

The Zengaku Computer System Update Response Procedures

Active! mail

【Ver. 1.0】

February 24, 2023

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1. Introduction

This document describe the procedures that will need to be addressed on the mail system for updating the Zengaku Computer System.

Mail data migration period: February 6 – March 8, 2023

Deadline to change Active!mail forwarding settings: March 2, 2023

Deadline for restoration of flagged mail data: (tentative) March 31, 2023

[Confirmation before updating the Zengaku Computer System (by March 2, 2023)]

Subject: Faculty and staff with @u addresses

Please refer to the procedure for transferring Active! mail forwarding settings to Microsoft 365 Outlook, as there are conditions for the applicable forwarding settings.

*You can manually set up or change the settings in the user manual "Set up email forwarding".

[1. Confirmation after migration of the Zengaku Computer System]

Subject: Users of @u and @s addresses

After updating the university-wide computer system, you will need to change your password depending on the system you use. Please refer to the procedure described in the following.

[Table 1-1. List of Terms] lists the terms used in this procedure.

Table 1-1. List of Terms

用語	説明
Microsoft 365	Cloud services operated by Microsoft.
M365 Account	Account required to sign in to Microsoft 365 Students : sXXXXXXXX@u.tsukuba.ac.jp , sXXXXXXXX@s.tsukuba.ac.jp Faculty and Staff : familyname.firstname.xy@u.tsukuba.ac.jp.
Outlook	An email client service provided by Microsoft 365. Web browser and application versions exist and both are available.
Students	Users of the Zengaku Computer System who have been issued M365 accounts for sXXXXXXXX@s.tsukuba.ac.jp and sXXXXXXXX@u.tsukuba.ac.jp.
Faculty and Staff	Refers to a Zengaku Computer System user who has been issued an M365 account at familyname.firstname.xy@u.tsukuba.ac.jp.
Web Browser	Browsers supported by Microsoft 365. Supported browsers include Microsoft Edge, Safari, Google Chrome

	and Mozilla Firefox. Internet Explorer 11 is no longer supported.
Multi-factor authentication	Additional user verification that occurs after entering the password when signing in to Microsoft 365. Phone numbers and special applications are available as methods of user verification.

2. Confirmation before updating the Zengaku Computer System

2-1. [Transfer Settings Migration] Preparation for Transfer Settings Migration (Due date: Thursday, March 2, 2023)

In Microsoft 365 Outlook, only one forwarding setting can be configured. Therefore, if you have multiple forwarding settings in Active!mail, you must select only one forwarding setting that you wish to migrate. Please refer to the following procedure when selecting a forwarding setting.

The conditions for transferring Active! mail forwarding settings are as follows.

Table 2-1. Transfer settings migration target

設定項目	移行条件
On / Off	On
Conditions	Forward All Messages
Forwarding	Forward to the following addresses

*Transfer settings will not be transferred in the following two cases.

- Examples of transfer settings that do not meet the transfer conditions in "Table 2-1."

■ 転送 編集

設定名*	test1
有効/無効*	<input type="radio"/> 有効 <input checked="" type="radio"/> 無効
条件設定*	<input type="radio"/> 全ての条件に一致 <input checked="" type="radio"/> いずれかの条件に一致 <input type="radio"/> 全てのメールを転送
	件名が* <input type="text" value="test"/> を含む項目 <input type="text"/>
転送設定*	<input type="text" value="携帯電話に転送"/>
転送先	xxxxxxx@gmail.com

OK キャンセル

"Off" is selected.

Other than "Forward All Messages" is selected.

"Off" is selected.

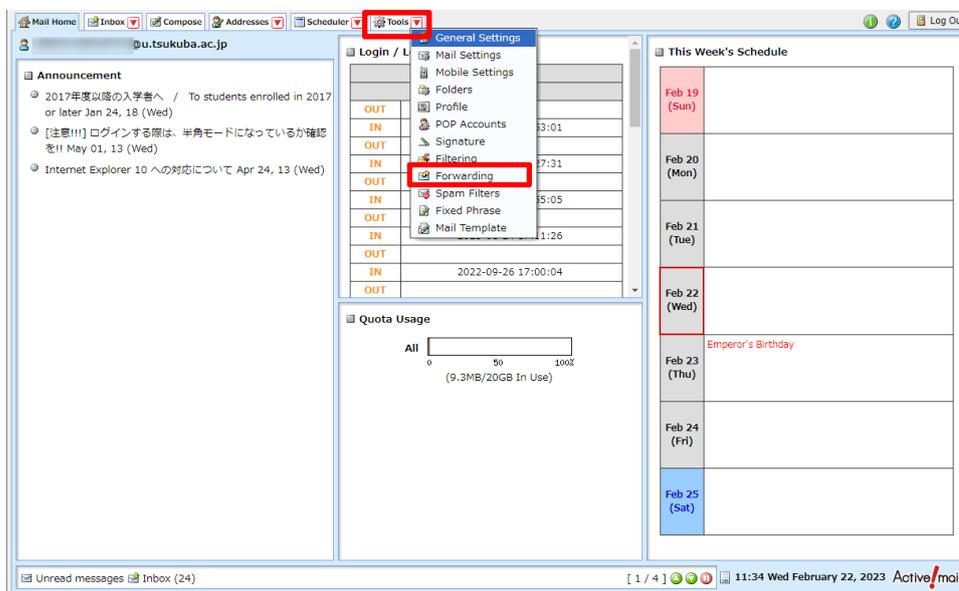
- If you have already set up forwarding in Microsoft 365 Outlook



2-1-1. How to set the first forwarding setting

If you have multiple forwarding settings in Active!mail, the email address set as the first in the display order will be migrated to Microsoft 365 Outlook. Therefore, please follow the steps below when specifying the forwarding settings you wish to transfer.

1. Log in to Active! mail.
2. Click the [▼] [▼] icon under [Tools] and click [Forwarding].



3. Confirm that the created forwarding list is displayed.



4. change the order of the forwarding settings. This procedure describes the contents of the procedure when the second transfer setting is the target of the migrate.

① Click on the forward setting that is set above the forward setting you wish to migrate.



② Select "Off" from <On / Off> and click "OK".

転送 編集 *: 必須入力

設定名*	test1	
有効/無効*	<input type="radio"/> 有効 <input checked="" type="radio"/> 無効	
条件設定*	<input checked="" type="radio"/> 全ての条件に一致 <input type="radio"/> いずれかの条件に一致 <input type="radio"/> 全てのメールを転送	
	件名が	test <input type="button" value="を含む項目"/>
転送設定*	次のアドレスに転送 転送先: <input type="text" value="sXXXXXXXX@s.tsukuba.ac.jp"/>	

- Confirm that the forwarding setting you wish to migrate is set as the 1st setting.
* Refer to "Table 2-1. Transfer settings migration target" to confirm that the conditions for migration are met.



- ③ Click on the transfer setting that you set to Off.



- ④ Select "On" from <On / Off> and click "OK"

■ 転送 編集

* : 必須入力

設定名*	test1
有効/無効*	<input checked="" type="radio"/> 有効 <input type="radio"/> 無効
条件設定*	<input checked="" type="radio"/> 全ての条件に一致 <input type="radio"/> いずれかの条件に一致 <input type="radio"/> 全てのメールを転送 件名が [test] を含む項目
転送設定*	次のアドレスに転送 転送先 [s.tsukuba.ac.jp]

3. Confirmation after migration of the Zengaku Computer System

3-1. Password setting **Note: Only for those who have not yet used Microsoft365**

Faculty and staff using Microsoft 365 for the first time will need to set a password. Please use “<https://m365setting.u.tsukuba.ac.jp>” * as the password.

[Faculty/Staff (@u-address)]

- First time users : Password setting is required.
- If you are using Microsoft 365 with @u-address : No need to reset your password.

[Student Mail System (@s address)]

- All users : Password setting is required.

