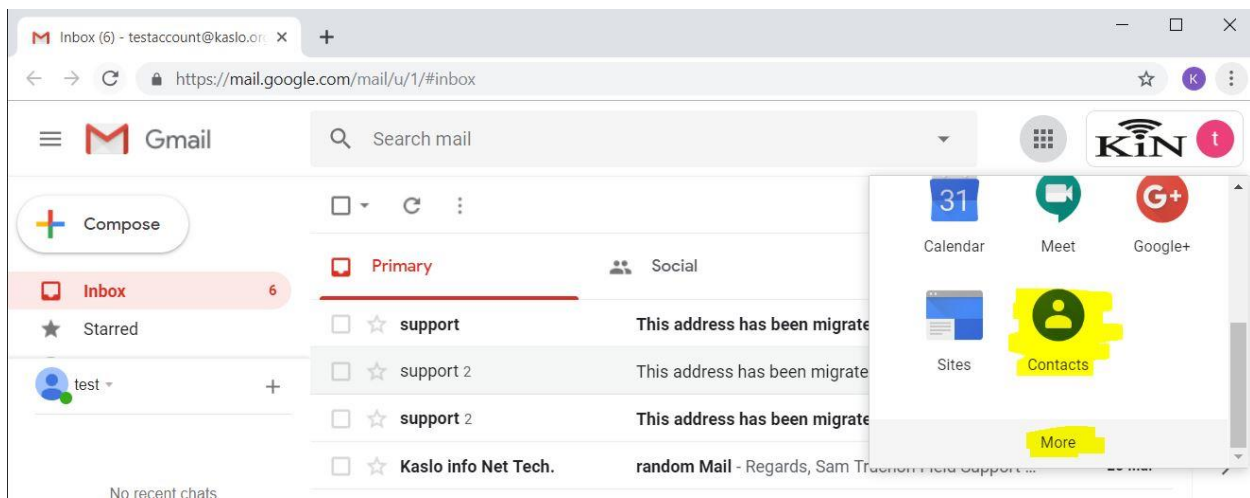
Instructions on Migrating Email Contacts From Google Kaslo.org Email Accounts

Please note that if you are using an email client such as Thunderbird, Apple Mail or Outlook (there are many more) your contacts should be intact, no steps will be necessary. These instructions will allow you to export the contacts from Google and import them to the KiN webmail.

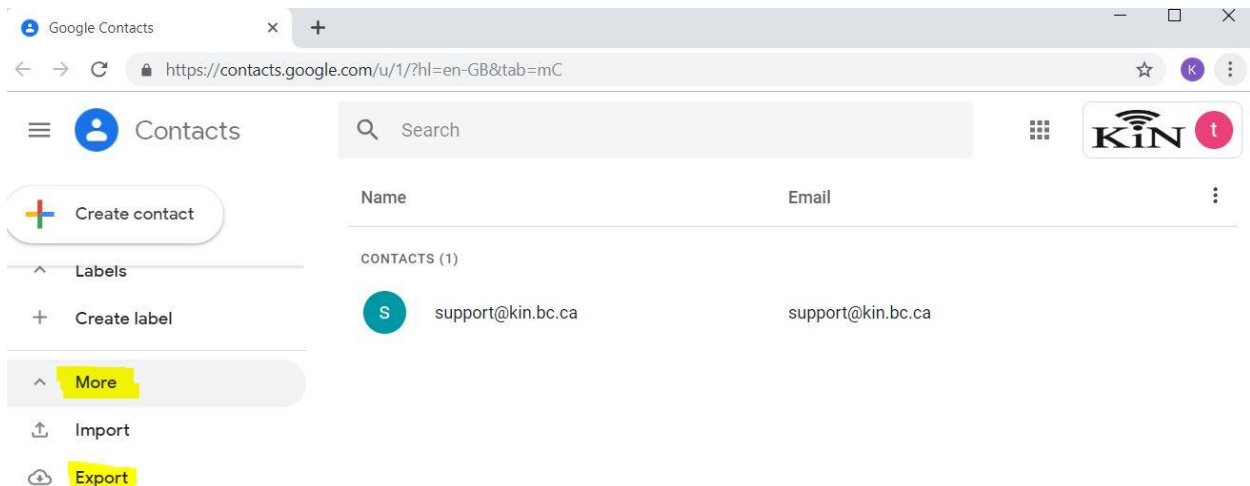
1. Log into your Kaslo.org account in Google by visiting www.gmail.com, you will need to use your old password and not your newly created one.
2. Click on the Google Apps icon near the top right hand corner of the page:



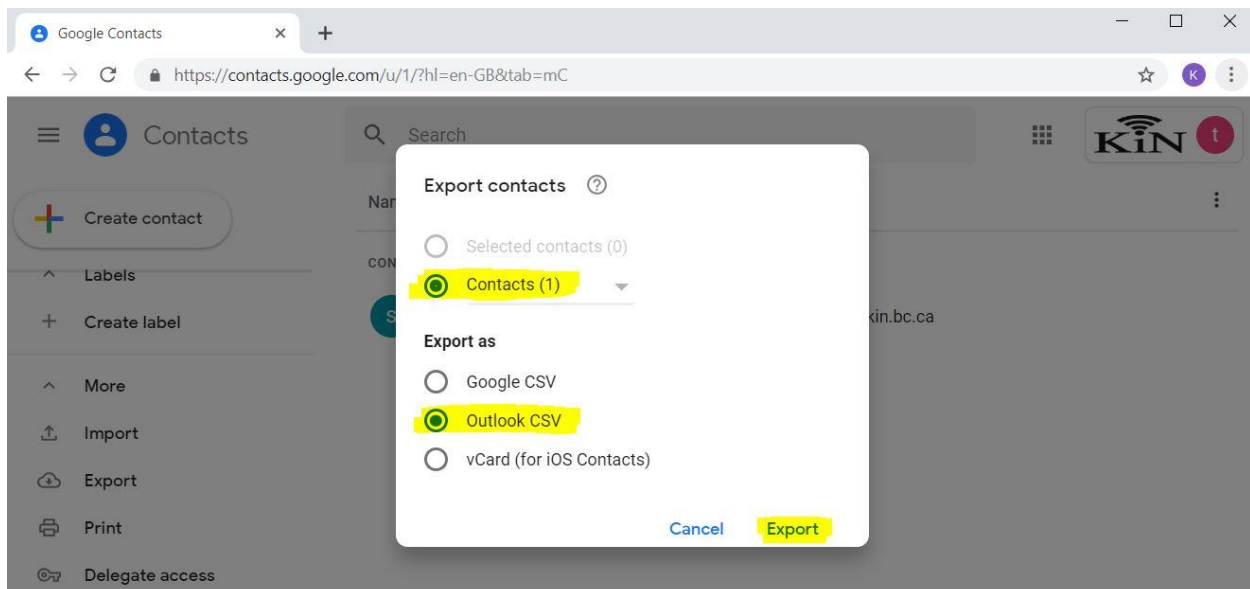
- Click on the *Contacts* button in the drop down window, you may have to click on *More* to have it appear:



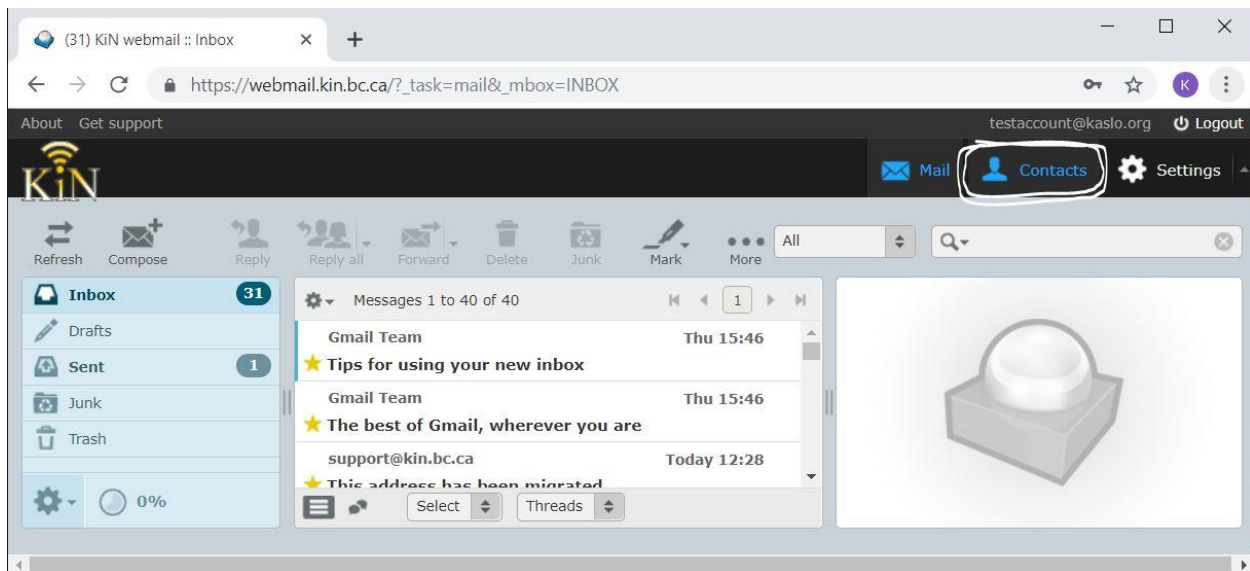
- Ensure that you do not have any of your contacts selected. Click on *More* then you will see an *Export* option, please click on it:



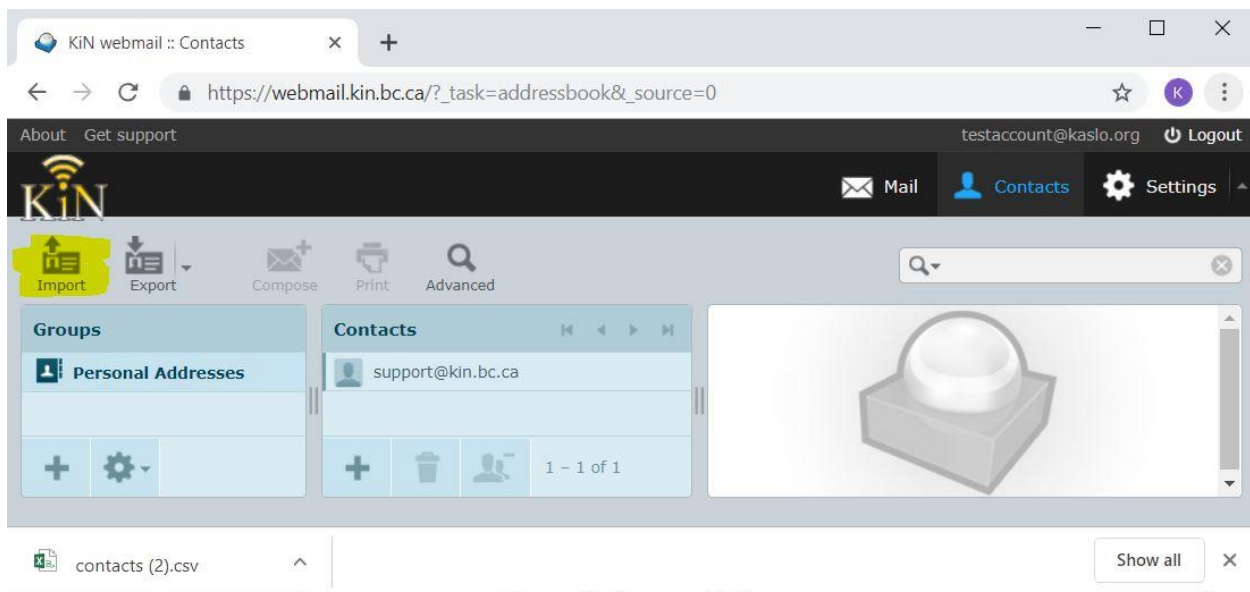
5. Select Outlook CSV from the windows that appears, ensure that *Contacts* is selected then click on *Export*, make a note of where your contacts are being downloaded to:



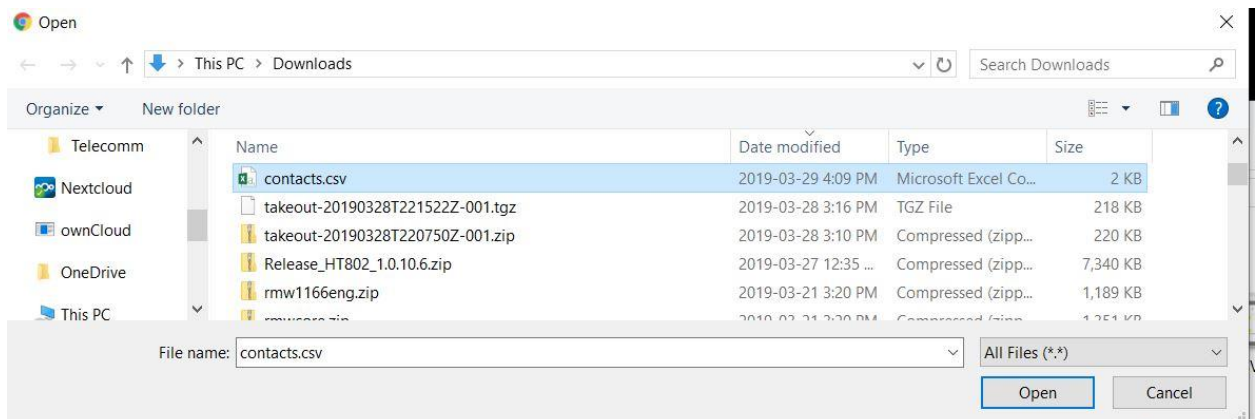
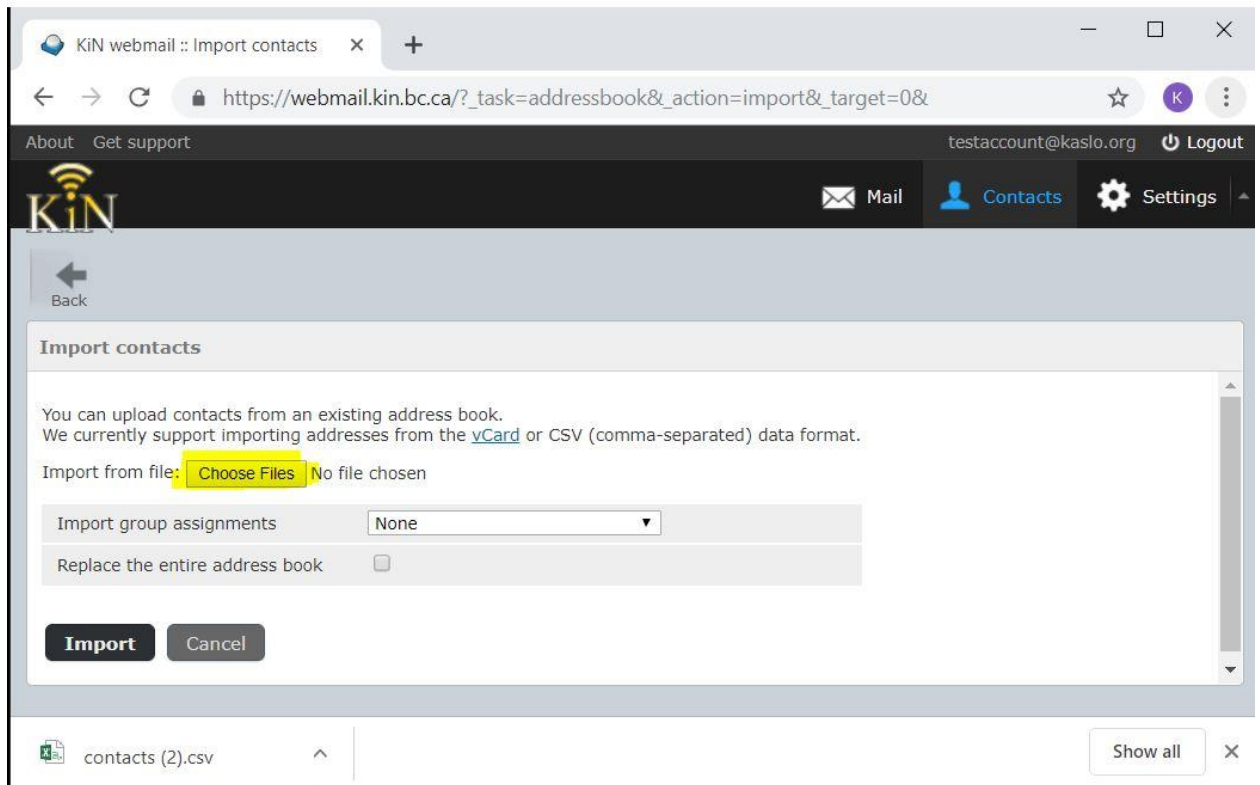
6. Now log into your kaslo.org account on KiN's webmail at <https://webmail.kin.bc.ca> use your new password.
7. In the KiN webmail select *Contacts* near the top left hand corner:



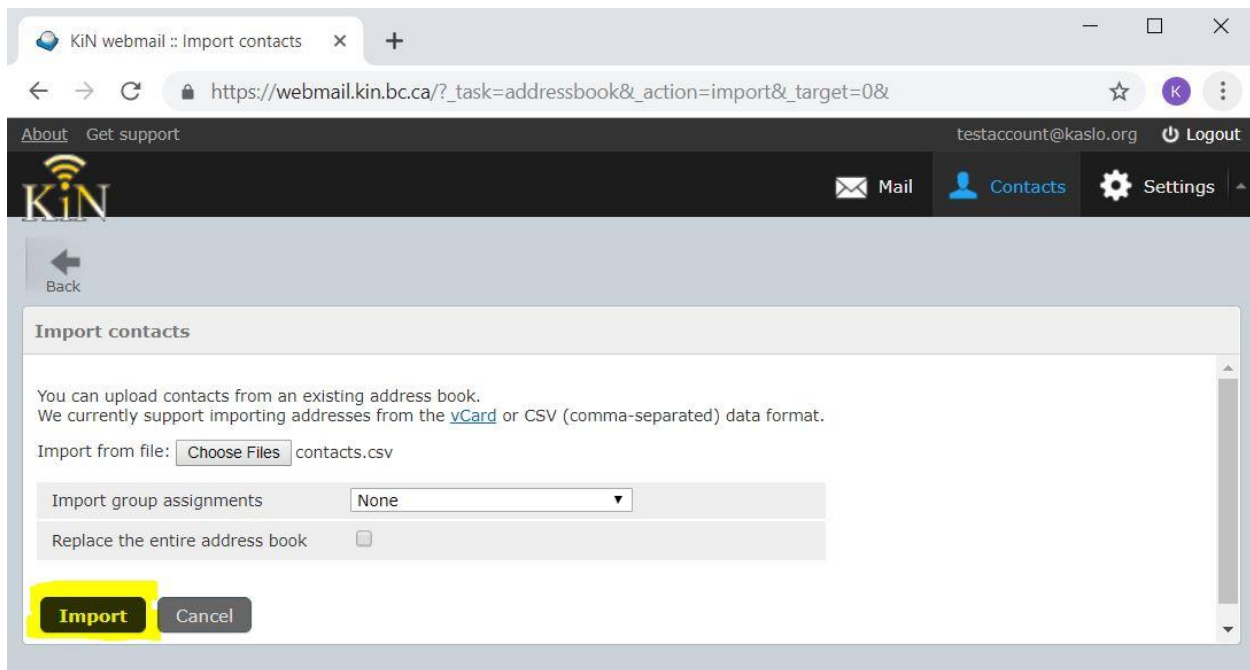
8. Once on the contacts page please click on *Import* near the top right hand corner of the window:



9. Click on *Choose Files*, then select the export created in Gmail, it should be called *contacts.csv*. Once you have selected the correct file please click on *Open*:



10. Click on the Import button:



KiN webmail :: Import contacts

https://webmail.kin.bc.ca/?_task=addressbook&_action=import&_target=0&

About Get support testaccount@kaslo.org Logout

Mail Contacts Settings

Back

Import contacts

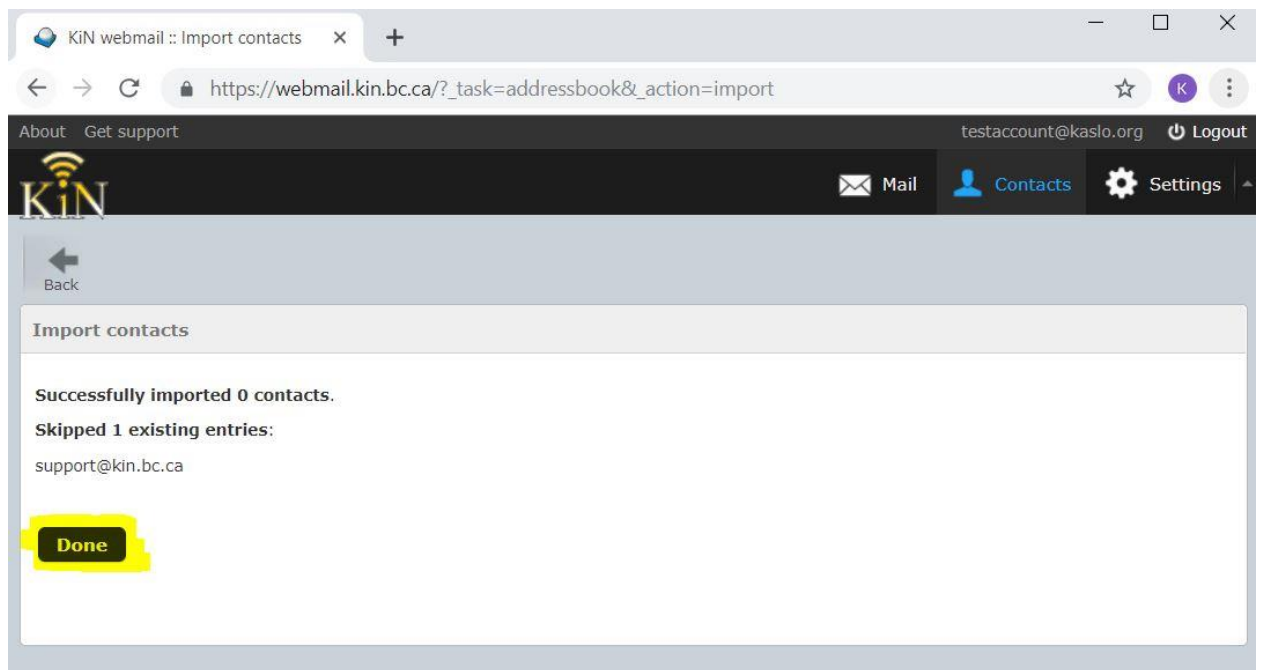
You can upload contacts from an existing address book.
We currently support importing addresses from the [vCard](#) or CSV (comma-separated) data format.

Import from file: contacts.csv

Import group assignments:

Replace the entire address book: ☐

11. You should get a confirmation screen showing the amount of imported contacts, please click on Done:



KiN webmail :: Import contacts

https://webmail.kin.bc.ca/?_task=addressbook&_action=import

About Get support testaccount@kaslo.org Logout

Mail Contacts Settings

Back

Import contacts

Successfully imported 0 contacts.

Skipped 1 existing entries:

support@kin.bc.ca

Congratulations! You have imported all of your email data and service to KiN's servers!