* “<https://m365setting.u.tsukuba.ac.jp>” is a system that allows users to change their Microsoft 365 passwords and select the use of multi-factor authentication.。

3-1-1. Log in to “<https://m365setting.u.tsukuba.ac.jp>”

For the procedure to access <https://m365setting.u.tsukuba.ac.jp>, please refer to the user manual “Login” to perform the operation.

*The user manual will be posted in the future.

3-1-2. How to Change Password

To change the password of your M365 account using "<https://m365setting.u.tsukuba.ac.jp>", please refer to "Change Password" in the user manual.

*The user manual will be posted in the future.

3-2. [Transferring Transfer Settings] How to check and change transfer settings using Outlook (Web browser version)

To check the forwarding settings that have been transferred, use the web browser version of Outlook.

Applicable to: Users of @u addresses

3-2-1. Checking Transfer Settings

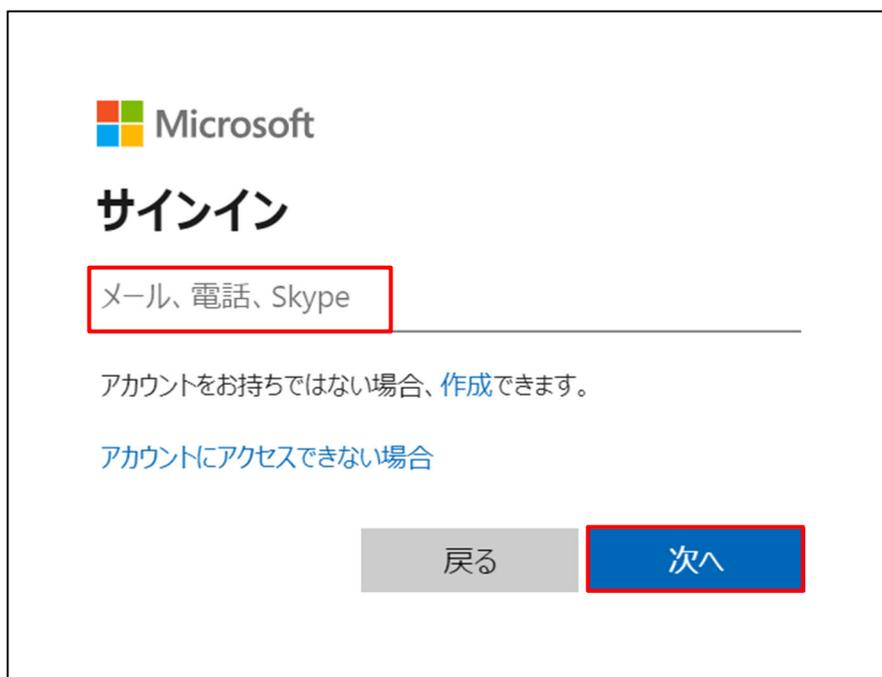
To check the forwarding settings, please follow the steps below.

1. open a web browser and access the following URL.

<https://portal.office.com>



2. enter your M365 account (xxx@u.tsukuba.ac.jp) in the [Mail, Phone, Skype] field and click [Next].



Enter your M365 account password in the Password field and click [Sign In].

Microsoft

← u.tsukuba.ac.jp

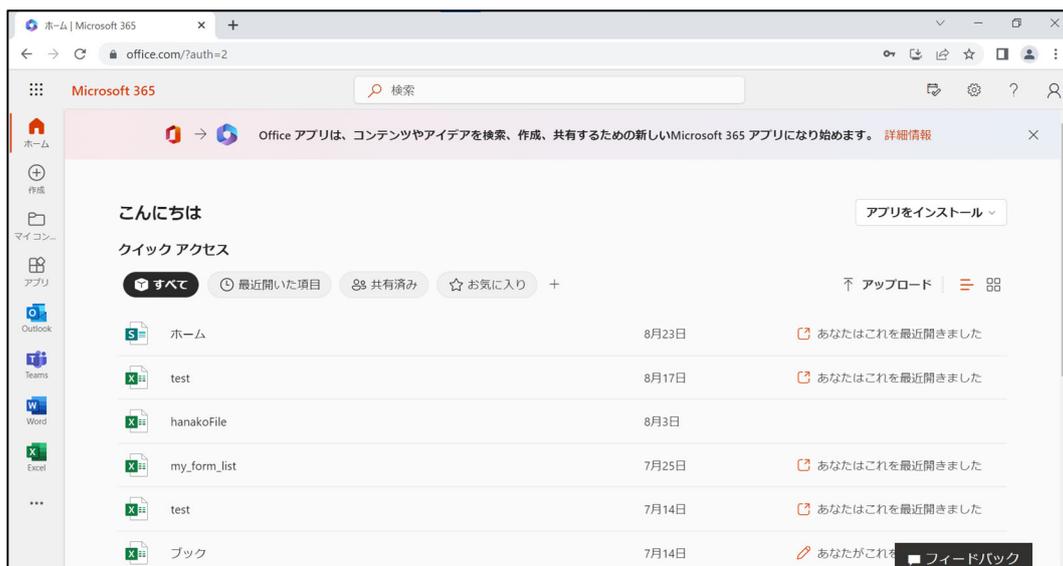
パスワードの入力

パスワード

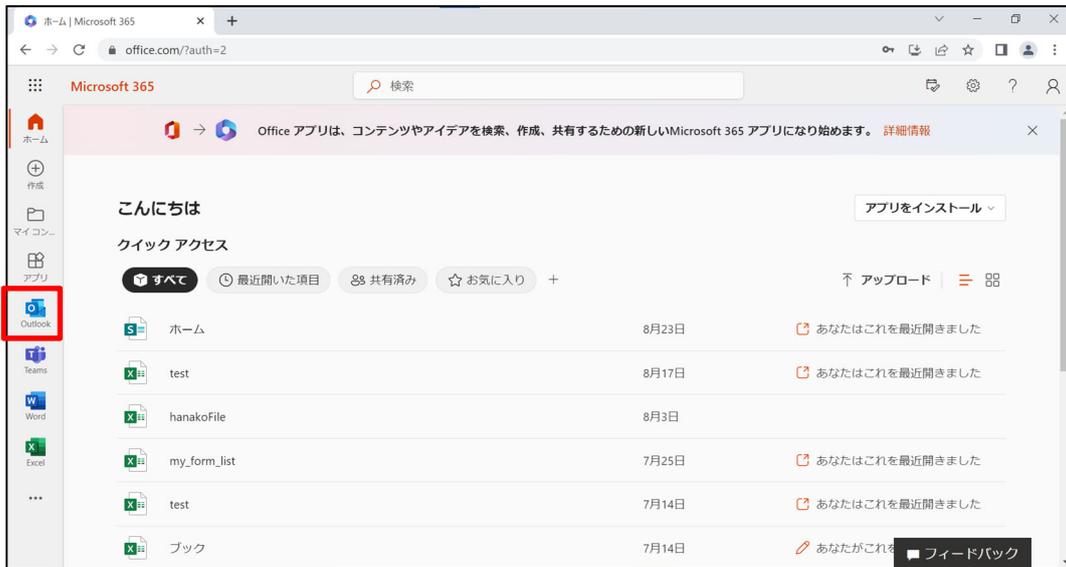
[パスワードを忘れた場合](#)

サインイン

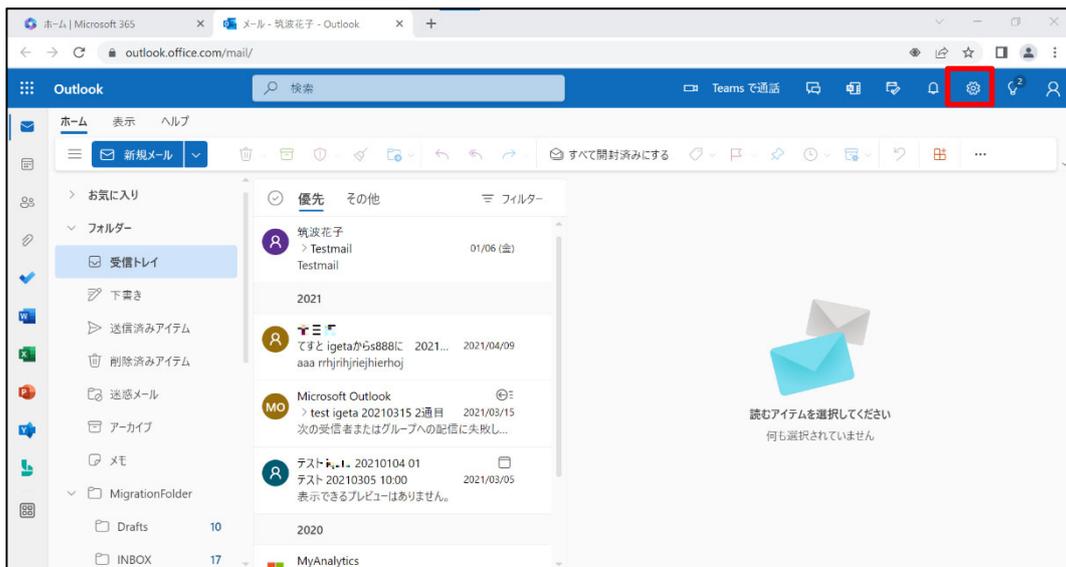
3. Authentication is requested according to the multi-factor authentication settings. Please login with multi-factor authentication.
4. The password reset setting screen will appear. Please refer to the user manual "Microsoft 365 Sign In and Sign Out" to set the password reset method.
5. Office Home will appear.



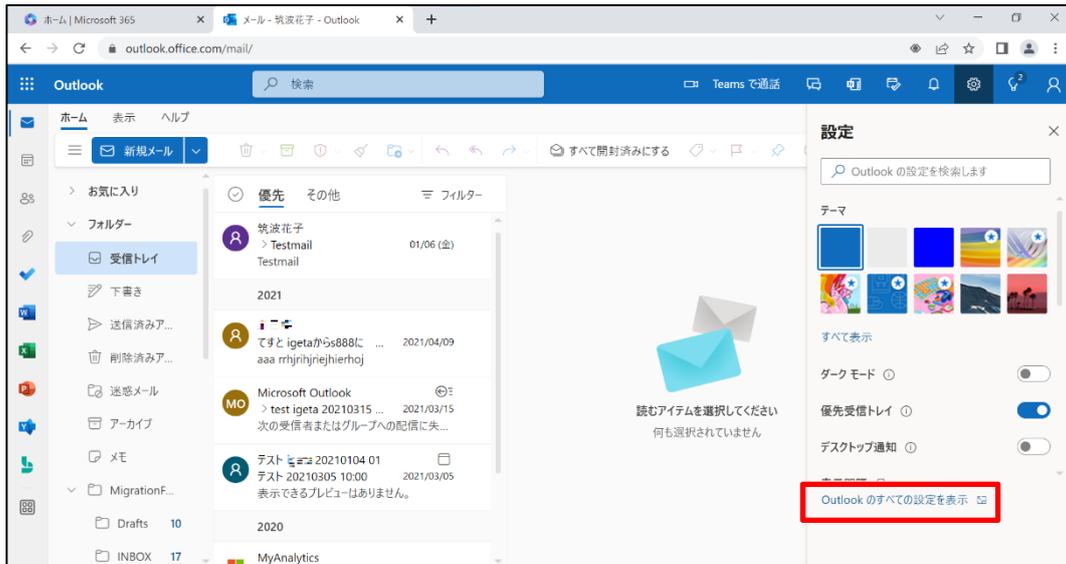
6. Click [Outlook].



7. Click on the [Settings] icon.



1. Click [View all Outlook settings].



Click [Mail] and then [Forwarding].



2. Check your e-mail address set in the [Forward my e-mail to:] field.



3-2-2. Changing Forwarding Settings

To change the forwarding settings, refer to the user manual "Set up email forwarding".

*The user manual will be posted in the future

3-3. [Mail Migration] Handling of Migrated Mail Data

[MigrationFolder], which is a folder for mail migration, is created on Microsoft365 Outlook, and the mail data of Active!mail is stored there.

If you want to check or move the migrated mail data, please refer to the following. 3-3-1.

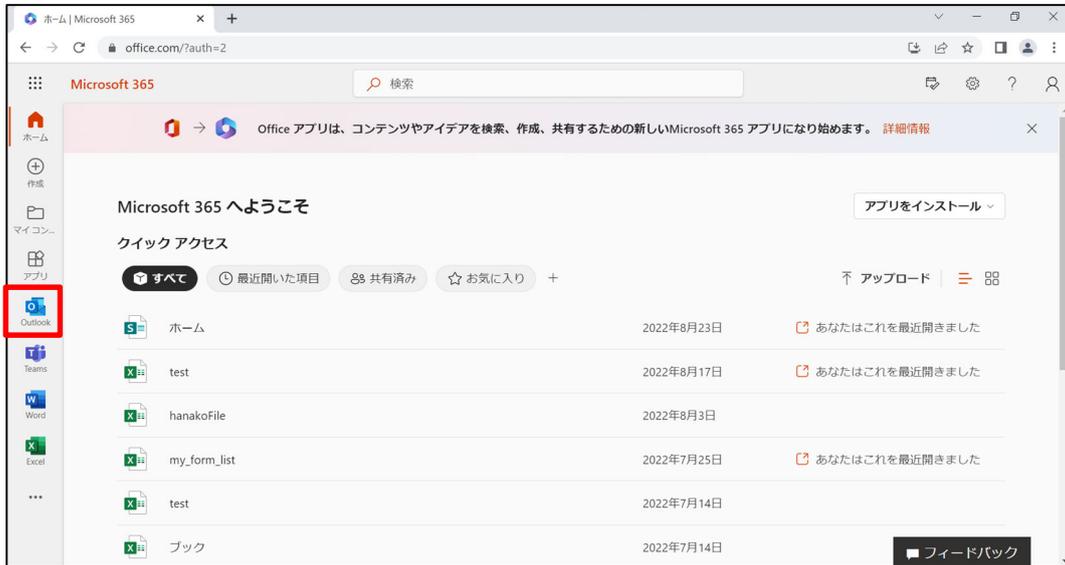
3-3-1. Confirmation of Migrated Mail Data

To check the migrated mail data, refer to "Checking Migrated Mail Data" in the user manual.

3-3-2. How to Handle Migrated Mail Data

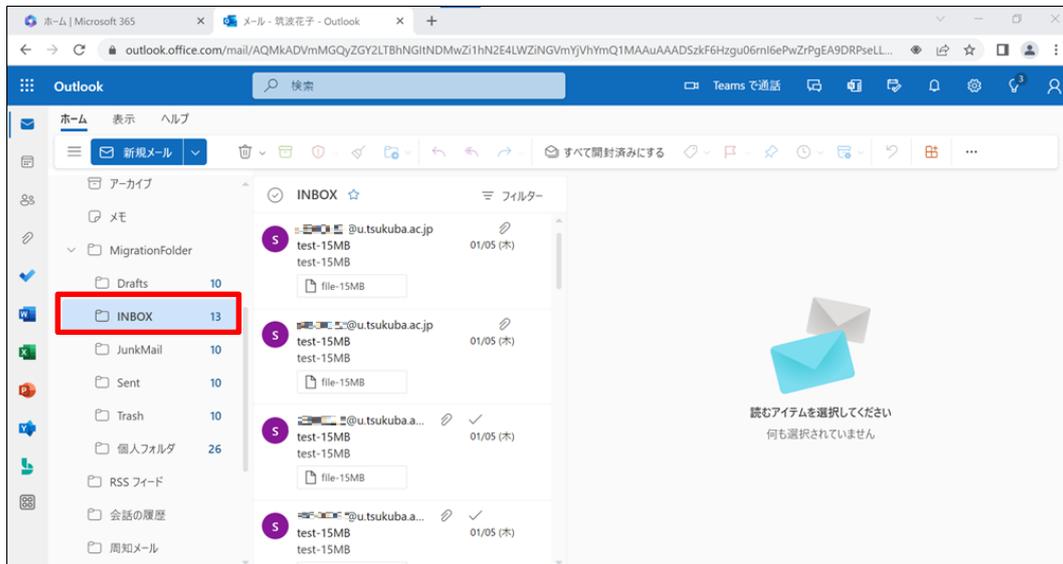
To move the migrated mail data to the target folder, please follow the steps below.

1. Sign in to Microsoft 365 and click [Outlook].

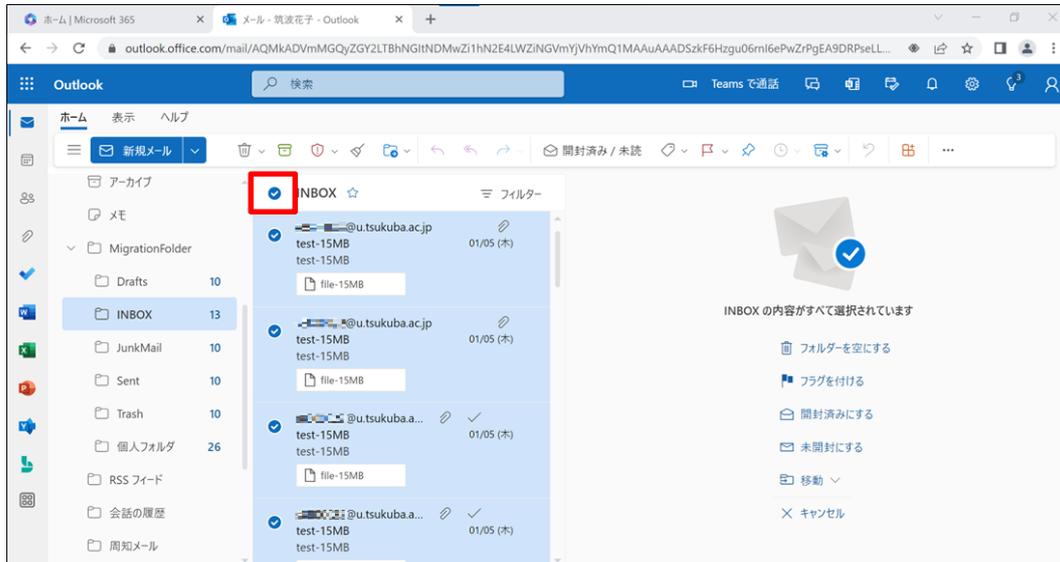


2. Select the target folder from [MigrationFolder].

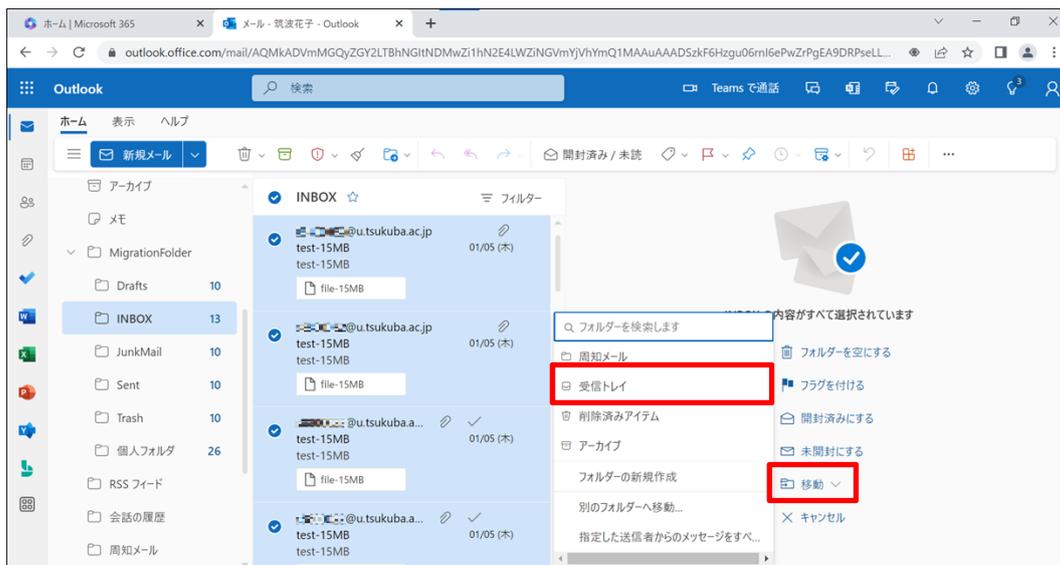
Refer to "Contrast table for each folder" in the user manual to confirm the source and destination folders for the migration. This procedure describes the contents of the procedure for moving mail data in the INBOX folder to the Inbox folder.



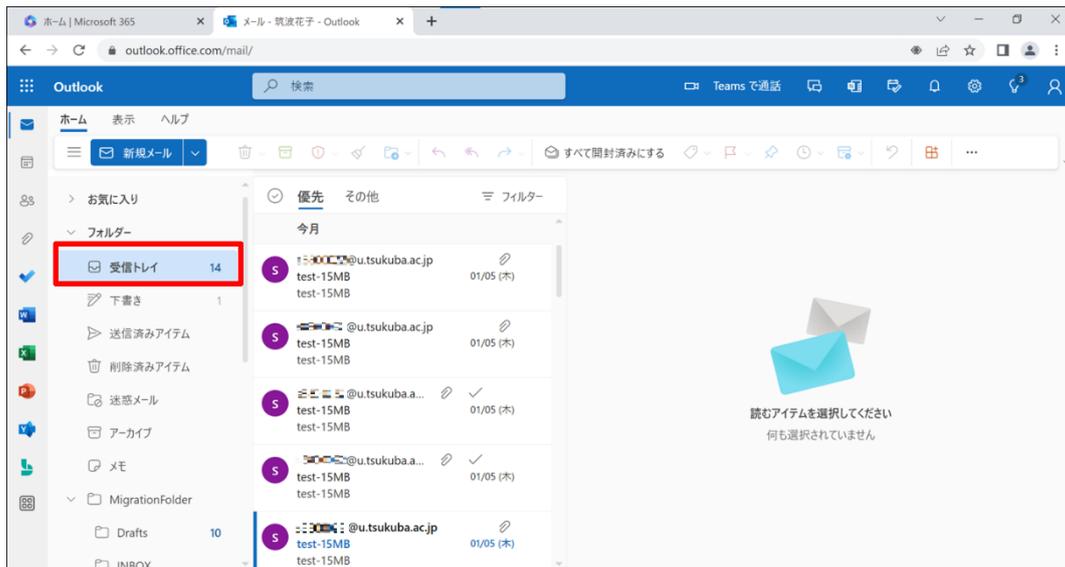
3. Select all mail data by clicking the check icon next to the folder name.
*Make sure the check icon for the mail data is blue.



4. Click [Move] and select [Inbox].



5. Make sure the email you chose has been moved to the target folder.



3-4. [Mail Migration] How to repair flagged mail (deadline: (tentative) Friday, March 31, 2023)

The flags set in Active!mail will not be migrated in the mail data migration.

If you wish to re-flag them in each mail software, please refer to the following to perform the operation.

*If you are using a mail client software, please check the mail data from your mail client

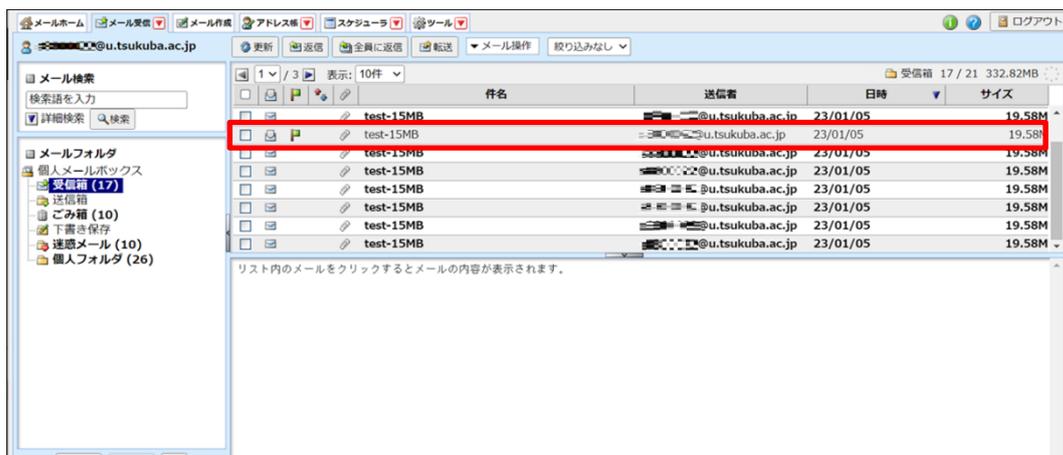
3-4-1. Outlook(Web browser version)

To re-flag or re-classify from the Web browser version of Outlook, please follow the steps below.

1. Log in to Active! mail and click on [Inbox].



2. Check your mail that has been given a flag or classification.

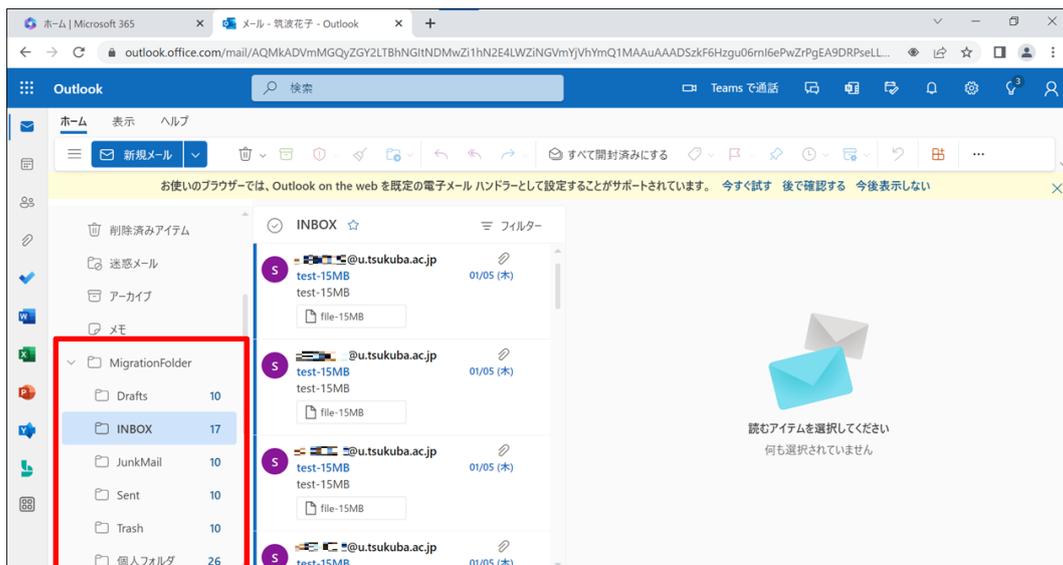


Log in to Microsoft 365 and click on 「[Outlook]」.



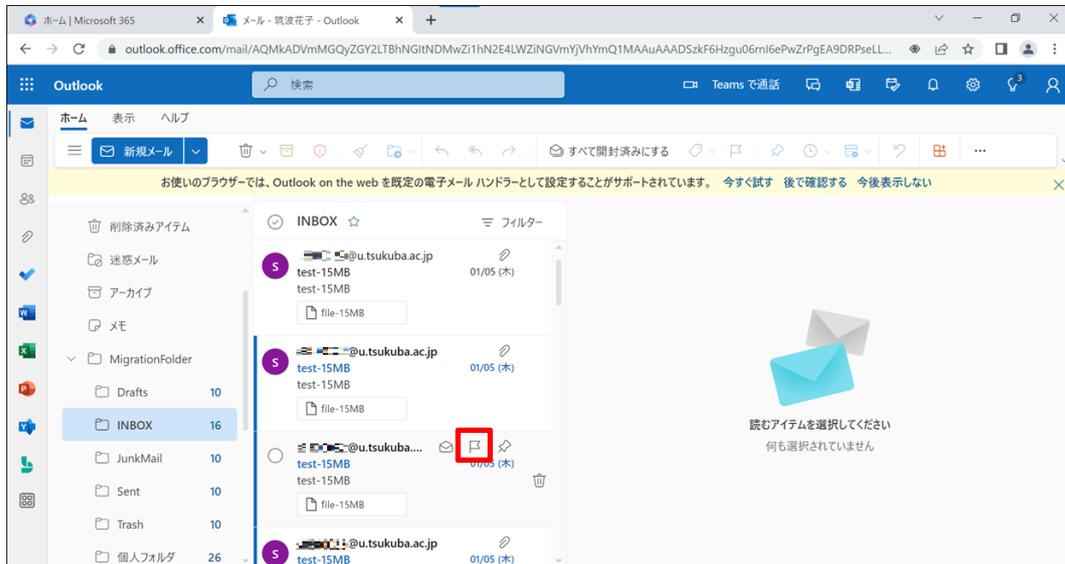
3. Check each folder in your Migration Folder-[MigrationFolder].

* Refer to [Table Contrast table of each folder] in the user manual.

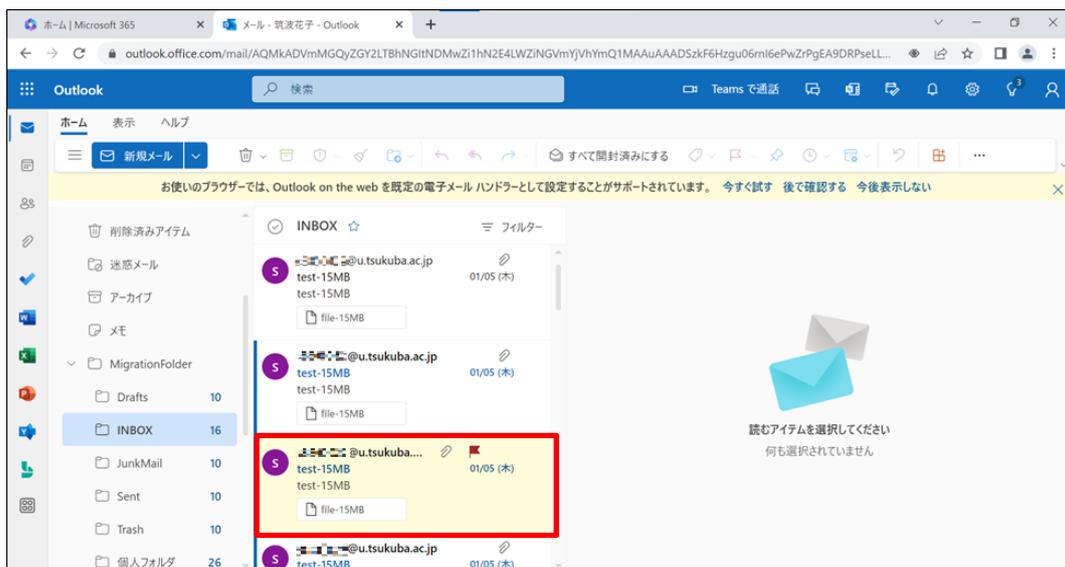


4. Compare with your Active! mail data and re-add flags and re-categorize as necessary.
[Flag Settings]

• Click the [Flag] icon of the target e-mail.

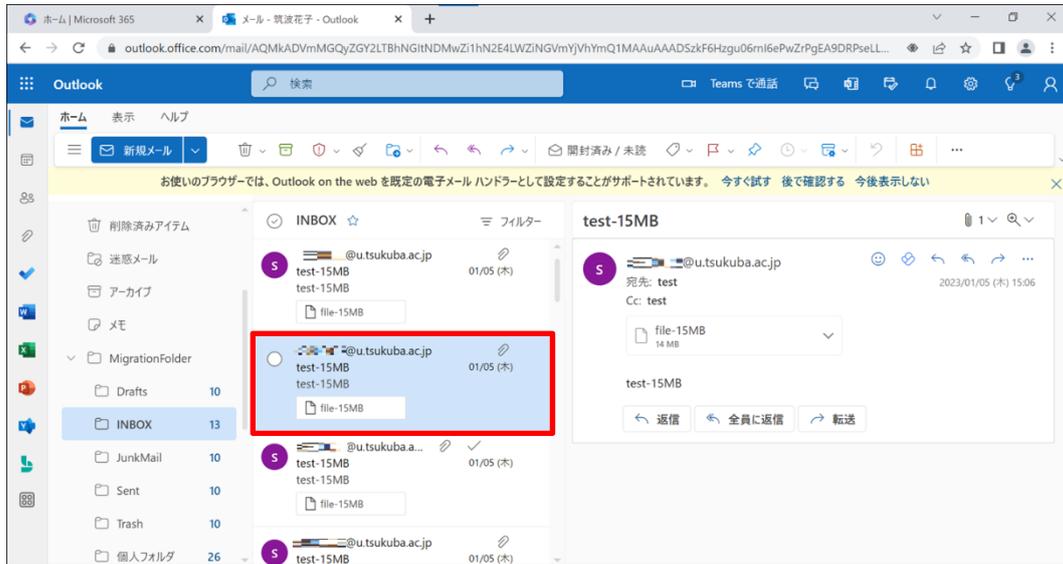


• Make sure your email is flagged as you set it up.



[To set up a category]

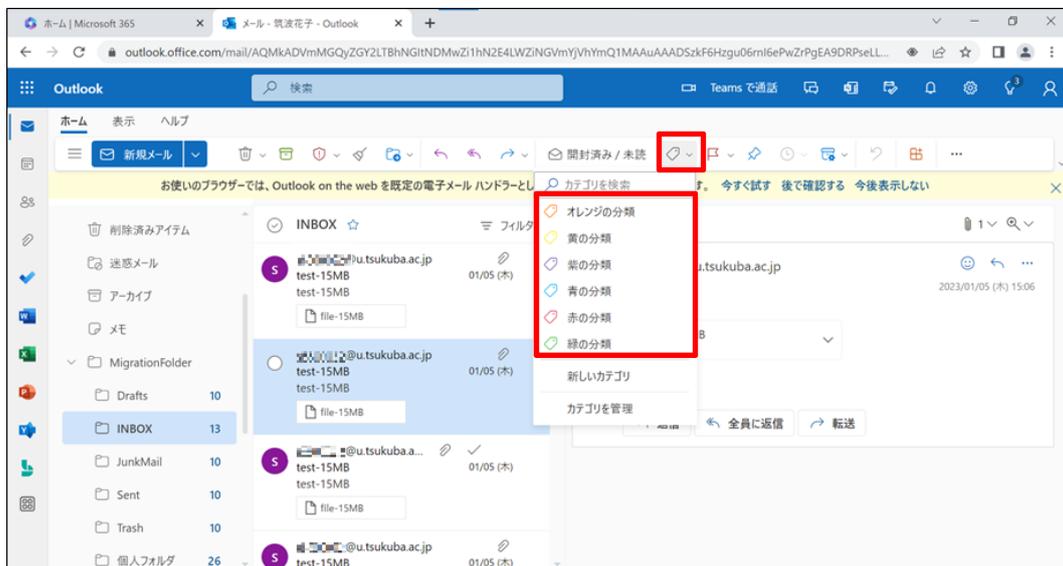
- Click on your e-mail that you want to categorize.



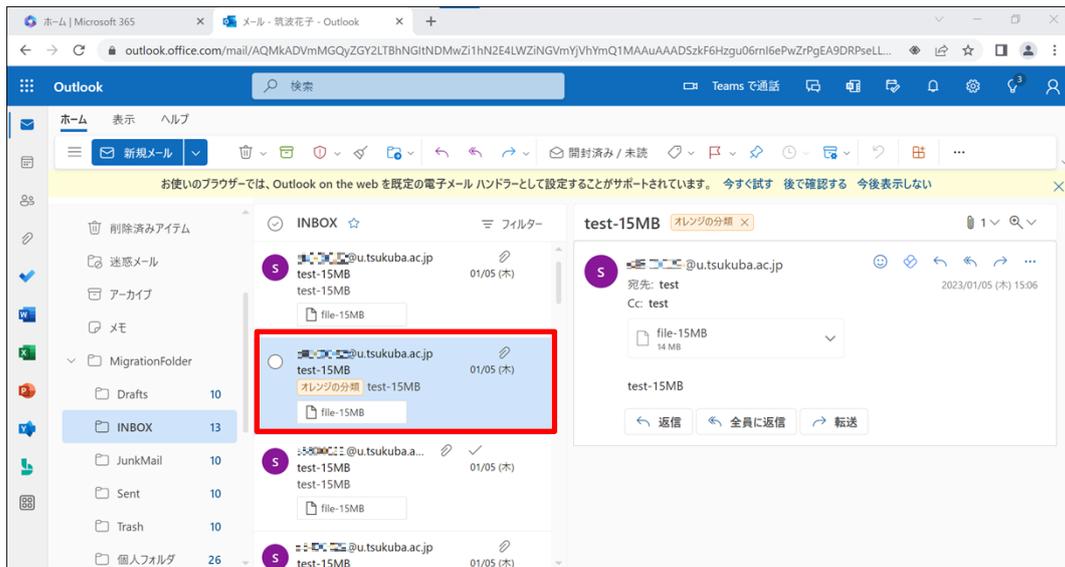
- Click on the [Categorize] icon and select a category.

Select [New Category] to create a classification of your choice of color.

Select [Manage Categories] to change the name or color of a classification, delete it, or add it as a favorite.



- Make sure your email is categorized.



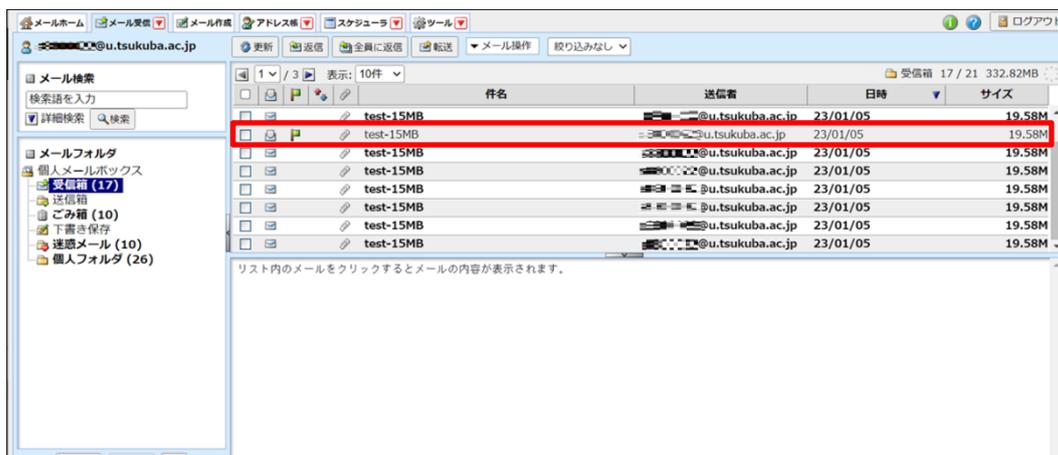
3-4-2. Outlook (App version)

If you wish to re-flag or re-categorize your Outlook app version, please follow the steps below. 1.

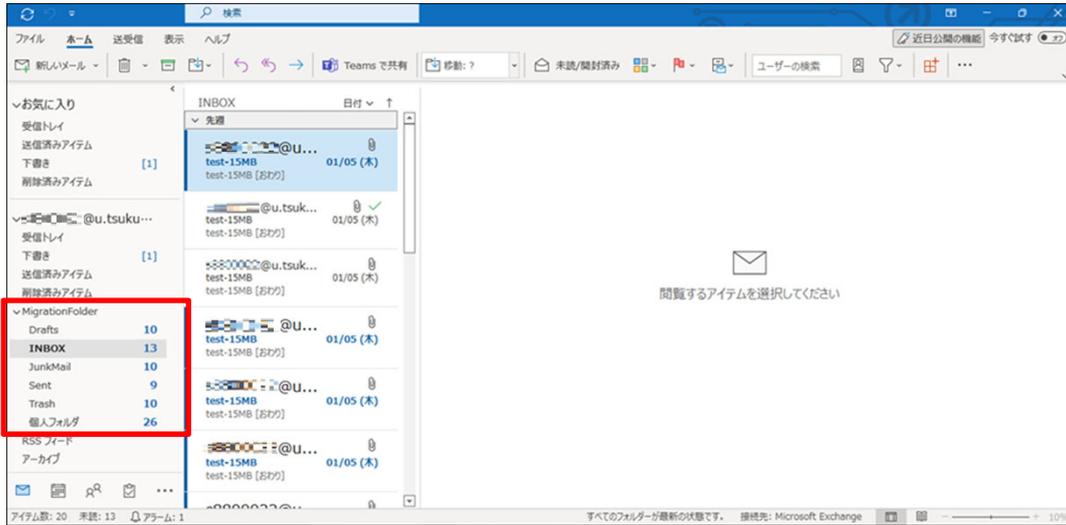
1. Access Active! mail and click [Inbox]



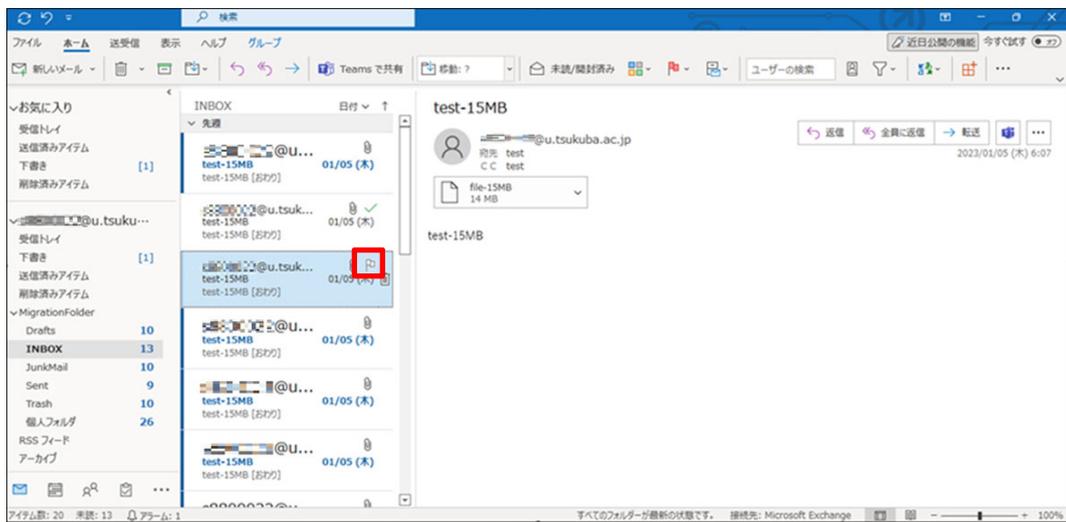
2. Check the mail that has been assigned a flag or classification.。



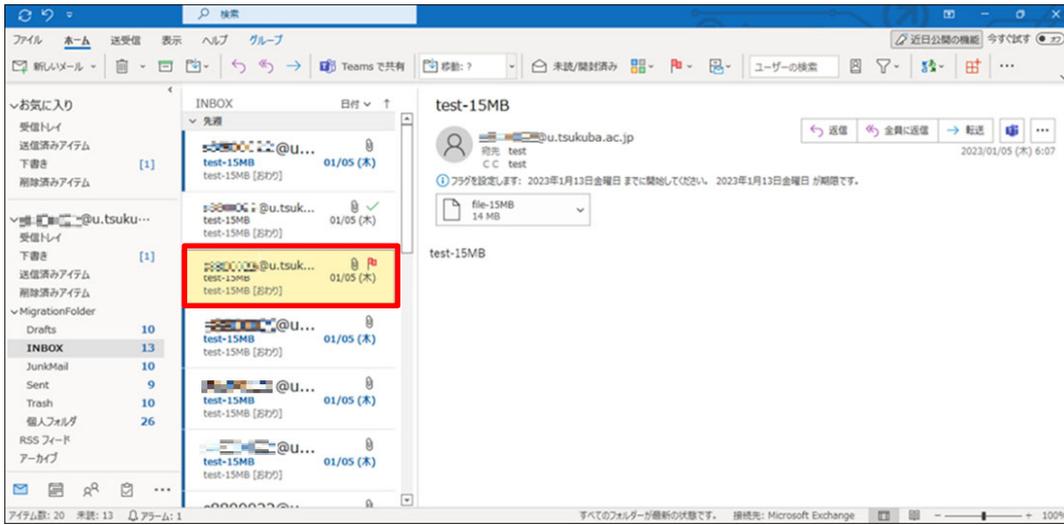
- Start Outlook and check each folder in your migration folder-[MigrationFolder].
* Refer to [Table Contrast table of each folder] in the user manual.



- Compare with your mail data in Active! mail and re-flag or re-categorize as necessary. [Flag Settings]
 - Click on the [Flag] icon.
 - Right-click on the [Flag] icon to display the options, and set as necessary.

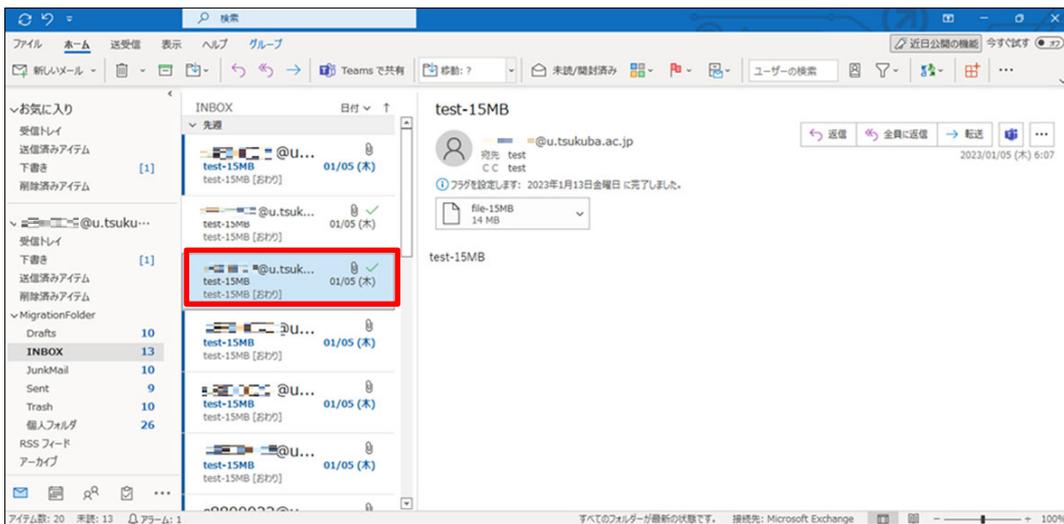


- Make sure your email is flagged as you set it up.



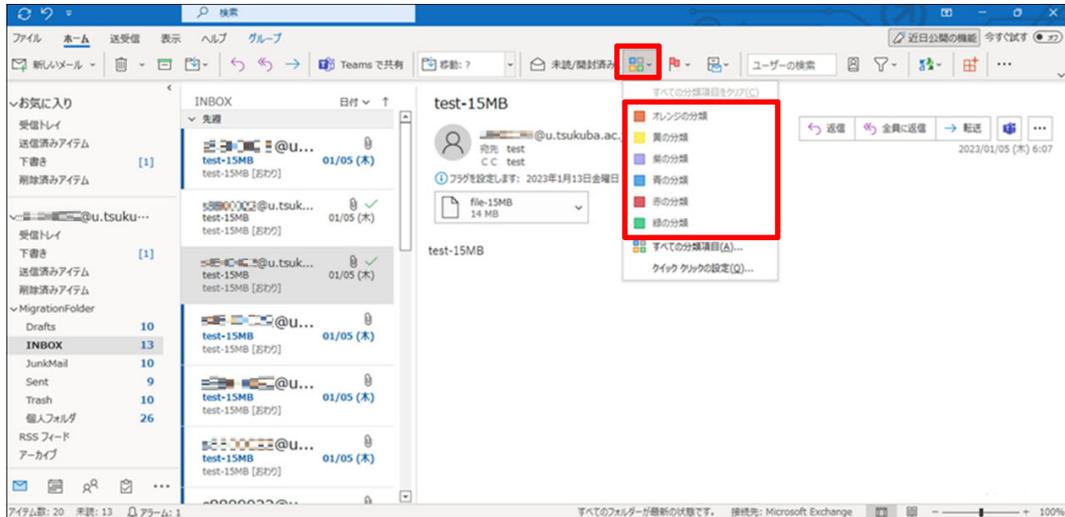
[To set up a category]

- Click on your e-mail that you want to categorize.

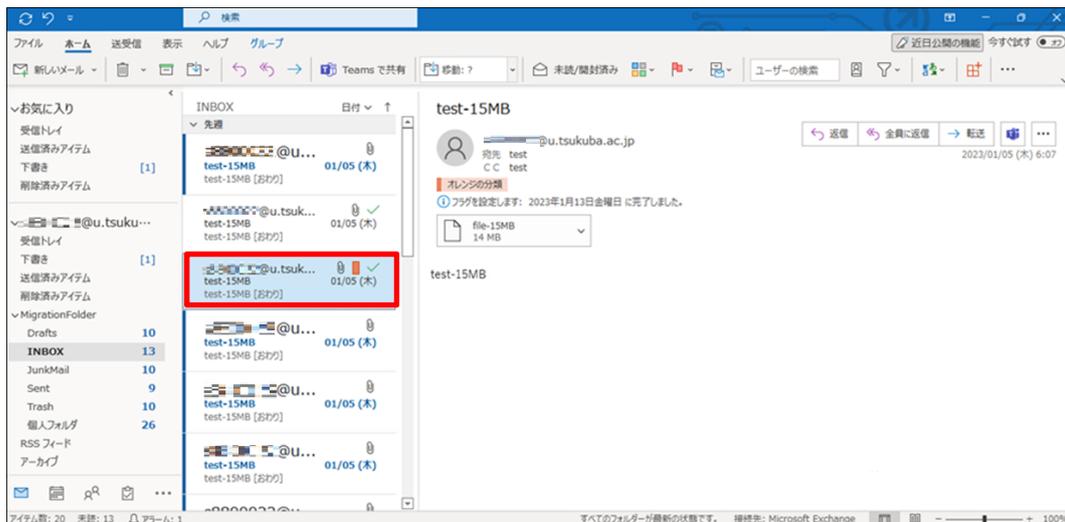


- Click on the [Categorize] icon and select a category.

Click [All Classification Items] to create a new classification, change its color and name, or delete it.



- Make sure your email is categorized.



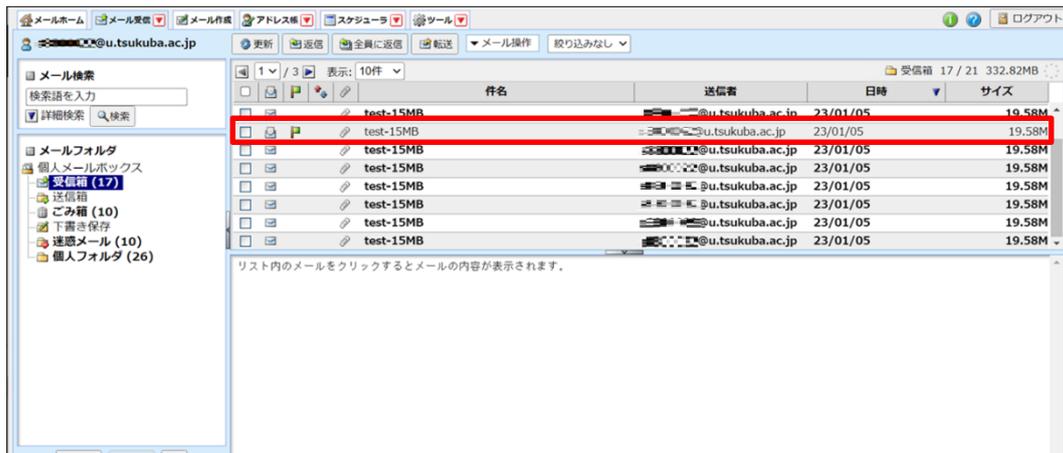
3-4-3. Thunderbird

If you wish to mark or tag again from Thunderbird, please follow the steps below. 1.

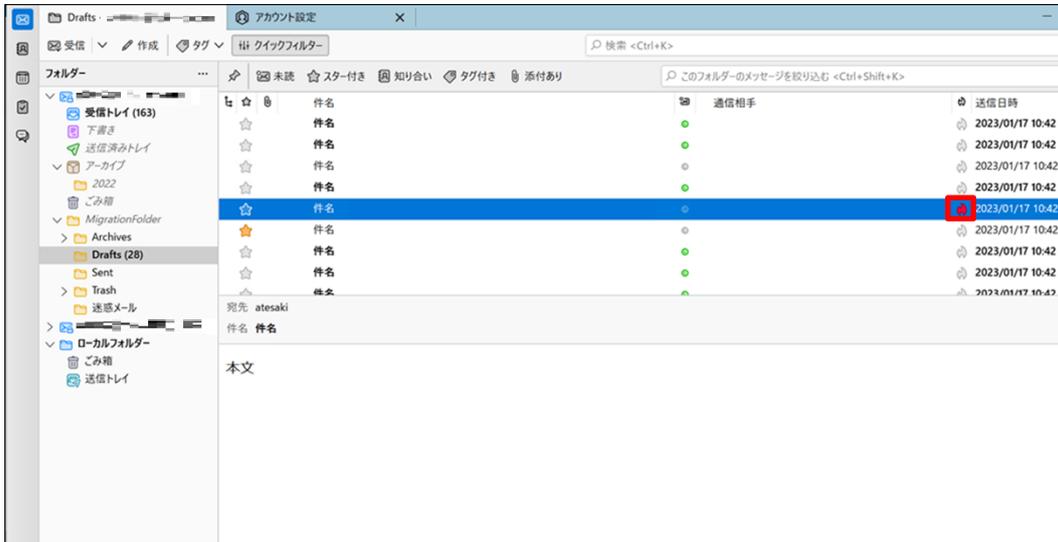
1. Access Active! mail and click [Inbox].



2. Check your email that has been marked and tagged.



- To mark an e-mail as junk mail, click the [Mark as Junk] icon.
- You can also mark an email as junk by right-clicking on the email and selecting [Mark]-[As Junk].



[To add a tag]

- Right-click on your e-mail and select [Tag].

[Select "New Tag" to create a new tag.

[Select "Manage Tags" to edit the name and color, create a new tag, or delete a tag.

